TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT

RESOLUTION 2018-11

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE TOWN OF DISCOVERY BAY, A CALIFORNIA COMMUNITY SERVICES DISTRICT, ESTABLISHING AN UPDATED INJURY AND ILLNESS PREVENTION PROGRAM AND POLICY PURSUANT TO CALIFORNIA CODE OF REGULATIONS, TITLE 8

WHEREAS, the Town of Discovery Bay is required to have an Injury and Illness Prevention Program (IIPP) pursuant to California Code of Regulations, Title 8, Section 3203; and

WHEREAS, on September 8, 2008 the Board adopted Resolution No. 2008-11 establishing an IIPP for the Town of Discovery Bay; and

WHEREAS, on September 3, 2014 the Board adopted Resolution No. 2014-19 establishing an IIPP and rescinded Resolution No. 2008-11; and

WHEREAS, the Town from time to time updates policies to stay current, relevant and legal; and

WHEREAS, the proposed IIPP, which is attached and made a part of this Resolution, is updated to comply with California Code of Regulations, Title 8, Section 3203.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. That the Injury and Illness Prevention Program and Policy is adopted and is attached and made a part of this Resolution.

SECTION 2. That this action is effective immediately.

PASSED, APPROVED AND ADOPTED THIS 15th DAY of August, 2018.

Kevin Graves
Board President

I hereby certify that the foregoing Resolution was duly adopted by the Board of Directors of the Town of Discovery Bay Community Services District at a regularly scheduled meeting, held on August 15, 2018, by the following vote of the Board:

AYES: 4 - President Graves, Vice President Mayer, Director Pease, Director Steele
NOES: Ø
ABSENT: 1 - Director Leete
ABSTAIN: Ø

Michael R. Davies
Board Secretary

Injury and Illness Prevention Program

Updated 2018

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REVISION HISTORY LOG

Date	Section	By	Correction Made
07.17.14	All	Safety Committee	Entire document revision
07.25.2018	All	Du-All Safety	Review of entire document

Town of Discovery Bay

Program Area:	Policy Name:	Policy Number:
Administrative	IIPP Policy	021
Date Established:	**Date Amended:**	**Resolution:**
September 17, 2008	August 15, 2018	2018-11

1.0 PURPOSE

The purpose of the Town of Discovery Bay (TODB) Injury and Illness Prevention Program (IIPP) is to provide employees with a safe and healthy workplace by identifying responsibilities to be followed by management, employees and the employer. Employees have a right to a safe workplace and their employer has a duty to ensure that every manager and supervisor is aware of the TODB's safe work practices and that they are being followed by each employee.

The TODB is adopting this Injury and Illness Prevention Program to meet or exceed the requirements of California Code of Regulations, Title 8, §3203. It applies to all full and part-time employees, temporary and seasonal employees and volunteers of the Town of Discovery Bay.

2.0 EVALUATING HAZARDS

Before a task or job is to be started, an evaluation of the hazards associated with that task or job needs to be completed. For example, a supervisor cannot task an employee to enter or even open a manhole cover without ensuring that the employee has been properly trained on the potential hazards of this task.

The employer, supervisors, managers, etc. must be aware of all hazards related to operating equipment or tasks being performed by their respective employees.

A tool that can be used in identifying and evaluating work place hazards is the Job Safety Analysis Form (Appendix A).

When hazards need to be identified & evaluated:

i. When Safety Orders of the California Code of Regulations that govern the operation or activity (e.g. General Industrial Safety Orders, Construction Safety Orders, etc.) are revised.
ii. During the accident investigation process.
iii. When revealed during a routine inspection.
iv. Whenever new substances, processes, procedures, or equipment are introduced to the work place that represents a new safety hazard.
v. Whenever the TODB is made aware of a new or previously unrecognized hazard.
vi. When employee safety suggestions are made regarding a hazard.

