

**Sierra County
Board of Supervisors'
Agenda Transmittal &
Record of Proceedings**

MEETING DATE: August 18, 2020	TYPE OF AGENDA ITEM: <input checked="" type="checkbox"/> Regular <input type="checkbox"/> Timed <input type="checkbox"/> Consent
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DEPARTMENT: Personnel
APPROVING PARTY: Margaret Long
PHONE NUMBER: 530-289-2879

AGENDA ITEM: Resolution approving the Sierra County Injury and Illness Prevention Policy

SUPPORTIVE DOCUMENTS ATTACHED: Memo Resolution Agreement Other

BACKGROUND INFORMATION: The attached policy is just an update to bring it into compliance with the actual practice, county code and other laws since the last update in 2010. There was some minor cleanup of spelling (the Auditor did the 2010 update), vehicle policy, adding COVID, and the section on the safety committee.
This policy was sent to the Union as a curtsy.

FUNDING SOURCE: N.A.
GENERAL FUND IMPACT: No General Fund Impact
OTHER FUND:
AMOUNT: \$ N/A

ARE ADDITIONAL PERSONNEL REQUIRED?
 Yes, -- --
 No

IS THIS ITEM ALLOCATED IN THE BUDGET? Yes No
IS A BUDGET TRANSFER REQUIRED? Yes No

SPACE BELOW FOR CLERK'S USE

<p>BOARD ACTION:</p> <input type="checkbox"/> Approved <input type="checkbox"/> Approved as amended <input type="checkbox"/> Adopted <input type="checkbox"/> Adopted as amended <input type="checkbox"/> Denied <input type="checkbox"/> Other <input type="checkbox"/> No Action Taken	<input type="checkbox"/> Set public hearing For: _____ <input type="checkbox"/> Direction to: _____ <input type="checkbox"/> Referred to: _____ <input type="checkbox"/> Continued to: _____ <input type="checkbox"/> Authorization given to: _____	Resolution 2020- _____ Agreement 2020- _____ Ordinance _____ Vote: Ayes: Noes: Abstain: Absent: <input type="checkbox"/> By Consensus
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COMMENTS:

CLERK TO THE BOARD

DATE

BOARD OF SUPERVISORS, COUNTY OF SIERRA, STATE OF CALIFORNIA

**RESOLUTION ADOPTING THE
SIERRA COUNTY INJURY AND ILLNESS PREVENTION POLICY**

Resolution 2020-

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors, County of Sierra, State of California does hereby adopt the attached Sierra County Injury and Illness Prevention Policy.

BE IT FURTHER RESOLVED that the attached policy hereby supersede any prior Injury and Illness Prevention policy adopted by the Board of Supervisors.

ADOPTED by the Board of Supervisors of the County of Sierra on the 18th day of August 2020, by the following vote:

AYES: Supervisors
NOES: None
ABSTAIN: None
ABSENT: None

COUNTY OF SIERRA

JIM BEARD, CHAIRMAN
BOARD OF SUPERVISORS

ATTEST:

APPROVED AS TO FORM:

HEATHER FOSTER
CLERK TO THE BOARD

DAVID PRENTICE
COUNTY COUNSEL



**COUNTY OF SIERRA
INJURY AND ILLNESS PREVENTION
POLICY
UPDATED AUGUST 2020**

INJURY AND ILLNESS PREVENTION PROGRAM

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**County of Sierra
INJURY AND ILLNESS PREVENTION PROGRAM
Policy and Procedures Manual**

Effective Date: August 18, 2020

STATEMENT OF PURPOSE

Purpose

To define the county's Injury and Illness Prevention Program for compliance with the provisions of the California Code of Regulations, the California Labor Code and the Sierra County Code.

Policy

It is the Policy of the Board of Supervisors of the County of Sierra to establish guidelines and procedures for the maintenance of an ongoing Injury and Illness Prevention Program, in compliance with the California code of Regulations. This is accomplished through safety and health inspections, accident investigations, and employee training, departmental safety officers and drivers licensing program. Response to safety concerns will be given the highest priority at every level of the county.

Authorities

The California Code of Regulations. Title 8, section 1509(2) of the Construction Orders, Section 3203 of the General Industry Safety Orders, the Labor Code Section 6401.7 and the Sierra County Code.

Appointment of Loss Prevention Specialist

The Board of Supervisors hereby designates:

Van Maddox Risk Manager
Judi Behlke Safety Officer

To develop and maintain an effective Injury and Illness Prevention Program for the County of Sierra.

