


County Workplace Safety Programs

County Counsel – Risk Management Division



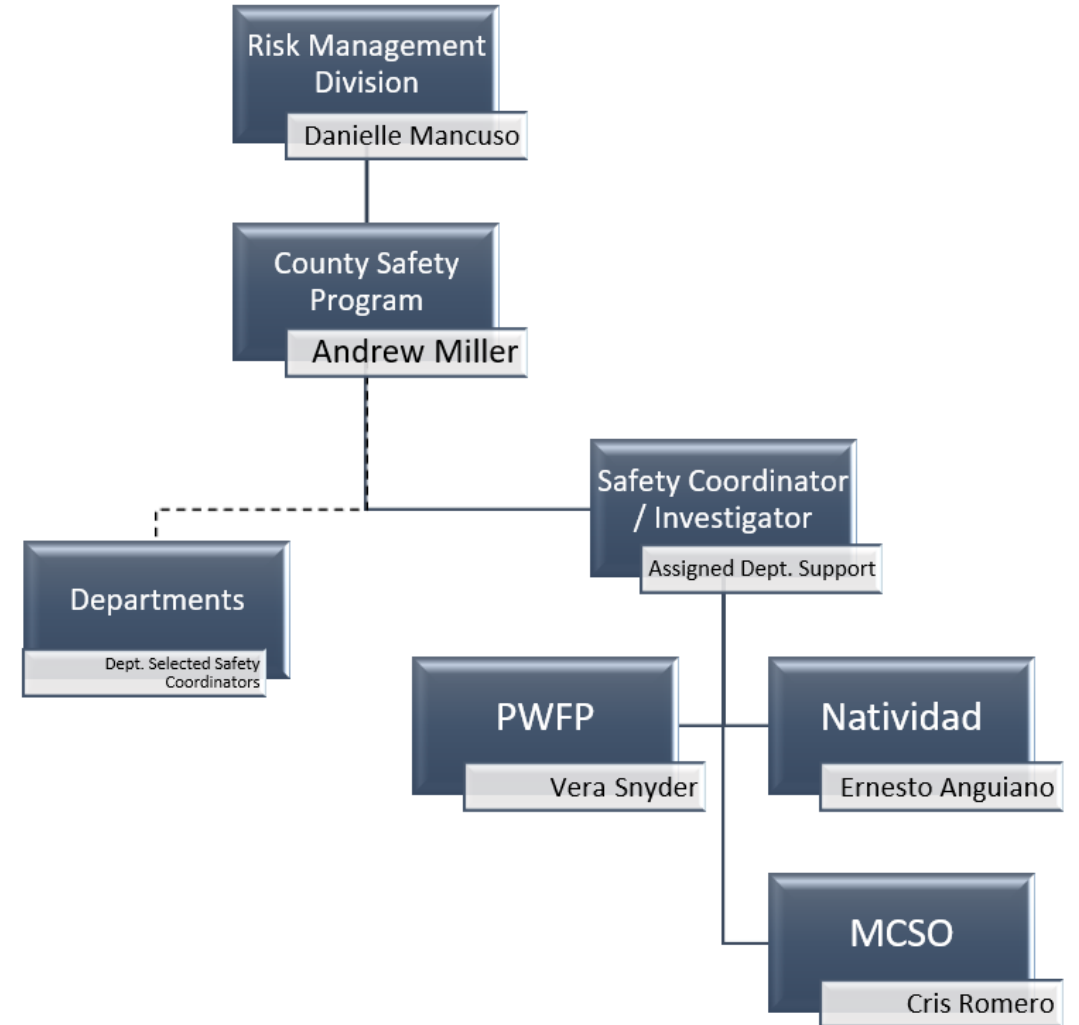
OVERVIEW

- County Safety
 - Safety Impact
 - County IIPP Template
 - First Aid Treatment Program
 - Safety Website
 - Employee Safety Newsletter
- 

Monterey County Safety

The County Safety Program works under the Risk Management Division within County Counsel:

- Reporting to the Risk Manager, the Safety Officer has three direct reports which are assigned and embedded within identified departments.
- Departments without an embedded Safety Coordinator/Investigator, select department safety coordinator(s) within the department.