This IIPP is not intended to cover all safety procedures at the TODB. The TODB has developed specific programs that may be found within each applicable department. These programs may include, but are not limited to:

- Asbestos Management
- Codes of Safe Practices (or Standard Operating Procedures)
- Concrete Dust Generating Operations
- Confined Spaces
- Emergency Action Plan
- Emergency Operations Center (SIMS/NEMS)
- Ergonomics
- Excavation and Trenching
- Exposure Control for Bloodborne Pathogens
- Fall Protection
- Hazard Communication Program
- Hazardous Waste Management
- Hearing Conservation
- Heat Illness Prevention
- Hotwork
- Lockout/Tagout
- Personal Protective Equipment Policy
- Respiratory Protection
- Workplace Violence

3.0 SAFETY RESPONSIBILITIES & JOB SAFETY CLASSIFICATIONS

3.1 EMPLOYER RESPONSIBILITIES

The TODB is responsible for providing the following under this IIPP:

i. Establish, implement and maintain an effective IIPP and update it periodically to keep employees safe. The IIPP is reviewed periodically by management with any employee input taken into consideration.
ii. Inspect workplace(s) to identify and correct unsafe and hazardous conditions (Section 5.0 of this IIPP).
iii. Identify persons by name with the responsibility and authority to implement and maintain this IIPP.
iv. Provide to employees required by this program and other related safety programs to prevent injury or illness.
v. Use color codes, posters, labels or signs to warn employees of potential hazards.
vi. Establish or update operating procedures and communicate them so employees follow safety and health requirements (Section 4.0 of this IIPP).
vii. Develop systems to investigate workplace accidents/exposures and to provide corrective action(s) to prevent reoccurrence.
viii. Report immediately, but no longer than 8 hours, by telephone to the nearest Cal/OSHA Enforcement Unit district office any serious injury or illness, or death, of an employee occurring in a place of employment or in connection with any employment. Serious injury or illness is defined in section 330(h), T8CCR (Section 6.2 of this IIPP).
ix. Keep records of work-related injuries and illnesses on the log 300. At the end of the calendar year, copy the totals from the log 300 and transfer the information to the log 300A which must be posted February 1 through April 30 eachyear.

x. Post, at a prominent location within the workplace, the Cal/OSHA poster informing employees of their rights and responsibilities.

3.2 SAFETY COORDINATOR

The Safety Coordinator has the lead role in advising and assisting supervisors and managers in executing their safety-related responsibilities. The Safety Coordinator for the TODB is the Executive Assistant to the General manager. The Safety Coordinator's responsibilities include:

i. Assuming the lead role and the general authority to supervise all aspects of the IIPP and other safety related matters.
ii. Utilizing all available resources to ensure hazards are reasonably resolved in a timely manner.
iii. Working with Department Safety Coordinators and management to ensure that safety is compliant in all departments by periodic inspections, training or site visits.
iv. Coordinating with Du-All Safety and/or other third-party safety consulting company to provide support services.
v. Working with safety committee/department management to ensure that safety training is scheduled. Document and maintain training records for each employee.
vi. Working with management and the safety committee to respond to employee safety suggestions and reports of hazardous conditions.
vii. Ensure that Cal/OSHA has been notified within 8 hours of any serious injury or death.

3.3 SAFETY COMMITTEE

The safety committee is comprised of the Safety Coordinator and Department Safety Coordinators. There are no term limits for any committee member. The safety committee charter may be found in Appendix B and a list of those individuals serving on the Safety Committee Members may be found in Appendix C.

Along with implementing the program, the safety committee members will, at a minimum, be responsible for the following:

i. Attend safety committee meetings.
ii. Disseminate safety related information to their supervisors so that each department is aware of upcoming training, inspection findings, reporting hazards and corrective actions.
iii. Relate any safety concerns within their department to the safety committee for remediation and/or compliance. Report any unsafe conditions to their supervisor.
iv. Support good housekeeping standards and cleanliness at the TODB.
v. Report to the safety committee any safety suggestion or hazardous condition brought to their attention.
vi. Evaluate causes of injuries and what actions need to be taken to protect other employees.
vii. Recognize employee who contribute to the safety programs and/or effect positive change through safety suggestions, observations and recommendations for improvement.