LOSS PREVENTION POLICY STATEMENT

It is the policy of the COUNTY OF SIERRA that a safe and healthy work environment will be considered of primary importance in all phases of operation and administration.

It is the intention of the County to provide safe and healthy working conditions and to establish and insist upon safe practices at all times by all employees.

The prevention of accidents and occupational illness is an objective affecting all levels of the County and its activities. It is, therefore, a basic requirement that each employee supervisor make a safe and healthy work environment an integral part of the regular management function. Each employee equally has the duty to accept and follow established safety regulations and procedures.

Adequate training will be provided to employees. Employees will be instructed to ask for assistance if ever in doubt how to perform a job safely.

Employees will assist management in accident prevention activities. Unsafe or unhealthy conditions must be reported to their immediate supervisor. Fellow employees who need help will be assisted. All employees are responsible for the housekeeping duties that pertain to their jobs.

Any injury that occurs on the job, even a slight cut or strain, must be reported to an employee supervisor as soon as possible along with the incident/hazard form being filled out. An emergency is the only reason an employee should leave a shift without reporting an injury including completing the proper forms.

Everyone loses if you are injured or ill. Please work safely. You are important to us!

INJURY & ILLNESS PREVENTION PROGRAM AUTHORITIES
SENATE BILL 198
CALIFORNIA CODE OF REGULATIONS, TITLE 8, SECTION 3203 OF THE
GENERAL SAFETY ORDERS AND LABOR CODE SECTION 6401.7

Labor Code Section 6401.7 requires that every employer shall establish, implement and maintain an EFFECTIVE Injury and Illness Prevention Program.

WRITTEN: The Injury and Illness Prevention Program (IIPP) must be in writing and the employer must keep appropriate records of steps taken to implement and maintain its IIPP, and conduct periodic reviews of the plan;

IMPLEMENTATION: Employers must designate and specify the person responsible for implementing their IIPP;

HAZARD IDENTIFICATION: Employers must establish a system for identifying and evaluating work place hazards including (a) scheduled periodic inspections to identify unsafe conditions and work practices; (b) investigating the cause of accidents and (c) illness and exposures.

HAZARD CORRECTION: Employers must adopt procedures to correct unsafe, unhealthy conditions and work practices in a timely manner based on the severity of the hazard.

HAZARD COMMUNICATION:

Employers must establish a system for communicating health and safety information to employees and encouraging employees to inform the employer of perceived hazards without fear of reprisal.

EMPLOYEE COMPLIANCE: Employers must establish a system for ensuring that employees comply with safe and healthy work practices, and such a system may include provisions for disciplinary action.

HEALTH AND SAFETY TRAINING: Employers must institute an occupational health and safety training program to instruct employees in general safe and healthy work practice and provide specific instructions with respect to hazards specific to each job assignment. All employees must be trained when the program is established and thereafter:

- all new employees and all employees given new job assignments
- all existing employees when new substances, procedures or equipment is introduced into the work place and presents a hazard; and
- all existing employees whenever the employer learns of a new or previously unrecognized hazard.

RESPONSIBILITIES

COUNTY LOSS PREVENTION OFFICER

An effective program addressing Safety and Loss Prevention will be implemented. This will include quarterly meeting of the Countywide Employee Safety Committee to be coordinated and held by the Safety Officer. Conferences and trainings provided by Trindel and other safety professionals will also be attended by the Safety Officer. Employees will be eligible for the Trindel Safety Awards for exceptional Safety activity.

1. Direction of the overall County Safety Program.
2. Act as a safety advisor for the County. Attend County wide safety meetings quarterly and departmental meetings on a rotating basis monthly.
3. Prepare County safety memoranda and maintain files.
4. Prepare periodic reports and studies on the effectiveness of the County Illness and Injury Prevention Program.
5. Assist in developing health and safety programs designed to meet specific needs for each department as required by California Code of Regulation (CCR), Title 8.
6. Assist individual departments in identifying illness and injury prevention training needs. Coordinate schedules for CPR, First Aid, Hearing Loss Prevention, Defensive Driving, Back Safety and other health and safety classes.
7. Assist departments in the implementation of and compliance with the California Occupational Health and Safety Act and provide reporting forms as needed.
8. Coordinate County safety matters with enforcement agencies, civic groups and private organizations as may be necessary.
9. Develop and distribute illness/injury information for County operations and specific data to each department.

DEPARTMENTAL RESPONSIBILITY

Each Department is responsible for effectively implementing the County's IIPP, with all levels of management contributing to ensure that employees are aware of the health and safety condition of their job assignment work area. Departments with unique issues or more than 10 employees may develop and implement a site specific IIPP complementary to the County IIPP.