Safety Impact

- Consulting with departments to develop and implement safety programs
- Monitor for newly adopted or revised standards with potential to affect County departments
- Investigating injury, incident, and County liability claims providing recommendations for corrective actions
- Conducting safety audits and inspections in department facilities
- Conduct evaluations, tool and safety equipment review, providing recommendations
- Forklift, safety equipment and PPE training
- Manage County DOT Program
- County regulatory inspection and response support



Injury and Illness Prevention Program (IIPP)

Title 8, of the California Code of Regulations (CCR), requires every California employer to have an effective Injury and Illness Prevention Program.

The IIPP must be a written plan that includes procedures and is put into practice to include the following elements:

- Management commitment/assignment of responsibilities;
- Safety communications system with employees;
- System for assuring employee compliance with safe work practices;
- Scheduled inspections/evaluation system;
- Accident investigation;
- Procedures for correcting unsafe/ unhealthy conditions;
- Safety and health training and instruction; and
- Recordkeeping and documentation



What is an IIPP?

An Injury and Illness Prevention Program (IIPP) is exactly what its titled, a program that is built to prevent injuries and illnesses in the workplace.

Think of the IIPP as a department's safety program "umbrella" that references or introduces additional safety programs, procedures, and policies.




County IIPP Template Updates

Revised overall format to make more user friendly for all departments, including changes listed below:

- Program Objectives
- Responsibilities Section
- Included PPE Assessment Tool and Risk Assessment Table
- Training Section Update – When to retrain added
- Removed previous reference document list

COUNTY OF MONTEREY
County Counsel
Risk Management Division



**INJURY AND ILLNESS
PREVENTION PROGRAM**

Implementation Date: July 1, 1991
Revision Date: 09/01/2021
Andrew L. Miller, County Safety Officer

COUNTY OF MONTEREY
INJURY AND ILLNESS PREVENTION PROGRAM (IIPP)

DEPARTMENT SAFETY MANAGEMENT INFORMATION

Each work site shall post a completed copy of this document in a manner to be accessible to department employees. The authority and responsibility for the implementation and maintenance of the Injury and Illness Prevention Program (IIPP) is in accordance with County of Monterey Board Policy Manual, Policy P-205 and California Code of Regulations (Title 8 C.C.R., Section 3203) and is held by the following individual(s):

NAME OF DEPARTMENT SAFETY REPRESENTATIVE(S) AND/OR THE PERSON(S) RESPONSIBLE FOR IIPP MANAGEMENT:

Name: _____ Title: _____ Contact #: _____
 Name: _____ Title: _____ Contact #: _____

DEPARTMENT/DIVISION: _____
 LOCATION: _____
 PHONE NUMBER: _____ DATE POSTED: _____

IIPP DISTRIBUTION LIST (if applicable):

Name	Location

Modify and expand if needed

Employees are encouraged to report any suspected safety hazard to their supervisor, department management.

Anonymous reports of suspected safety hazards may be submitted to the County Safety Officer, County Counsel-Risk Management.

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Personal Protective Equipment (PPE) Assessment

The PPE assessment is another tool available to all County employees that can be used to assess work sites and/or specific job task activities. This provides both supervisors and employees a tool to walk through hazards of the job, select the appropriate PPE and document training conducted by the competent person.

Hazard Evaluation & Correction

Unsafe or unhealthy work conditions, practices or procedures at County work facilities shall be corrected in a timely manner based on the severity of the hazard, and according to the following procedure:

- When observed or discovered
- When an imminent hazard exists, which cannot be immediately abated without endangering employees and/or property, all exposed workers shall be removed from the area except those necessary to correct the existing condition. Workers necessary to correct the hazardous condition shall be provided with the necessary protection.
- All such actions taken and dates they are completed shall be documented, and copies provided to Risk Management. Departments may consult with Risk Management on correction strategies and documentation.