3.4 DEPARTMENT COORDINATORS

The department/division coordinators are found in Appendix C. Department Safety Coordinators are responsible for the following:

i. Ensure that there is someone available onsite to assume safety responsibilities in their absence. E.g. Department Safety Coordinator alternate.
ii. Be a member of, and active participant in, Safety Committee meetings. Responsibilities include those listed above in Section 3.3.

3.5 MANAGERS, SUPERVISORS, FIELD SUPERVISORS, CREW LEAD WORKERS

All personnel responsible for employee supervision shall:

i. Ensure that his/her employees are following all established and customary safety procedures and policies.
ii. Be current on all safe work practices.
iii. Ensure that employees are wearing all required personal protective equipment (PPE).
iv. Not direct employees to perform tasks for which they have not received proper training.
v. For those employees who work under construction orders (Section 3.7.2), conduct "tailgate" or "toolbox" safety meetings at least every 10 working days. These meetings are designed to review hazards associated with upcoming work and communicate systems in place to prevent employee injury or illness.
vi. Report any injury or near miss (non-injury incidents) to the Executive Assistant to the General Manager.
vii. Ensure that every employee required to attend safety training is in attendance and attentive. If an employee misses a class, coordinate with the Safety Coordinator to ensure that said employee receives make-up training prior to the covered job assignment.
viii. Understand and be aware of all hazards associated with all established and customary job assignments.

3.6 ADMINISTRATION AND HUMAN RESOURCES

Administration will be coordinated by the General Manager. Those responsibilities include:

i. Coordinate and ensure that all accident and injury reports have been filled out correctly so if a workers' compensation claim is made, all documentation is correct.
ii. Maintain required OSHA Log 300 form. Post the OSHA 300A form from February 1 through April 30 of the previous year's accident summary in prominent locations throughout the TODB so that employees may have easy access to the summary.
iii. Work with management and the safety committee to ensure that all employees' safety concerns or suggestions are being handled with due diligence.
iv. Provide any forms required to be filled out by managers and employees in the event of an injury or accident.
v. Maintain all medical surveillance and other Cal/OSHA related documentation. Provide medical examinations when required by Cal/OSHA standards and annually tell employees how they may access their medical records.
vi. Disciplining employees for failure to comply with safe and healthful work practices.

3.7 EMPLOYEES

Although the employer and management have the primary responsibility in providing employees with a safe and healthy workplace, employees are ultimately responsible for their own safety. Employees' responsibilities for safety include:

i. Attend all required safety classes. This includes participating and being attentive.
ii. No employee is permitted to do work that they feel is unsafe or for which they have not been properly trained or equipped.
iii. Follow the TODB's established safety policies, procedures and programs.
iv. Immediately report any unsafe or potentially dangerous situation so that the situation may be abated.
v. Immediately report all injuries and near misses to their supervisor.
vi. Understand that an employee shall be disciplined for failure to follow safe procedures. (See Section 9.0).
vii. Work with management in updating and "fine-tuning" the Code of Safe Practices or any other work practice so that the most up-to-date and comprehensive safety procedure is being followed. (See Section 4.0)
viii. Encourage fellow employees to constantly maintain a safety "mindset".

3.8 JOB CLASSIFICATIONS

At the TODB, employees are protected under the Cal/OSHA California Code of Regulations General Industrial Safety Orders (GISO), or the Construction Safety Orders (CSO), depending on the type of work being performed.

Construction work is: *"When employment exists in connection with the construction, alteration, painting, repairing, construction maintenance, renovation, removal, or demolition of any fixed structure or its parts, that work will considered construction, and will be regulated by the CSO*."

