Injury and Illness Prevention Program

315.1 SEE ATTACHMENT

See attachment: Injury and Illness Prevention Program Lexipol 9-19-23.pdf

Attachments

Injury and Illness Prevention Program Lexipol 9-19-23.pdf

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INJURY & ILLNESS
Prevention Program

SAN BERNARDINO COUNTY

Probation Department

July 2023

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1. About the IIPP

Instructions

Welcome! Thank you for developing and implementing your Department's Injury and Illness Prevention Plan (IIPP). In California, every organization with 10 or more employees is required to have a written IIPP in place, and San Bernardino County Risk Management is committed to making your department's IIPP an effective tool for maintaining a safe and healthy work environment for all of us.

This IIPP template has been prepared by the Department of Risk Management (DRM) to help your Department develop and implement a customized IIPP tailored to your Department's needs. All sections in this template are required by regulation and will need to be customized and filled in.

> Learn more and find resources at:
> Safety and Loss – Risk Management (sbcounty.gov)

The Policy

San Bernardino County is committed to maintaining a safe and healthy work environment for each employee and ensures full compliance with all applicable occupational safety and health regulations. In conjunction with County's Injury and Illness Prevention Policy, this Injury and Illness Prevention Program (IIPP) complies with the Cal/OSHA requirement to develop a written IIPP (CCR Title 8, Section 3203) and includes all required elements.

Compliance

We are all responsible for using safe work practices, following applicable policies and procedures, and taking ownership of our roles as listed in the next section. Our system of ensuring that we comply with the regulations and maintain a safe work environment includes:

- Keeping everyone informed of the IIPP
- Evaluating safety performance
- Recognizing safe work practices (via performance evaluations or incentive programs)
- Providing training to employees whose safety performance is deficient; and
- Taking corrective action against those who do not comply with safe work practices.

2. Responsibilities

We all serve an important role in preventing injuries/illness and maintaining a safe, hazard-free work environment. Therefore, this IIPP is most effective when we all take ownership of our responsibilities and implement all the elements properly.

Everyone fits into one of the categories of roles in this section. Please review your category so you fully understand your duties and can take an active role in keeping yourself and the community safe.

County Administration and Leadership

County Administration and Leadership are responsible for exemplifying their commitment to keeping the County a safe and healthful workplace by providing the support and guidance needed to keep injury and illness prevention a priority.

Department Heads

Department Heads have the primary responsibility for ensuring the IIPP is in place to serve its purpose of keeping the Department's staff safe. To accomplish this, Department Heads will:

- Communicate the IIPP to employees and visitors and implement the requirements of the IIPP.
- Direct individuals under their supervision to obtain the training required by the IIPP.
- Develop a process to maintain injury prevention and safety programs.
- Include health and safety performance when evaluating suppliers and contractors as applicable.
- Ensure the department's written IIPP is updated as needed.
- Ensure the department maintains emergency action and disaster preparedness plans providing clear responsibilities for all personnel to coordinate effectively with emergency responders.

Managers and Supervisors

Employees look to their Managers and Supervisors (referred to as **Supervisors** in the IIPP) to exemplify safe and healthful practices encouraged by the IIPP. To maintain and fulfill the elements of the IIPP, Supervisors will:

- Partner with DRM to update the department IIPP and implement relevant DRM procedures.
- Provide appropriate safety training to employees including Hazard Communication.
- Ensure employees are assigned and properly use personal protective equipment (PPE) when required.
- Recommend and implement safety and health improvements.
- Develop, implement, and document safe work procedures and practices.
- Investigate accidents and incidents and implement corrective actions.

- Immediately stop work that poses an imminent hazard.
- Ensure employees report work-related injuries/illnesses and safety and health issues.
- Immediately report serious injuries.
- Model and enforce safe and healthy work practices.
- Take corrective action when employees do not comply with safe work procedures.
- Maintain documentation of training, safety activities, inspections and incident investigations.