ENTER ANY ADDITIONAL DEPARTMENT METHODS

V. System of Communication

The County provides several methods of communication to encourage open, two-way communication between management and employees on health and/or safety issues. Safety issues and issues should be openly discussed at all levels, including suggestions for improvements and recommendations. Methods of communication may include but are not limited to:

- Site Hazard Outlining
- Jobsite Postings/Maps/Signage/Guidelines
- Safety Data Sheets (SDS) – MSDS Online
- Safety Meetings/Committee Meetings
- Internal Media – County Website Postings
- Handouts/Manuals
- Training Sessions – In Person/E-Learning
- Electronic Communications (email)
- Safety Suggestions (may be anonymous)

Other Department Specific (Web) _____

Employers shall not be subject to discipline, intimidation, and/or retaliation for reporting safety issues and/or refusing to perform work in violation of safety standards and/or protocols.

Countywide Health and Safety Committee

The County and the Union shall participate in a County-wide Health and Safety Committee which shall meet on a periodic basis to review County safety records, policies, and programs, and make recommendations for the resolution of health and safety issues brought before it by either the County or the Union.

VI. Incident and Injury Reporting & Investigation

The County requires that all work-related incidents (near miss/property damage/spills), injuries, and illnesses be reported and investigated to determine a root cause and track corrective actions. All employees shall report all work-related incidents (near miss/property damage/spills), injuries, and illnesses immediately to their supervisor.

Serious Injury, Illness, or Death

The County has a responsibility to report serious or fatal work-related injuries and illnesses in a timely manner to Cal/OSHA and speed is critical in the investigation process.

An incident resulting in a serious or fatal injury or illness to an employee, temporary worker, contractor, vendor and/or visitor must be reported to Risk Management immediately. A "serious injury or illness" means any injury or illness occurring in a place of employment or in connection with any employment that requires inpatient hospitalization for other than medical observation or diagnostic testing, or in which an employee suffers an amputation, the loss of an eye, or any serious degree of permanent disfigurement, but does not include any injury or illness or death caused by an accident on a public street or highway, unless the accident occurred in a construction zone.

Investigation

It is the policy of the County to conduct a thorough investigation of the cause of all reported work-related incidents, regardless of severity.

Appropriate reporting and investigation forms and procedures can be found in the County Incident Investigation Policy and Procedures located on the County Safety Website.

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First Aid Treatment Program

Cal/OSHA Requirements:

1. General Industry §3400 Medical Services and First Aid

- In the absence of a clinic or hospital, in near proximity to the workplace, which is used for the treatment of all injured employees, a person or persons shall be adequately trained to render first aid.

2. Construction §1512 Emergency Medical Services

- Where more than one employer is involved in a single construction project on a given construction site, each employer is responsible to ensure the availability of emergency medical services for its employees.



First Aid Treatment Program

A first aid treatment program can benefit County departments in many ways:

Speed of Treatment:

- With a kit in the workplace, treatment is available immediately
- Can serve as a temporary solution for more severe injuries, until EMS arrive

Cost Savings:

- Prevent unnecessary offsite clinic visits
- Limit employee time away from the workplace
- Prevent unnecessary follow-up appointments



First Aid Materials Updates

Cal/OSHA General Industry states: *There shall be adequate first-aid materials, approved by the consulting physician.*

Proposed Cal/OSHA Update:

This proposal revises section 3400(c) by moving the existing requirement that first-aid kits be approved by a consulting physician to an **optional provision** in new subsection (3) of section 3400(c) for workplaces without “unusual” first-aid needs.

This proposal will make it easier for Departments to meet minimum requirements to participate in the first aid program.