OSHA definition of structure: *That which is built or constructed, an edifice or building of any kind, or any piece of work artificially built up or composed of parts joined together in some definite manner.*

Managers, supervisors or any person who has responsibility in directing or supervising an employee should be aware if the work being performed falls under the GISO or CSO. By understanding the work being performed and knowing which set of orders employees fall under, managers and supervisors may train and educate their employees on proper safety procedures regulated by Cal/OSHA.

It is possible that because of the diverse nature of their assignments, field personnel could be governed by either set of orders depending on the task. At construction projects, the CSO take precedence over any other general orders that are inconsistent with them, except for Tunnel Safety Orders or Compressed Air Safety Orders.

Where this distinction is significant, notice shall be made in this and all subordinate programs, practices, and documents.

3.8.1 General Industry Safety Orders (GISO): https://www.dir.ca.gov/Title8/sub7.html

Examples of work that would be considered falling under the GISO may include:

i. General administration
ii. Custodial work
iii. Gardening & Landscaping
iv. Warehouse /Storage
v. General driving

3.8.2 Construction Safety Orders (CSO): https://www.dir.ca.gov/Title8/sub4.html

Examples of work that would be considered falling under the CSO may include:

i. Carpentry
ii. Electrical
iii. Painting and/or Plastering
iv. Plumbing

4.0 CODE OF SAFE PRACTICES

Once all hazards are identified and evaluated by using the General Industry Safety Orders (GISO), the Construction Safety Orders (CSO), other pertinent regulations, employee input, and available published statistics, the Code of Safe Practices is then developed. The code includes all the proper preventive measures to work in an environment, or with construction equipment safely.

Under the California Code of Regulations, the "Code of Safe Practices" pertains only to CSOs. Rarely, if ever, will TODB employees be assigned duties falling under the CSO.

Some departments at the TODB may have specific work practices that are unique to that department. Supervisors and managers of each department should evaluate the hazards associated within their department and along with employee input develop safe practices to be followed by all employees to minimize injury while performing each task.

5.0 PERIODIC INSPECTIONS

Periodic inspections are designed to ensure that safety is being followed and to help identify new or previously unrecognized hazards. Inspection reports will be provided to the appropriate persons responsible for the inspected area(s).

Du-All Safety, the TODB's safety consultant, shall conduct inspections of all facilities annually. High-hazard areas will be inspected periodically (at least twice a year) to determine if proper procedures and the correct personal protective equipment (PPE) is being used. These inspections should be spontaneous with no advance warning given to the crews.

Managers and Supervisors should be conducting inspections as often as possible to ensure safe working conditions at all times.

i. When a hazard is identified by any person, all personnel exposed to the hazard are to be warned and notified of the hazard and potential danger. This may be done by any supervisor or employee.
ii. Hazards identified during inspections shall be corrected in a timely manner based on the risk assessment code found later in this section. If a serious hazard cannot be immediately abated without endangering workers and/or property, the TODB will remove all exposed workers from the area except those necessary to correct the existing condition.
iii. Workers correcting any hazardous condition shall be provided with the necessary protection.
iv. If there is a piece of equipment or a procedure that is immediately dangerous to life and health, the condition is to be corrected immediately. If the condition cannot be corrected immediately, the hazardous equipment should be locked and/or tagged out of service (or procedure discontinued).
v. If any employee fails to follow the Town of Discovery Bay's safety procedures, the employee's supervisor should:
    I. Inform the employee of the violation.
    II. Inform or remind the employee of the correct procedure.
    III. Ask the employee to comply and correct the violation(s).
    IV. Remind the employee of the Town of Discovery Bay's disciplinary policy.
vi. All safety violations, hazards and safety concerns will be documented, and a risk assessment code assigned, based on the descriptions given below.
vii. A supervisor will designate who will fix the hazard and a completion date is to be established and checked off by the appropriate person.
viii. When the problem is fixed, the inspection form (Appendix D) should be signed and dated by the person responsible for the work.