Department Safety Coordinator

The Department Safety Coordinator (DSC) supports your Department's IIPP program and the Facility Safety Coordinators by partnering with DRM to keep a focus on safety in their daily duties. Your DSC will:

- Plan and coordinate Department safety meetings.
- Assist management with documentation, accident and incident investigations, IIPP updates, regular safety inspections, and hazard correction processes.
- Assist in the development of safe work procedures and practices.
- Report unsafe or unhealthy conditions with which they need assistance to DRM.
- Attend Countywide Safety Coordinator Meetings.
- Ensure Facility Safety Coordinators conduct safety/security inspections.

Facility Safety Coordinator

Facility Safety Coordinators (FSC) support your Department IIPP by administering building safety and security rules and procedures, conducting facility inspections, and updating Emergency Action Plans for their assigned locations.
Your FSC will:

- Maintain the Safety Coordinator Binder for their assigned location.
- Attend Countywide Safety Coordinator Meetings.
- Distribute safety topics to your assigned facility.
- Conduct periodic safety/security inspections.
- Update the Department's Emergency Evacuation Plans, and Building Security Plans assisted by the DSC, Supervisors, and Department Heads, as required.
- Ensure all plans (safety and security) include procedures for the coordination with other departments FSC of safety/security inspections, maintenance calls, and evacuation drills for multi-tenant buildings.

Employees

Employees include regular and recurrent/extra-help employees, temp agency staff, student workers (e.g., interns), volunteers, and contract employees. Employees are responsible for knowing the safety and health regulations for their duties and being an active participant in safe practices. Employees will:

- Use appropriate PPE as may be required.
- Learn about the potential hazards of assigned tasks and request more information as needed.
- Actively participate in all required safety and health training.
- Comply with health and safety policy, signage, warnings, and directions.

- Report all unsafe conditions and accidents promptly to supervisors.
- Report defective equipment and other hazards.
- Participate in incident investigations and workplace safety inspections as required.

Department of Risk Management

DRM is your partner in developing your Department's IIPP and will maintain/update the IIPP template as necessary. DRM collaborates with you and serves as consultants in every aspect of keeping your Department a safe and healthy place to work. To accomplish this, DRM will:

Visit the DRM Website to learn more about Risk Management services and programs.

- Provide guidance and technical assistance in identifying, evaluating, and correcting safety and health hazards.
- Develop training and outreach materials.
- Perform classroom training and provide training assistance.
- Conduct/assist with inspections and accident/incident investigations as needed.
- Conduct industrial hygiene sampling.
- Develop written guides and policies (known as "written programs").
- Participate in emergency response as required.
- Analyze injury and illness data, monitor trends and make recommendations to management.
- Monitor compliance with regulatory requirements.

ⓘ 3. IIPP Information

While your IIPP supports your entire Department, a separate IIPP can be drafted to cover a specific division, sub-unit, general work area, etc. Whether you have one IIPP covering your entire Department or several plans, there will be specific people serving in key roles. Please identify them and your Department in the table below.

Department Name	Probation Department		
Department Head/Title	Tracy Reece, Chief Probation Officer	Email	███████████
Department Head/Title	Edward Barry, Assistant Chief Probation Officer	Email	███████████
Department Safety Coordinator	Genelyn Torres, Probation Officer III	Email	███████████

Buildings Occupied by this Department

Facility Safety Coordinators are subject to change.

Building Name & Address & Floor(s)	Department/Unit	Facility Safety Coordinator	FSC Phone #	Leased or County Owned
175 W. 5th St, 4th floor, San Bernardino	Administration	R. Guerra/R. Mc Clenny	███████	County Owned
175 W. 5th St, 3rd floor, San Bernardino	Administration	D. Soria/P. Wagner		County Owned
175 W. 5th St, 2nd floor, San Bernardino	Juvenile Services- Placement	S. Leinen		County Owned
401 N. Arrowhead Ave. San Bernardino	Central Adult Services	D. Burson/C. Pearlman/C. Carranza-Flores		County Owned
104 W. 4th St. San Bernardino	Central Day Reporting Center and Re-entry Services	E. Plasencia/L. Hilfer/A. Munguia		County Owned
900 E. Gilbert St. San Bernardino	Central Valley Juvenile Detention & Assessment Center	CVJDAC Safety Team		County Owned
900 E. Gilbert St. Bldg 31, San Bernardino	Youth Justice Center	M. Tijerina/R. Escarzaga		County Owned
740 E. Gilbert St. San Bernardino	Transportation	A. Romo/M. Quinteros		County Owned
150 W. 5th St. San Bernardino	Central Juvenile Probation	TBD		County Owned