Type of Supply and Minimum Size	Min. Quantity
Absorbent Compress, 32 sq. in. (206 sq. cm), with no side smaller than 4 in. (10 cm)	1
Adhesive Bandages, 1 x 3 in. (2.5 x 7.5 cm)	16
Adhesive Tape, 3/8 in. x 2.5 yd. (2.3 m total)	1
Antibiotic Treatment, single-use application	6
Antiseptic, single-use application	10
Exam Gloves	2 pair
First Aid Kit, 3 x 3 in. (7.5 x 7.5 cm)	4
First Aid Kit, 40 x 40 x 56 in. (101 x 101 x 142 cm)	1
Respiratory barrier device for CPR in workplaces where performance of CPR is required	1

Materials for General Industry Environment. Does not cover construction.

Safety Webpage Update

OLD

The screenshot shows the old webpage layout. On the left is a dark teal sidebar with a vertical menu containing: RISK MANAGEMENT, ABOUT US, WORKERS' COMPENSATION, ERGONOMICS, GENERAL LIABILITY, SAFETY (highlighted), and ORGANIZATIONAL CHART. Below the menu is contact information for Monterey County Risk Management. The main content area has a breadcrumb trail: Government > Departments A-H > County Counsel > Risk Management. The page title is "SAFETY". Below the title are social media icons and utility links. The content is organized into sections: "About Us" with a link to the Safety Officer; "Injury and Illness Prevention Program" with a link to the plan; "Safety Training and Resources" with a URL; "Helpful Safety Links" with a bulleted list of external resources; "Safety Programs, Policies and Templates" with a sub-section for "General Safety" listing various guidelines and policies, and another sub-section for "Safety Programs - Templates" listing specific forms and documents; and "DOT" with a list of Department of Transportation related procedures and forms.

NEW

The screenshot shows the new webpage layout. The sidebar is narrower and contains: SAFETY, COUNTY SAFETY TEAM, INJURY AND ILLNESS PREVENTION PROGRAM, INCIDENT REPORTING AND INVESTIGATION, TRAINING RESOURCES, SAFETY PROGRAMS, HAZARD COMMUNICATION, and EMERGENCY ACTION PLANNING. The main content area has a breadcrumb trail: Government > Departments A-H > County Counsel > Risk Management. The page title is "WORKPLACE SAFETY PROGRAM". Below the title are social media icons and utility links. The content includes a welcome message, a "County Safety Team" section with a photo of team members, an "Employee Suggestion and Hazard Reporting" section with a photo of a person reporting, and a grid of six featured topics at the bottom: Injury and Illness Prevention, Training Resources, General Safety Programs, Incident Reporting and Investigation, Hazardous Communication, and Emergency Action and Evacuation. Each topic is represented by a small image and a text label.

Safety Webpage Update

The new layout provides topic specific information, along with embedded links to resource pages, forms, and documents.

County specific forms and documents are maintained in SharePoint, to ensure the latest revision is available to employees.

INJURY AND ILLNESS PREVENTION PROGRAM

The Injury and Illness Prevention Program (IIPP) is an important written workplace safety program for not only compliance purposes, but to protect the health and safety of the County of Monterey employees. Title 8 of the California Code of Regulations (T8CCR) section 3203 requires every employer to develop and implement an effective IIPP. An effective IIPP improves the safety and health in each workplace and reduces costs by good management and employee involvement.

Cal/OSHA enforces the requirement to implement and maintain a written Injury and Illness Prevention Program. This written program must describe the workplace's health and safety program and how the department will implement the following eight elements required in the standard:

- Assignment of the responsibility for safety
- Assessment of workplace hazards
- Investigation of accidents, occupational injuries, and occupational illnesses
- Correction of hazards
- Communication with employees and methods for involving them in safety-related activities
- Occupational safety and health training
- Systems for ensuring employee compliance with safety procedures
- Recordkeeping and documentation of the program and program activities.

County IIPP Template

Developing an effective IIPP involves setting health and safety goals, assigning the right people to take responsibility, and coming up with a plan that complies with Cal-OSHA requirements and meets the individual needs of each department workplace.

The County IIPP template covers general industry and office type work. Each department may have additional programs that will need to be reflected by reference within the IIPP program. To complete an IIPP, each department will complete the template by entering requested data in blank text boxes and adding any additional department specific information.