SAFETY RISK ASSESSMENT CODE

The Risk Assessment Code is determined as follows:

Class 1 - Critical (may cause death, serious injury, significant environmental impact, or substantial financial losses) and/or is likely to occur soon.
Class 2 - Serious (may cause injury, occupational illness, or environmental or property damage) and/or probably will occur in time.
Class 3 - Minor (probably would not significantly affect personnel or environmental safety or health, but is a violation of specific criteria).

The correction protocol that is used may include one or more of the following:

i. Engineering control (i.e. cones, flags, lights, etc.);
ii. Personal Protective Equipment (PPE);
iii. Administrative control (i.e. no cell phone use while driving or flagging);
iv. New safety rules; and/or
v. Employee training.

Required Inspection Frequency

Fire Extinguisher	Monthly
Eye Wash Station	Monthly
Emergency Shower	Monthly
Forklift	Pre-shift
Hazardous Waste Containers	Weekly
Fall Protection Equipment	Semi-annually
Confined Space Equipment	Per Equipment Manufacturer

This is not intended to be a complete list of inspections. There may be other required safety inspections depending on what other hazards and equipment exist (DOT, Cranes, etc.).

6.0 INJURY & ILLNESS INVESTIGATIONS AND RECORD KEEPING

6.1 INVESTIGATIONS OF OCCUPATIONAL INJURY OR ILLNESS AND CORRECTIVE ACTIONS

Once an occupational illness, accident, or injury occurs, a report must be completed by the employee and the employee's supervisor immediately. All required and necessary forms may be found in the main office. All applicable forms should be completed in a timely manner and given to the Executive Assistant to the General Manager. The forms that are included in the packet are:

i. Supervisor's Investigation of Employee Injury Form
ii. Employee's Report of Job Injury
iii. Witness to a Job-Related Injury
iv. Employer' Report of Occupational Injury or Illness (5020)
v. Worker's Compensation Claim Form (DWC1)

In the event of a near miss (non-injury incident), the incident is still to be investigated but not all of the above documentation is required.

6.2 SERIOUS INJURY REPORTING TO CAL/OSHA

The TODB shall report immediately by telephone to the nearest District Office of the Division of Occupational Safety and Health any serious injury or illness, or death, of an employee occurring in a place of employment or in connection with any employment.

Immediately means as soon as practically possible but not longer than 8 hours after a manager or higher knows or with diligent inquiry would have known of the death or serious injury or illness.

A serious injury is defined as: *an injury or illness which requires hospitalization for more than 24 hours for other than medical observation or in which an employee suffers a loss of any member of the body or suffers any serious degree of permanent disfigurement.*

Exception: *An injury is not reportable if it occurs during a crime (penal code violation), or on a public roadway (vehicle accident). If uncertain whether the accident was a "vehicle accident", notification to Cal/OSHA is advised.*

6.2.1 REPORTING PROCEDURE

Employees are responsible for immediately notifying their Manager or Supervisor of a serious injury or death to any employee. The Manager or Supervisor priority is to provide medical attention to the injured employee. Management will then notify Administration/Human Resources of the injury/illness/fatality. Administration/Human Resources will then determine if the injury/illness is serious and if so, call and report it to Cal/OSHA. If the Manager or Supervisor is unable to talk with General Manager or the Executive Assistant to the General Manager, they are to leave a detailed voice message on their voicemail and then call Cal/OSHA to report the serious injury/illness or fatality at:

Concord District Office
1450 Civic Court, Suite 525
Concord, CA 94520
(925) 602-6517

i. If a contract employee is injured while performing work on behalf of the TODB, the contractor's employer must notify Cal/OSHA within statutory reporting guidelines.

ii. When making notification, the reporting party shall include the following information, if available:

I. Time and date of accident.
II. Employer's name, address and telephone number.
III. Name and job title, or badge number of person reporting the accident.
IV. Address of site of accident or event.
V. Name of person to contact at site of accident.
VI. Name and address of injured employee(s).
VII. Nature of injury.
VIII. Location where injured employee(s) was (were) moved to.
IX. List and identity of other law enforcement agencies present at the site of accident.
X. Description of accident and whether the accident scene or instrumentality has been altered.