Address	Service	Contact		Ownership
17830 Arrow Blvd. Fontana	Fontana Day Reporting/Re-entry Services Center/Juvenile Services	N. Jackson/K. Moreno	▮	County Owned
9478 Etiwanda Ave. Rancho Cucamonga	Training Center	I. Wright/M. Daniels	▮	County Owned
8303 Haven Ave. 1st floor, Rancho Cucamonga	Adult Transfer Services	L. Royce	▮	County Owned
5033 Holt Blvd. Montclair	Juvenile Day Reporting Center	S. Sabat	▮	County School
12421 Hesperia Rd. Ste. 4, Victorville	Juvenile Day Reporting Center	L. Castillo	▮	County School
15345 Bonanza Rd. Victorville	Juvenile Services	M. Stephens/P. Kluck	▮	Leased
15480 Ramona Ave. Victorville	Adult Day Reporting Center and Re-entry Services	N. Cooper/R. Rosborough	▮	Leased
21101 Dale Evans Pkwy, Apple Valley	ARISE SYTF	HD ARISE Safety team	▮	County Owned
1300 E. Mountain View, Barstow	Barstow Adult and Juvenile Services	C. Tate/E. Gasso	▮	County Owned
220 E. Buena Vista, Barstow	Barstow Programs office	C. Smith	▮	County Owned
1111 Bailey Ave. Needles	Needles Probation Office	J. Dunlop/J. Montes/T. Riggs	▮	County Owned
63665 29 Palms Hwy, Joshua Tree	Adult and Juvenile Services	M. Watts/M. Melendez	▮	County Owned

4. Communication

Supervisors must communicate occupational hazards and appropriate protective measures in a manner readily understood by all employees (CCR Title 8, Section 3203), and all employees can inform their Supervisors about workplace hazards without fear of reprisal.

This gives Supervisors an opportunity to provide leadership, set the standard, and remain directly involved in regular safety interactions. This section provides examples of several effective ways for communicating safety topics.

> See Appendix B for additional communication resources.

New Employee Onboarding

Covering safety topics during the onboarding process is a great way to get started with a focus on safety. The Supervisor shall do the following with new employees during onboarding:

- Provide initial communication on general safety policies and procedures.
- Go over safe work practices and/or Standard Practices (SP) and discuss the corrective action process for non-compliance.
- Walk through your Department's IIPP together, including how to report injuries and hazards.

Safety Meetings

Safety meetings offer an opportunity for employees and Supervisors to discuss health and safety issues in a supportive environment. Bi-annual meetings are recommended for units with low hazard risks (e.g., offices, and general spaces) and quarterly meetings for moderate to high-hazard risk areas (e.g., shops, laboratories, and maintenance yards).

Our Department holds monthly safety meetings.
Conduct a short training session during a safety meeting, and document attendance on an Employee Training Record form. Additional topics for discussion include:

- Hazards encountered in the workplace and how to report safety concerns
- Hazard mitigation in progress (e.g., FMS work order, in-house repair)
- Summaries from safety meetings (departmental or oversight)
- DRM Fact Sheets relevant to your Department
- Safety Data Sheets (SDS) on specific chemicals/hazardous materials used in daily operations.