The screenshot shows a SharePoint library interface. At the top, there's a navigation bar with 'SW Safety Webpage Documents' and various utility icons like '+ New', 'Upload', 'Edit in grid view', 'Sync', 'Add shortcut to OneDrive', 'Export to Excel', and 'Automate'. Below the navigation bar is a table of documents. The table has columns for 'Name', 'Modified', and 'Modified By'. A red arrow points from the 'Documents' header in the table to the document preview area below. The preview shows the title 'INJURY AND ILLNESS PREVENTION PROGRAM' and a document icon. Below the preview, there's a small thumbnail of the document cover page, which includes the title and a box for 'Implementation Date: July 1, 2015'.

Name	Modified	Modified By
Active Shooter	February 3	Miller, Andrew x5448
Bloodborne Pathogens	February 3	Miller, Andrew x5448
DOT Driver Program	February 10	Miller, Andrew x5448
Emergency Action Planning	February 3	Miller, Andrew x5448
Employee Safety Suggestion-Hazard Report	February 3	Miller, Andrew x5448
Equipment Safety	February 10	Miller, Andrew x5448
Hazard Communication - Haz Com	February 3	Miller, Andrew x5448
Hazard-PPE Assessment	February 3	Miller, Andrew x5448
Hearing Conservation Program	February 15	Miller, Andrew x5448
Heat Illness Prevention Program	February 15	Miller, Andrew x5448
Incident Reporting and Investigation	February 3	Miller, Andrew x5448
Injury and Illness Prevention Program	February 3	Miller, Andrew x5448



Employee Safety Newsletter

MONTHLY TOPIC: DEFENSIVE DRIVING



DISTRACTED DRIVING



Cell Phone Use: Five seconds is the average time your eyes are off the road while texting. When traveling at 55mph, that's enough time to cover the length of a football field blindfolded.

Using a cell phone while driving creates enormous potential for deaths and injuries on U.S. roads. In 2019, 3,142 people were killed in motor vehicle crashes involving distracted drivers.

Drowsy Driving: Driving while drowsy is similar to driving under the influence of alcohol; reaction times, awareness of hazards, and the ability to sustain attention all worsen.

- [NHTSA, Drowsy Driving](#)

SEATBELT USE

Requirement: CA law requires all occupants of a moving motor vehicle 8 years of age and older to wear a safety belt. Children under 8 years of age must be restrained in a car seat or booster seat in the back seat of a vehicle.

Seat Belt Extenders: A seat belt extender is an extra piece that goes between the male and female ends of the seat belt to make the seat belt longer. If, because of body size or driving position, it is not possible to properly fit the lap-shoulder belt and fasten it, an extender can be used. Extenders must be purchased specific to the manufacturer, **DO NOT** use universal extenders!

Contact [Fleet Management](#) if you or an employee require an extender.

SPEED LIMITS

Speeding to keep up with the flow of traffic is illegal. The speed limit is the limit, regardless of how fast other cars are going.

Abide by speed limits: absolute, presumed, and basic.

EMPLOYEE TRAINING

When: Employees must complete defensive driver training prior to driving on County business.

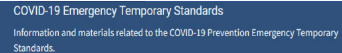
How Often: Employees must complete defensive driver training every 2 years.

For additional information, please refer [Board Policy number C-90, Vehicle Use](#).



Employee Safety Newsletter

MONTHLY TOPIC: COVID-19 UPDATES



SYMPTOM CHECKS

Everyone is still required to complete symptom checks prior to entering the workplace. This can be done utilizing the Monterey Connected App or by completing the [Employee COVID-19 Screening Assessment Form](#).

ISOLATION / QUARANTINE

Cal/OSHA has updated the Emergency Temporary Standard (ETS) to implement California Department of Health Department (CDPH) guidelines, trying to capture the changing needs.

Isolation means staying home and away from others. For people who are ill or test positive.

Quarantine means staying home. It is for people who have been exposed but test negative.

Current isolation/quarantine requirements can be found in [Section 3 of the Protocol's for COVID-19 Exposures in the Workplace](#) document.