6.3 CAL/OSHA RECORD KEEPING

I. Whenever an Employer's Report of Occupational Injury or Illness Form 5020 is filed, an entry must be made in the Cal/OSHA Form300.
ii. Management shall also complete the Cal/OSHA Form 301.

6.4 GENERAL SAFETY RECORD KEEPING

The Safety Coordinator office will keep records of:
Documented safety and health training including:

i. Documented accident, injury and illness investigations including the completed form(s).
ii. Copies of all required injury-and illness-related forms.
iii. Safety Committee meeting minutes.
iv. Disciplinary records.
v. Inspection reports and corrective actions.
vi. Safety suggestions (Appendix H).
vii. Accident reports and medical surveillance documents.

6.5 RECORDS RETENTION

The legally mandated minimum records retention durations are provided in Appendix E.

7.0 COMMUNICATION

Communication is an important part of the IIPP. The TODB management believes the best way to maintain the safety "mind set" is through the following means:

a. A safety bulletin board for written communication, relevant safety topics, and posted temporary hazards.
b. Since the employee is often in a better position to spot potential hazards in the work areas we have placed suggestion boxes and forms are located:

   - Community Center Staff Room
   - Main Office Conference Area

c. Employee input with regard to safety is encouraged. All suggestions will be reviewed at the Safety Committee Meeting with a response given in a timely manner to the person making the suggestion. In the event of an anonymous suggestion, a response will be written and provided in the safety committee meeting minutes as posted on the safety bulletin board.
d. Safety posters and signs will be posted in common areas to help remind employees of certain hazards and to protect themselves.
e. A standing Safety Committee meets monthly. Committee members and employees at large are noticed as to the date, time and location of the meeting. The Charter for the committee may be found in Appendix B.
f. Because there is no construction work typically performed by employees of the Town, field staff are not required to conduct “toolbox” or “tailgate” safety meetings every 10 working days. The Town’s contractor, Veolia Water does provide construction services on Town property. As such, Town Operations employees are encouraged to participate in the Veolia “tailgate” safety meetings if the subject is pertinent to their respective functions.
g. Report any unsafe or potentially dangerous situation to their supervisor so that the situation may be abated.
h. Report any injury or near miss (non-injury related accident) to the next highest supervisor who will then forward any report to Human Resources.

8.0 TRAINING

Training is the most important part of this program. It is critical that everyone understand their workplace hazards and is trained in:

i. Safety procedures and policies.
ii. Procedures to document and record workplace injuries or illnesses.
iii. Employee and management responsibilities towards safety.
iv. The Town of Discovery Bay’s disciplinary policy.

Supervisors and/or Safety Coordinators shall receive training to familiarize them with the health and safety hazards to which employees under their immediate direction and control may be exposed. Supervisors and/or Safety Coordinators are responsible for ensuring that those under their direction receive training on general workplace safety as well as on health and safety issues specific to their job. Training is provided:

i. To all employees and those given new job assignments for which training has not yet been received.
ii. Whenever new substances, processes, procedures or equipment are introduced to the workplace that represents a new hazard.
iii. Whenever the employer is made aware of a new or previously unrecognized hazard.

The Training Log for all employees is to be filled out completely, upon the completion of any training. All training logs, including tailgate meetings, should be forwarded to the Safety Coordinator.

9.0 ENFORCEMENT PROCEDURES

Employees who fail to comply with the Town of Discovery Bay's safety policies and procedures will be subject to disciplinary action, up to and including, termination.

Employees are referred to their management regarding the Town of Discovery Bay's disciplinary policies and procedures, as found in the Personnel Manual.