> *Click on images to see an example of Fact Sheets, SDS, etc.*

- Accidents and near misses, their resulting injuries or illnesses, steps to avoid recurrence, etc.
- The sections of the IIPP and everyone's roles and responsibilities
- Emergency Action Plans/Evacuation Plans
- Safety Equipment
- Satellite phones/HAM radio
- Building Inspections/Safety Walks

Other Communication Methods

Other informal methods of communication help to keep safety an open topic. These are ways we can bring safety into everyday conversation:

- Include safety concerns as a topic in general staff meetings
- Periodically email reminders and health and safety tips
- Post or distribute safety information such as:

  - DRM Fact Sheets
  - General Safety Fact Sheets
  - Safety Articles or Messages
  - Safety Data Sheets
  - Department Safety Meetings
  - Standard Practices
  - Monthly Safety Topics/Newsletters/Videos

5. Hazard Identification & Assessment

Assessing and identifying hazards proactively enables us to correct the issue and provide training prior to the occurrence of injury, illness or accident. At San Bernardino County, we accomplish this by performing a combination of hazard assessments and safety inspections.

Assessments

Depending on the type of work your Department performs, one or more of several resources should be used to analyze and address hazards.

1. Eliminate
(remove the cause of the danger completely)

2. Substitute
(replace the hazardous work practice or machine with an alternative)

3. Isolate
(separate the hazard from the people at risk from injury)

4. Engineer Controls
(physical changes, e.g. redesign machine by adding safeguards)

5. Administrative Controls
(install signs, rotate jobs, etc.)

6. PPE
(provide gloves, earplugs, etc.)

Do not simply choose a control method because it is easy and fast to implement

Job Safety Analysis (JSA)

Any job duty with potential risks (anything from a paper cutter to a table saw) requires a Job Safety Analysis (JSA) to be completed. JSAs are used to describe how to perform a task step-by-step, any hazards associated with a task, and controls to mitigate these hazards. JSAs can be used to educate employees on safe practices prior to utilizing equipment. Contact your supervisor, safety coordinator, or Risk Control Specialist to discuss developing JSA's or accessing currently available JSA's for your operations.

Copies of JSAs/SOPs are available at the specific job site.

Workstation Ergonomics

An online training for ergonomic self-evaluation is available for all employees to complete through PERC, and if necessary, supervisors can request an appointment with the Department of Risk Management for an in-person assessment for their employees, click here.

Refer to Probation Department Procedure-Ergonomic Evaluation Request for specific information regarding ergonomics requests.

Inspections

All Departments should complete workplace safety self-inspections on a regular basis, including supplemental inspections when they become aware of existing or new hazards. In addition, DRM conducts periodic inspections at shops, warehouses, labs, and other technical areas.

Offices

Facility Safety Coordinators will use the *Office Inspection Checklist* to detect and eliminate hazardous conditions in the office. Maintain a current copy of the completed checklist in your site-specific safety binder.

Copies of previous inspections are available at individual buildings and with the Safety and Emergency Operations unit.

Warehouses

Warehouse areas using chemicals, machinery, forklifts, and other hazards conduct self-inspections using one of the checklists below. DRM will use the same form to conduct periodic on-site inspections.

Our warehouse had no hazards identified.

Probation uses the Risk Management Warehouse Inspection checklist to perform self-inspections every month.

Copies of past checklists can be found at the CVJDAC and HD ARISE warehouses upon request.

Additional DRM Safety Inspections

DRM may schedule additional inspections when the following occurs:

- New substances, processes, procedures, or equipment are introduced into the workplace and present new safety or health hazards.
- The Supervisor is informed of previously unrecognized hazards.

DRM also conducts periodic unannounced compliance inspections in laboratories, shops, and other areas where hazardous materials are used. The inspections are designed to help you identify any areas of non-compliance.

6. Hazard Reporting

We are all responsible for identifying and reporting workplace hazards. Regular assessment of work areas, tools and equipment help us develop situational awareness and allow us to identify potential hazards before an accident can occur. Additionally, if an incident does occur, knowing how to quickly report the incident and take-action can save lives and minimize damage.

Hazard Reporting

Employees can report hazards to their supervisor, or directly to DRM using one of the methods below. Employees who report legitimate hazardous conditions and/or unsafe work practices will not be disciplined or suffer any retaliation. Reports can also be made anonymously.

