



# Injury and Illness Prevention Program

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**Injury and Illness Prevention Program  
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## **INTRODUCTION**

In California every employer has a legal obligation to provide and maintain a safe and healthful workplace for employees, according to the California Occupational Safety and Health Act of 1973. In accordance with California Code of Regulations, Title 8, Section 1509, as of 1991, a written, effective Injury and Illness Prevention (IIPP), Program is required for every California employer.

## **RESPONSIBILITY**

The Injury and Illness Prevention Program (IIPP) administrator, the City Manager, has the authority and the responsibility for implementing and maintaining this IIPP for the City of Commerce.

Managers and supervisors are responsible for implementing and maintaining the IIPP in their work areas and for answering worker questions about the IIPP. A copy of this IIPP is available from each manager and supervisor.

All employees are responsible for complying with safe and healthful work practices.

## **COMMUNICATION**

All managers and supervisors are responsible for communicating with all workers about occupational safety and health in a form readily understandable by all workers. Our communication system encourages all workers to inform their managers and supervisors about workplace hazards without fear of reprisal. Our communication system includes:

- Review of our IIPP.
- Training programs.

## **HAZARD ASSESSMENT**

Periodic inspections to identify and evaluate workplace hazards shall be performed by a competent observer in our workplace. Periodic inspections are performed according to the following schedule:

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

## **ACCIDENT/EXPOSURE INVESTIGATIONS**

Procedures for investigating workplace accidents and hazardous substance exposures include:

- Interviewing injured workers 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 recurring.
- Recording the findings and actions taken.

## **HAZARD CORRECTION**

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

- When observed or discovered; and
- When an imminent hazard exists which cannot be immediately abated without endangering employee(s) and/or property, we will remove all exposed workers from the area except those necessary to correct the existing condition. Workers who are required to correct the hazardous condition shall be provided with the necessary protection.

## **TRAINING AND INSTRUCTION**

All workers, including managers and supervisors, shall have training and instruction on general and job-specific safety and health practices. Training and instruction is provided:

- When the IIPP is first established.
- To all new workers, except for construction workers who are provided training through a construction industry occupational safety and health training program approved by Cal/OSHA.
- To all workers given new job assignments for which training has not previously provided.
- Whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard.
- Whenever the employer is made aware of a new or previously unrecognized hazard.
- To supervisors to familiarize them with the safety and health hazards to which workers under their immediate direction and control may be exposed.
- To all workers with respect to hazards specific to each employee's job assignment.

General workplace safety and health practices include, but are not limited to, the following:

- Implementation and maintenance of the IIPP.
- Emergency action and fire prevention plan.
- Provisions for medical services and first aid including emergency procedures.
- Prevention of musculoskeletal disorders, including proper lifting techniques.
- Proper housekeeping, such as keeping stairways and aisles clear, work areas neat and orderly, and promptly cleaning up spills.
- Prohibiting horseplay, scuffling, or other acts that tends to adversely influence safety.
- Proper storage to prevent stacking goods in an unstable manner and storing goods against doors, exits, fire extinguishing equipment and electrical panels.
- Proper reporting of hazards and accidents to supervisors.
- Hazard communication, including worker awareness of potential chemical hazards, and proper labeling of containers.
- Proper storage and handling of toxic and hazardous substances including prohibiting eating or storing food and beverages in areas where they can become contaminated.

## **RECORDKEEPING**

We are a local governmental entity (county, city, district, or and any public or quasi-public corporation or public agency) and we are not required to keep written records of the steps taken to implement and maintain our IIPP.

Copies of our injury and illness prevention program are available at the following location(s):

City Hall

Human Resources Department

2535 Commerce Way

Commerce, CA 90040

**An electronic Version of this Plan is located on the City of Commerce official website.**

## **EMPLOYEE ACCESS**

In addition to copies available at the various aforementioned location(s), employees have the right and opportunity to examine and receive a copy of the IIPP. Employees may elect to grant a designated representative access to the IIPP. A designated representative is an individual or organization to whom the employee has given written authorization to exercise a right of access to the IIPP. For purposes of this Program, a recognized or certified collective bargaining agent is automatically a designated representative.

### **A. Written Authorization**

Employees seeking to grant a designated representative access to the agency's IIPP shall submit a written request that contains the following information:

1. The name and signature of the employee authorizing a designated representative to access the Program on the employee's behalf;
2. The date of the request;
3. The name of the designated representative (individual or organization) authorized to receive the Program on the employee's behalf;
4. The date upon which the written authorization will expire (if less than one (1) year).

### **B. Access to the Program**

The agency shall provide access to the Program by doing one of the following:

1. Provide access in a reasonable time, place, and manner, but in no event later than five (5) business days after the request for access is received from an employee or designated representative.
  - a. Whenever an employee or designated representative requests a copy of the Program, the employer shall provide the requester a printed copy of

the Program, unless the employee or designated representative agrees to receive an electronic copy of the Program.

- b. One printed copy of the Program shall be provided free of charge. If the employee or designated representative requests additional copies of the Program within one (1) year of the previous request and the Program has not been updated with new information since the prior copy was provided, the employer may charge reasonable, non-discriminatory reproduction costs (per [Title 8 Section 3204\(e\)\(1\)\(E\)](#)) for the additional copies, or;
2. Provide unobstructed access through a company server or website, which allows an employee to review, print, and email the current version of the Program. Unobstructed access means that the employee, as part of his or her regular work duties, predictably and routinely uses the electronic means to communicate with management or coworkers. If the employee does not have regular access to a computer, a verbal request for a copy for the employee can be submitted to the safety program administrator. If the employee is granting access to a designated representative, the written authorization can be delivered to the office of the safety program administrator.

The Program provided to the employee or designated representative need not include any of the records of the steps taken to implement and maintain the written Program. If the agency has distinctly different and separate operations with distinctly separate and different Programs, the agency may limit access to the Program (or Programs) applicable to the employee requesting it. The agency shall communicate the right and procedure to access the Program to all employees. Nothing in this section is intended to preclude employees and collective bargaining agents from collectively bargaining to obtain access to information in addition to that available under this section.