APPENDIX A

JOB SAFETY ANALYSIS FORM

	Job: Example		Date:
JOB SAFETY ANALYSIS FORM	Title of Person who does Job:	Title of Supervisor:	Analysis by:
Department:	Division/section:		Reviewed by:
Required personal protective equipment:	Required material safety data sheets:		Approved by:
SEQUENCE OF BASIC JOB STEPS	**POTENTIAL ACCIDENTS OR HAZARDS**		**RECOMMENDED SAFE JOB PROCEDURE**
Break the job down into its basic steps, e.g. what is done first, what is done next, and so on. You can do this by 1) observing the job, 2) discussing it with a knowledgeable person, 3) drawing on your knowledge of the job, or 4) a combination of the three. Record the steps in the normal order of occurrence. Describe what is done, not the details of how it is done. Usually three or four words are sufficient to describe each basic job step.	For each job step, ask yourself what accidents could happen to the person doing this job step. You can get the answers by, 1) observing the job, 2) discussing it with a knowledgeable person, 3) recalling past accidents, or 4) a combination of the three. Ask yourself, can the person be struck by or contacted by anything, can the person strike against or come in contact with anything; can the person be caught in, on or between anything, can the person fall, can the person overexert, does the step require repetitive motions; is the person overexposed to anything injurious, such as hazardous chemicals, noise, extreme temperatures, etc.?		For each potential accident or hazard, ask yourself how the person should do the job step to avoid the potential accident, or what should the person do or not do to avoid the accident. You can get your answers by, 1) observing the job for leads, 2) discussing precautions with a knowledgeable person, 3) drawing on your personal experience, or 4) a combination of all three. Be sure to describe specifically the precautions a person must take. Don't leave out important details. Number each separate recommended precaution with the same number as the potential accident or hazard. Use specific do and don't statements. Where appropriate, include the use of personal protective equipment, and safety apparatus, materials, and facilities that would mitigate the hazard.

	Job: Example		Date:
JOB SAFETY ANALYSIS FORM	Title of Person who does Job:	Title of Supervisor:	Analysis by:
Department:	Division/section:		Reviewed by:
Required personal protective equipment:	Required material safety data sheets:		Approved by:
SEQUENCE OF BASIC JOB STEPS	**POTENTIAL ACCIDENTS OR HAZARDS**		**RECOMMENDED SAFE JOB PROCEDURE**

APPENDIX B

SAFETY COMMITTEE CHARTER

Committee Name	**Sponsor**	**Team Leader**	**Team Members**
The Town of Discovery Bay Safety Committee	Michael Davies, GM	Sue Heinl, Executive Assistant	As identified in Appendix C
Meeting Times/Location:	After the Second All-Staff Meeting of the Month @ the Community Center		
Purpose	To help insure a safe and healthful workplace and compliance with federal, state, and local safety regulations through participation in: ▪ Monthly safety committee meetings per CCR, 8 3203, (c) et. al. ▪ Review safety inspections to help identify and correct hazards ▪ Injury and illness investigations to evaluate cause of injury and corrective action to prevent recurrence ▪ Communication between employees and management ▪ Schedule and review employee safety training		
Scope/Authority	▪ Provide advice and input to individual departments on safety matters ▪ Ensure that all employees are provided with a safe and healthy workplace ▪ Identify and discontinue unsafe practices and/or use of unsafe equipment ▪ Schedule required safety training ▪ Recommend corrective actions to address safety hazards ▪ Serve as communications conduit between employees and management on safety concerns		
Success Criteria	▪ Compliance with safety regulations and receive no OSHA citations. ▪ Provide regularly scheduled employee safety training ▪ Fewer accidents and injuries ▪ Establishment of required safety programs ▪ Improved feedback regarding employees' sense of safety and well-being		
Decision-Making Process	▪ Strive for consensus; General Manager has final decision making authority.		
Product(s)	▪ Develop written safety programs in compliance with CCR, 8. ▪ Provide safety training and recordkeeping ▪ Produce quarterly periodic inspections reports ▪ Respond to employee safety concerns and/or suggestions		
Decision Communication	▪ Agenda and minutes of meetings to members and posted at employee worksites ▪ Use of internal and external communication tools to disseminate major actions		
Evaluation	▪ Annual review by the Safety Committee and Management on committee effectiveness.		