TESTING

If you have symptoms or have been exposed to someone with COVID-19, you should get tested. **Where:** [Testing Locations](#) can be found on the Health department website.

PHYSICAL DISTANCING

Cal/OSHA Standard: The current Cal/OSHA Standard does not require employers to implement physical distancing with two exceptions:

1. Physical distancing should be evaluated if there is an outbreak (3 or more cases within 14-day period)
2. Physical distancing should be implemented if there is a major outbreak (20 or more cases within 30-day period)

Although Cal/OSHA has removed physical distancing, the County continues to encourage employees to practice physical distancing to help decrease the spread of COVID-19.

FACE COVERINGS

The current face covering order continues to require all employees, regardless of vaccine status, to wear a face covering indoors or while in a vehicle with others.

- Exceptions** (may not apply in all settings):
1. Alone in a room/vehicle
 2. While eating/drinking
 3. Those with medical or mental health condition or disability

For additional exceptions / information on face coverings, please review [Section 22 of the Emergency Response Manual](#).

ADDITIONAL RESOURCES

- [Human Resources Emergency Response Manual](#)
- [Health Department COVID Information](#)
- [Cal/OSHA COVID Prevention ETS Information](#)



Employee Safety Newsletter

MONTHLY TOPIC: SECURITY SAFETY TIPS

WORKPLACE VIOLENCE AND HARASSMENT

Certain occupational groups tend to be more at risk from workplace violence than others, including:

- Deputies, security, and correctional officers
- Health care workers
- Social services employees
- Public works employees
- Employees handling funds

If you receive a threat from anyone, including a co-worker, an internal employee, or a member of the public, report it to your supervisor or HR personnel immediately.

IN THE WORKPLACE

Controlling physical access through workplace design is an important preventive measure. This can include access in & out of, and freedom of movement within the workplace.

Don't allow others to "tailgate" behind after using your employee badge for facility access.

Know how to contact help, use the alarm system, and know where panic buttons are if you need to use them.

Know escape routes, evacuation points, and become familiar with your department's emergency response plan.

PARKING LOT SAFETY

Parking lots can present a variety of safety risks due to location, design, and time of day to name a few. Remember, parking lots are designed for vehicles and not pedestrians.

Parking: Try to park in a visible, well-lit area that is as close to an entry or exit point if possible. Avoid isolated corners of the lot, as predators may linger in dark areas. Don't leave valuables exposed, put things of valuable out of site to limit temptation of theft.

Walking To/From Vehicle: Carefully scan the surrounding area before walking back to your car. If possible, exit with groups of people, use the "buddy" system, or ask security for an escort. Always keep your keys ready before you approach your car to avoid having to rummage through a bag or pocket to find them.

Stay Alert! Avoid the use of headphones or earphones as they can prevent needed attention to surrounding areas.

- Location/Direction of travel
- Make/Model/Year
- Body Style/Color
- Any stickers, markings, ski rack, etc.
- License plate # if possible

Although you should have your cell phone readily available in case of need, avoid texting or checking e-mails to limit distractions.

EMERGENCIES



In rare instances, 911 may be your only resource to get out of a dangerous situation safely.

Providing Descriptive Information: When describing the person to 911 dispatch first, take a deep breath and stay calm. Next, tell the dispatcher where you are, what is happening and give as much detail as possible about your location and the number you are calling from.

When describing a person, start from the top down. Details such as male/female, ethnicity, hair color, height, etc. are all important pieces of information.

Be as descriptive as possible. For example, start with what you see on the outer layer, such as a "red jacket" and then moving to inner layer "flannel shirt" or "tag belt buckle", etc. Don't worry if you don't remember every detail, it is understandable to forget some details during a stressful situation.

If a vehicle is involved, provide the following to the dispatcher:

- Location/Direction of travel
- Make/Model/Year
- Body Style/Color
- Any stickers, markings, ski rack, etc.
- License plate # if possible

- ADDITIONAL RESOURCES**
- [Monterey County Emergency Communications](#)
 - [Cal/OSHA Work Safety](#)
 - [Workplace Violence Policy](#)



Employee Safety Newsletter

MONTHLY TOPIC: HEAT ILLNESS PREVENTION



HEAT ILLNESS

What is Heat Illness? "Heat illness" means a serious medical condition resulting from the body's inability to cope with a particular heat load.

