

REGIONAL WATER AUTHORITY  
PERSONNEL RULES – POLICY 400.1 APPENDIX I

Policy Type: Employment  
Policy Title: Injury and Illness Prevention Program  
Policy Number: 400.1 Appendix I  
Date Adopted: January 23, 2019  
Date Amended: September 11, 2025

**Responsibility**

The Injury/Illness Prevention Program (IIPP) administrator, Finance Director (Program Administrator) has the authority and responsibility for implementing the provisions of this program for the Regional Water Authority.

**Management:**

1. Responsible for implementing and maintaining the IIPP in their work areas and for answering worker questions about the IIPP;
2. Make a copy of the IIPP available to their employees; and
3. Provide the necessary leadership and resources to administer an effective program.

**Supervisors:**

1. Responsible for implementing and maintaining the IIPP in their work areas and for answering worker questions about the IIPP;
2. Know the program and provide the necessary leadership to insure its success;
3. Provide employees with necessary training; and
4. Be a good example.

**Employees:**

1. Know the program and give it your total support;
2. Learn the hazards of your trade, and practice safe behavior; and
3. Help fellow employees to prevent accidents.

## Compliance

Management is responsible for ensuring that all safety and health policies and procedures are clearly communicated and understood by all workers. Managers and supervisors are expected to enforce the rules fairly and uniformly.

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

Our system of ensuring that all workers comply with the rules and maintain a safe work environment include:

1. Informing workers of the provisions of our IIPP;
  2. Recognizing workers who perform safe and healthful work practices;
  3. Providing training to workers whose safety performance is deficient; and
  4. Disciplining workers for failure to comply with safe and healthful work practices
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## Communication

We recognize that open, two-way communication between management and staff on health and safety issues is essential to an injury-free, productive workplace. The following system of communication is designed to facilitate a continuous flow of safety and health information between management and staff in a form that is readily understandable and encourages employees to inform management of workplace hazards without fear of reprisal. The system consists of one or more of the following checked items:

*(Check All Applicable Methods):*

- New worker orientation including a discussion of safety and health policies and procedures.
- Regular review of our IIPP.
- Workplace safety and health training programs.
- Safety meetings scheduled as follows: Quarterly
- Effective communication of safety and health concerns between workers and supervisors, including translation where appropriate.
- Posted or distributed safety information.

A system for workers to anonymously inform management about workplace hazards.

### **Hazard Assessment**

Periodic inspections to identify and evaluate workplace hazards shall be performed.

Periodic inspections are performed according to the following schedule:

1. Quarterly;
2. When we initially established our IIPP;
3. When new substances, processes, procedures or equipment which present potential new hazards are introduced into our workplace;
4. When new, previously unidentified hazards are recognized;
5. When occupational injuries and illnesses occur;
6. When we hire and/or reassign permanent or intermittent workers to processes, operations, or tasks for which a hazard evaluation has not been previously conducted; and
7. Whenever workplace conditions warrant an inspection.

Periodic inspections consist of identification and evaluation of workplace hazards utilizing applicable sections of a hazard assessment checklist and any other effective methods to identify and evaluate workplace hazards. (Note: Sample hazard assessment checklists are attached.)

### **Accident/Exposure Investigations**

Procedures for investigating workplace accidents and hazardous substance exposures include:

1. Visiting the accident scene as soon as possible;
2. Interviewing injured workers and witnesses;
3. Examining the workplace for factors associated with the accident/exposure;
4. Determining the cause(s) of the accident/exposure;
5. Taking corrective action to prevent the accident/exposure from recurring; and

6. Recording the findings and corrective 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 in accordance with the following:

1. When identified through accident/exposure investigations, hazard assessments, or hazard reports;
2. When an imminent hazard exists which cannot immediately be abated without endangering worker(s) and/or property, we will remove all exposed workers 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; and
3. Actions planned, actions taken, and date the hazard is abated shall be documented on the appropriate forms (see the attached Hazard Assessment and Correction form and Hazard Correction Log).

### **Training and Instruction**

Training is a fundamental part of any job or task. It is particularly important that employees are trained to perform their job and work safely. In general, the Cal/OSHA Injury and Illness Prevention Program (IIPP) requires training to instruct employees in general safe work practices and to provide specific instruction with respect to hazards specific to each employee's job assignment. It also requires training be provided to supervisors to ensure they are familiar with the hazards to which employees under their control may be exposed.

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

1. When the IIPP is first established;
2. To all workers given new job assignments for which training has not been previously provided;
3. Whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard;
4. Whenever the employer is made aware of a new or previously unrecognized hazard;

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5. To supervisors to familiarize them with the safety and health hazards to which workers under their immediate direction and control may be exposed; and
6. To all workers with respect to hazards specific to each worker's job assignment.

Workplace safety and health training practices for all industries include, but are not limited to the following:

1. Explanation of the employer's IIPP, emergency action plan and fire prevention plan, and measures for reporting any unsafe conditions, work practices, and injuries;
2. The use of appropriate clothing, including gloves, footwear, and personal protective equipment;
3. Information about chemical hazards to which workers could be exposed and other hazard communication program information;
4. Availability of toilet, hand-washing and drinking water facilities; and
5. Provisions for medical services and first aid including emergency procedures.

### **Recordkeeping**

We have taken the following steps to implement and maintain our IIPP:

1. Records of hazard assessment inspections, including the person(s) conducting the inspection, the unsafe conditions and work practices that have been identified and the action taken to correct the identified unsafe conditions and work practices, are recorded on a hazard assessment and correction form; and

EXCEPTION – Our organization has fewer than ten employees and maintains inspection records only until the hazard is corrected.

2. Documentation of safety and health training for each worker, including the worker's name or other identifier, training dates, type(s) of training, and training providers are recorded on a worker training and instruction form. We also include the records relating to worker training provided by a construction industry occupational safety and health training program approved by Cal/OSHA. Records or documentation in accordance with our records and retention policy.