APPENDIX C

SAFETY COMMITTEE MEMBERS & DEPARTMENT SAFETY COORDINATORS

Name	Department	E-mail
Sue Heinl	Main Office	sheinl@todb.ca.gov
Brian Miller	Parks & Recreation	bmiller@todb.ca.gov
Virgil Koehne	Water & Wastewater	vkoehne@todb.ca.gov
Monica Gallo	Community Center	mgallo@todb.ca.gov
Dina Breitstein	Finance	dbreitstein@todb.ca.gov
Jeffrey Summers	Water & Wastewater	jsummers@todb.ca.gov

APPENDIX D

The Town of Discovery Bay

Safety Inspection

Inspection conducted by: Date:

The following are violations of Cal/OSHA regulations, California Fire Code, California Building code, other standards, or are hazardous conditions that may cause injury or illness to employees at the Town of Discovery Bay, or possibly cause negative environmental impact, or interrupt the Town of Discovery Bay's ability to do business. These conditions require corrective action to ensure a safe and healthful workplace for employees and employer.

Findings which may not be directly traceable to an enforceable code or regulation are given in italics. Note that failure to abate these hazards may still put the Town of Discovery Bay at risk of injury and/or loss, civil litigation, citation under the General Duty Clause (California Labor Code Section 6400), or other action.

For explanation of Risk Assessment Codes see the last page.

Item #	Finding	Risk Rating	Assigned To Or Work Order Number	Date Fixed	Initials

The following items were previously identified and still need to be resolved.

Item #	Finding	Risk Rating	Assigned To Or Work Order Number	Date Fixed	Initials

Please initial and date corrections as they are completed.

Risk Assessment Class

Class 1 - Critical (may cause death, serious injury, significant environmental impact, or substantial financial losses) and/or is likely to occur soon.

Class 2 - Serious (may cause injury, occupational illness, or environmental or property damage) and/or probably will occur in time.

Class 3 - Minor (probably would not affect personnel or environmental safety or health, but is a violation of specific criteria).

APPENDIX E

RECORDS RETENTION REQUIREMENTS

Record	Minimum Retention (yrs.)	Code citation
Workplace inspections	1	8CCR3203(b)(1)
Training records (See below for exceptions)	1	8CCR3203(b)(2)
Safety committee meeting records	1	8CCR3203(c)(2)
Accident investigation records	None	
OSHA300, 300A, 301	5	8CCR14300.33
Employee medical records	Termination of employment + 30 yrs.	8CCR3204(d)(1)(A)
Employee exposure records (Includes all workplace monitoring data, MSDSs, Chemical inventories)	"At least" 30 yrs.	8CCR3204(d)(1)(B)
Bloodborne Pathogens Training	3	8CCR5193(h)(2)(B)
Sharps injury log	5	8CCR5193(h)(3)
Hazwaste manifest receipts	3	HSC25160.2(b)(3)&(4)
Asbestos training records	Termination of employment + 1 year	8CCR1529(n)(4)
Notification of identification, location and quantity of asbestos	Duration of ownership of	8CCR1529(n)(6)

	building; must be transferred to new owner	
Noise exposure measurements	2	8CCR5100(d)(1)
Audiometric test records	Duration of employment	8CCR5100(d)(2)
Maintenance of fire extinguishing systems	5	19CCR904.1(b)
Fire Alarm systems acceptance tests & as-builts	Life of system	NFPA 72, 7-5.1
Fire Alarm systems annual maintenance, inspection & testing	1 year past next test (e.g., 2 years)	NFPA 72, 7-5.2.1
Fire Sprinkler Maintenance & Service Reports	5 yrs.	19 CCR 904.1 & 904.2
Fire Sprinkler Maintenance & Service Reports	1 year past next test (e.g., 2 years)	NFPA 25, 4.3.5
Reports of testing on mechanical ventilation systems such as fume hoods	5 yrs.	8 CCR 5143
Reports of testing on HVAC systems for building ventilation	5 yrs.	8 CCR 5142(b)(2)