What Happens to the Body? Human beings need to maintain their internal body temperature within a very narrow range of a few degrees above or below 98.6 F. People suffer from heat illness when their bodies are not able to get rid of excess heat and properly cool.

HEAT ILLNESS PREVENTION

Monitor the Weather: Check weather prior to the shift to fully prepare for the day and continue to monitor throughout the day. Although it may be cool in the morning, temperatures swing from morning to afternoon can play a huge role in heat illness.

Clothing: Dress appropriate for the day's temperature/weather range:

- Lightweight, loose fitting (unless working near moving machinery) and made of breathable fabric that allow airflow and air movement aiding in cooling the body.
- Light-colored that reflects the heat better than dark-colored clothes (which absorb heat).
- Shirts with long sleeves that cover the body and avoid sunburn.
- Layering clothing is a helpful way to give employees the ability to shed as temperatures increase throughout the day.

Access to Water: Have readily available, enough fresh water so that each person can drink at least four 8-ounce glasses. Drink water often, don't wait until you become dehydrated. It's important to drink water the night before a hot day as well.

Access to Shade: Have access to shade prepared prior to starting a project or work task.

Cool-Down Breaks: Take cool-down rest breaks of at least 5 minutes. Do not wait until you feel sick to cool down, as it may be too late.

HEAT ILLNESS TYPES

Heat illness can develop very rapidly and may not always obvious before it becomes life-threatening, with some cases occurring in temperatures as low as 80 degrees. Heat illness can be one or more of the following medical conditions:



Heat Rash: A skin irritation caused by excessive sweating and clogged pores during hot, humid weather.

Heat Cramps: Caused by sweating a lot during strenuous work activity. Sweating makes the body lose salts and fluids and minerals.

Heat Syncope (Fainting): People who stand for long periods or suddenly get up from a sitting when working in the heat.

Heat Exhaustion: The body's response to an excessive loss of the water and the salt contained in sweat.

Heat Stroke: Usually fatal unless emergency medical treatment is provided promptly.

Symptoms: no sweat, mental confusion, dizziness, hot/dry skin, muscles may twitch, rapid/weak pulse, throbbing headache, shallow breathing, high body temp.

ACCLIMATIZATION

Acclimatization is the beneficial physiological adaptations that occur during repeated exposure to a hot environment. These physiological adaptations include:

- Increased sweating efficiency (earlier onset of sweating, greater sweat production, and reduced electrolyte loss in sweat).
- Stabilization of the circulation.
- The ability to perform work with lower core temperature and heart rate.
- Increased skin blood flow at a given core temperature.

To acclimatize, gradually increase exposure time in hot environmental conditions over a 7 to 14-day period. New workers will need more time to acclimatize than workers who have already had some exposure.

VEHICLES

Never leave kids or animals in vehicles unattended. Look before you lock!

HEAT ILLNESS RESPONSE

If someone has symptoms:

1. Ask someone to call for medical help.
 - a. Provide description of symptoms to work area.
2. Start providing aid while waiting for medical help.
3. Move the person to cool off in shade or indoor A/C area.
4. Little by little, introduce water (if the individual is not vomiting).
5. Loosen clothing.
6. Continue to help cool by fanning, using ice packs on groin/underarms, or soaking clothing with cool water.

ADDITIONAL RESOURCES

- [WeatherSafe](#)
- [County Heat Illness Prevention](#)
- [Cal/OSHA Heat Illness Information](#)
- [NIOSH Heat Stress](#)
- [CDC Heat Illness Prevention Tool App](#)

*Cal/OSHA's heat illness prevention requirements apply to all outdoor workers, which includes those that spend a significant amount of time working outdoors.

Employee Safety Newsletter



Questions?