Ways to Report a Hazard

Call DRM: ████████ (you can request to remain anonymous)

Complete the Hazard Report Form

Incident Reporting

If there is an incident or emergency such as a fire, hazardous material spill, personal threat, or theft, immediately contact the appropriate emergency response agency. You should be prepared to provide the following information:

1. **Your Contact Info** (your name and call back number)
2. **Location** (building name and room number)
3. **Explanation** (give as much detail as possible about the emergency)

Serious Injury or Illness Reporting

For any injury or illness that occurs at the workplace and requires emergency response, follow the procedures on the Risk Management website. Post the Injury Reporting flier in your Department's common areas to help your team become familiar with the process.

Employers who fail to report serious occupational injury or illness within 8-hours are subject to a **$5,000** penalty.

Supervisors or Human Resource Business Partners (HRBP) must immediately report these to DRM so we may notify Cal/OSHA no longer than eight (8) hours after you learned about the death or serious injury or illness.

CLICK HERE

Non-Serious Injury or Illness Reporting

Even if an injury or illness did not meet the requirements to report to Cal/OSHA, the Supervisor, DRM and the HRBP should be involved to ensure your employee gets the proper care and to learn how the incident could have been prevented.

Near Misses

A near miss is an unplanned event that did not result in an accident, injury, illness, or damage, but had the potential to do so. Near miss incidents are often overlooked since no harm (injury, damage, or loss) resulted from them. However, near misses may be precursors to significant accidents/events that **can** result in serious injuries/losses. Recognizing and reporting near miss incidents to your supervisor can greatly improve worker safety and enhance your department's safety culture.

You can contact DRM directly to report a near miss or complete the Hazard Report Form.

7. Hazard Correction

Once a hazard is identified and reported, DRM will provide consultative support to determine how to correct the hazard to protect staff as soon as feasible. Depending on the hazard, other departments may provide assistance in developing appropriate corrective actions (e.g., Fire, Sheriff, Facilities Management, etc.).

Hazard Corrections

The person that identifies the hazard should take the following actions as appropriate:

- Stop unsafe work practices
- Tag unsafe equipment with proper signage
- Deny access to areas that have chemical spills or other hazards
- Notify a supervisor immediately
- Complete a work order/request to ensure hazard is corrected

Supervisor Responsibilities

If the hazard is something that the Supervisor can correct, it should be documented properly and corrected right away. If not, contact DRM for support.

No matter who has been contacted to develop a targeted corrective action plan, the Supervisor should use the following techniques to prevent unsafe practices:

- Provide re-training or take corrective action if appropriate
- Reinforce and explain the necessity for PPE (e.g., respirators, gloves) where required and ensure availability
- Contact the Safety and Emergency Operations Unit for assistance or guidance
- Complete work orders/requests to correct the hazard

Any Supervisor who becomes aware of a danger to the health or safety of an individual must promptly report the danger to DRM (see Section 6: Hazard Reporting) and to anyone who may be affected.

Imminent Hazards

Imminent hazard is the likelihood of serious injury or death if not discontinued immediately.
Anyone who identifies a hazard or activity posing an imminent hazard must immediately stop the activity, notify their supervisor and report it to DRM and HRBP.

If the imminent hazard cannot be immediately corrected without endangering employees or property, then the Supervisor or HRBP/DRM will require all employees to be removed from the area except for those knowledgeable, qualified, necessary, and equipped with proper safeguards, to correct the condition. In such an event, the HRBP, DRM, or the Supervisor will immediately notify the appropriate administrator.

8. Training

Training is one of the most important elements of a health and safety program. Being aware and properly trained about workplace hazards is the best way to prevent injuries, illnesses, and accidents.

Supervisors are responsible for ensuring that their staff meet all training needs per Cal/OSHA requirements and county guidelines, policies, and procedures.

Identify Training Needs

Use the following tools to determine what hazard or job-specific training may be needed:

- Hazard assessments
- Job Safety Analysis (JSA)
- Job descriptions
- Cal/OSHA Training Requirements

Provide Training

Training and instruction must be provided:

- Upon hire during onboarding
- When new hazards are introduced to existing duties
- When duties change
- When recertification is due
- When new or previously unrecognized hazards are identified
- As needed to reinforce past training topics or when near-misses occur
- For Supervisors to familiarize themselves with safety and health hazards to which employees under their immediate direction and control may be exposed

Cal/OSHA Training Requirements

Training Topics

Major topics include, but are not limited to:

- IIPP (when newly implemented or revised significantly)

- General Safety (i.e., fire safety, emergency preparedness)
- Hazard-Specific Training
- Hazard Communication

Training Resources

Many resources are available to departments and Supervisors in meeting training requirements:

- DRM Safety Training
- Vendor Safety Training
- DRM Fact Sheets (e.g., heat illness, wildfire smoke, voluntary use of respirators)
- Performance, Education, and Resource Center
- Target Solutions
- Safety Data Sheets (ProbTools)
- Training Center (Relias, etc.)

Training Documentation

Although health and safety training may be provided online, in a classroom, or a meeting setting, they should always be provided at no cost during paid work time and be documented on a form that includes:

- Employee Name, ID Number, and Signature
- Department
- Date
- Instructor Name
- Subject Outline

9. Employee Access to the Written IIPP

Departments shall provide access to the written IIPP **within five business days of receiving a request** from an employee or the employee's designated representative.

Our Department will provide employees with access to our written IIPP in the following manner:

> Employees will have unobstructed access through a department server, share drive or website, which allows them to review, print, and email the current version of the IIPP. Probation employees can access Policy Tech on the Probation Department homepage: Probation Intranet

"**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." This OSHA definition is per CCR Title 8, Section 3203 and is to provide you with clarification only.

10. Recordkeeping

Good recordkeeping is essential for all Departments and committees. Both have the responsibility to maintain various records in a centralized location, so they are readily available for review. Some Departments may retain records in multiple locations, such as a set with Human Resources and a set with the immediate Supervisor.

Cal/OSHA regulations require that records for occupational injuries and illnesses, medical surveillance, exposure monitoring, inspections, training, and other safety activities be maintained for specific periods of time. Records must be kept in employee personnel files or general department files following departmental guidelines and must be produced when requested by Cal/OSHA Compliance Officers. In addition, personnel from DRM may review these records during routine inspections.

Recordkeeping Timelines

What	Where	How Long
Safety inspection forms	On file with Department	5 years
Hazard identification forms	On file with Department	5 years
Incident investigations	On file with Department	5 years
Safety meeting agendas	On file with Department	5 years
Employee training records	On file with Department	Length of employment
Employee exposure records	On file with Department	30 years (or duration of employment if greater than 30 years)
Employee medical records*	On file with Department/CEHW	30 years (or duration of employment if greater than 30 years)

*Access to employee medical records will be limited in accordance with departmental policies, state, and federal guidelines.

In our Department, the following people know where these records are kept:

Name	Contact Info
Genelyn Torres, Department Safety Officer	
Jerry Smith, Supervising Probation Officer	
Greg Rossler, Emergency Services Supervisor	

A   Forms & Templates

Samples of all forms and templates referenced in the IIPP are available here. Go to DRM website or click on the links below to download copies for use.

Assessment

Job Safety Analysis Form

Office Safety Inspection Form

Vehicle Inspection Checklist –ProbTools>Form Templates>Vehicle Inspection Forms

PPE Assessment Form

Shop Safety Inspection Checklist

Shop Safety Risk Assessment (SSRA)

Warehouse Safety

Warehouse Inspection Checklist

Warehouse Racking Inspection Form

Warehouse Program

Reporting

Workers' Compensation Claim Form

Employer's Report Form (5020)

Hazard Report Form

Incident Report Form and Vehicle Accident Report

Workplace Violence Threat Incident Form (OCSS)

Others

Emergency Action Plan Template

Other Department Specific Forms

B Training & Communication Resources

Links to all the training and communication resources referenced in the IIPP are available here. Go to Risk Management website link or click on the links below to view the sites or download copies for use.

Job-Specific Training Resources

DRM Training Schedule	
Care of the Back Injury Prevention	
Cal/OSHA Training Requirements	www.dir.ca.gov/dosh/dosh publications/trainingreq.htm
Heat Illness Prevention	
Wildfire Smoke Protection	
Target Solutions Training	
Safety Data Sheets-can be found in ProbTools>Safety>Safety Data Sheets	

General Safety

Training Course Descriptions	
Fire Safety	SBC Fire
Evacuation Procedures	
Emergency Preparedness	Plan Ahead for Disasters	Ready.gov
COVID-19 Prevention Training	
Driver Awareness Training	
SB Safe Modules	
OCSS Safety Training Videos	

Work Site Location:

RESPONSIBLE PARTIES

It is expected that all staff will maintain a safe work environment following the general safety guidelines outlined in this plan.

INJURY AND ILLNESS PREVENTION PROGRAM

The San Bernardino County Probation Department, in conjunction with San Bernardino County Risk Management, has developed an Injury and Illness Prevention Program for all employees to follow and maintain a safe and as risk-free environment as possible. The document describes the goals, statutory authority, and the responsibilities of all employees under the Program. It addresses Compliance, Hazard Identification, Accident Investigation, Hazard Assessment and Control, Training, Hazard Communication, and Program Documentation. By making employee safety a high priority for every employee, we can reduce injuries and illnesses, increase productivity, and promote a safer, healthier environment for all individuals in San Bernardino County.

The Department's full written copy of the IIPP is located: Policy Tech on Probation Department homepage
Probation Intranet

SCHEDULE OF TRAINING

On-going safety training is completed during staff meetings, through online Learning Management Systems, and posted on the Employee Bulletin Board (wherever possible).

New employees will also be trained on the location of all safety related items (fire extinguishers, fire alarms, emergency flashlights, safety binder, disaster call list and assignment list, first aid kit).

DOCUMENTATION OF TRAINING

Sign-in sheets and documentation of the training must be placed in the safety binder. The topic must be attached with the sign-in sheet. Copies will be kept in the Department Safety Binder for at least one year and archived but accessible for five years.

SAFETY INSPECTIONS

Safety inspections must be conducted within the Department twice per year using the Safety Inspection form, and copies kept in the Department Safety Binder for five years.

EMPLOYEE INJURY INVESTIGATIONS

Information on what do to if an employee has a work-related injury or illness is posted on the Risk Management Website, and the Injury Reporting Flyer is posted at the following places: Break rooms and common areas in each Probation building.

FIRE SAFETY

All employees should have annual fire safety training that covers alarm activation and use of fire extinguishers. [8 CCR 6151(g)(1)]

There are *four* essential steps to take if you discover a fire:

R — **Rescue**
anyone in immediate danger of the fire.

A — **Alarm**
Activate the nearest fire alarm *and* call your fire response telephone number.

C — **Contain**
fire by closing all doors in the fire area.

E — **Extinguish**
small fires. If the fire cannot be extinguished, leave the area and close the door.

You should know:
- Locations of nearest fire extinguishers and alarm pull boxes
- The fire location - room number and building
- All fire exits in your work area

How to properly operate a *Fire Extinguisher*

P — **Pull**
the pin, release a lock latch or press a puncture lever.

A — **Aim**
the extinguisher at the base of the fire.

S — **Squeeze**
the handle of the fire extinguisher.

S — **Sweep**
from side-to-side at the base of the flame.

WORK SITE MAP
Emergency Exit Plan is posted in each individual building at designated locations.

FLASHLIGHT & FIRST-AID KIT LOCATIONS
The emergency flashlight is located in the Emergency Backpack at each building's designated location. The emergency first-aid kit(s) is located in the Cintas First Aid cabinet at each building's designated location.

AED LOCATIONS
The AEDs are located in each building's designated location.

EMERGENCY MANAGEMENT

ICS Structure (Report to your immediate Supervisor)

Personnel Job Assignments (Placed under section# 1 of the safety binder)

Emergency Call Back List (Placed under section# 1 of the safety binder)

EMERGENCY ACTION/EVACUATION PLAN is located in section #2 of the safety binder

APPROVED BY:

(signature)   9-1-23

Department Head   **Date**