All supervisors are responsible for maintaining a minimal risk work environment in the areas under their control. While they may assign and delegate responsibility and authority to others, they remain accountable to their superiors for preventable oversights and errors within their areas of supervision that result in injury, illness, or property damage affecting employees, the general public or county/private property.

A list of all County department heads and their telephone numbers follows:

COUNTY DEPARTMENT HEADS/DIVISION AND WORK TELEPHONE NUMBERS

Board of Supervisors	Chairman	289-3295
Auditor/Risk Manager	Van Maddox	289-3273
Assessor	Laura Marshall	289-3283
Auditor-Treasurer-Tax Collector	Van Maddox	289-3286
Planning/Public Works Director	Tim Beals	289-3251
Sheriff	Mike Fisher	289-3700
District Attorney	Sandra Groven	289-3269
Probation	Chuck Henson (Interim)	289-3277
Court Administrator	Ann Mendez	289-3698
Clerk-Recorder	Heather Foster	993-6746
Health & Human Services	Lea Salas	993-6707
Human Resources	Margaret Long	289-2879
Information Systems	Jeremy Miller	289-2890

DEPARTMENT SAFETY REPRESENTATIVES

Department Heads or their designee will act as the permanent Departmental Safety Representative. Permanent Departmental Safety Representatives will:

1. Manage, administer and coordinate the County Loss Prevention Program.
2. Establish Departmental loss prevention policies, procedures, rules, and standards to ensure safe working conditions and practices.
3. Serve as a source of information on loss prevention policies and procedures. Keep industrial injury/illness records and furnish reports. Post and provide various reporting forms.
4. Ensure that all Accident and Injury Reports are referred to the County Loss Prevention Specialist for review and investigation.
5. Prepare periodic and special departmental reports for Risk Manager. Identify trends or changes which call for attention and recommend corrective action where appropriate.
6. Set the example that employees can follow.
7. Establish means to eliminate or control hazardous physical conditions as well as dangerous work operations, recommending remedial action.
8. Develop loss prevention training efforts within the Department including implementation and documentation.
9. Act as liaison with the Risk Manager who is responsible for the overall IIPP.
10. Ensure Departmental compliance with County policies and procedures, including those relating to injury/illness and vehicle accidents.
11. Promote loss prevention awareness and educational programs.
12. Provide and disseminate Safety and Health bulletins, posters, minutes of safety meetings and any other pertinent information to employees.

EMPLOYEE SUPERVISORS

Employee supervisors are responsible for encouraging the proper attitudes toward safe job performance in themselves and in their subordinates. This includes being responsible for enforcing the wearing of personal protective equipment when the job requires.

Shall ensure that new employees are directed to the Safety Office for Safety Orientation within three days of employment

Shall train employees in job duties including safety and health practices.

Review the new employee safety checklist and submit original to Human Resources.

Shall investigate and report promptly and thoroughly every accident to determine cause and to prevent recurrence.

Shall require all employees to comply with the Occupational Safety and Health Standards, (OSHA) and all rules, regulations and orders applicable to his/her own actions and conduct.

Shall set the example that employees can follow.

Shall follow all administrative orders requiring written documentation and fulfillment of the County IIPP and any departmental IIPP.

Shall assist employees in developing departmental safety committee and plan.

EMPLOYEES RESPONSIBILITY

To ensure a safe and healthy work environment, *it is the employee's responsibility to report unsafe work practices and conditions to their immediate supervisor, in addition, the employee must take immediate action to prevent themselves, other employees, and members of the public from being injured.* They may do so without fear of retribution or reprisal and with anonymity. Hazards may be reported either verbally or in writing by using the Sierra County reporting forms which shall be available in each department. County employees are responsible for ensuring their own safety and the safety of others on the worksite by:

Learning and following the standards and procedures that applies to each job assignment.

Immediately reporting any activity, that an employee feels or knows could lead to injury, illness, or damage to property, to the immediate supervisor and promptly seek guidance regarding the operation. This particular policy is not intended to abrogate the obligation of public safety personnel to engage in those high risk jobs required in their job descriptions.

Wearing and using the prescribed protective equipment needed for a particular job. Inappropriate footwear or shoes with thin or badly worn soles should not be worn.

Not engaging in horseplay, scuffling, and other acts which tend to have an adverse influence on the safety or well-being of the employees are prohibited.

Promptly reporting any occupational injury, illness, or property damage to the immediate supervisor. Completing all necessary forms for all occupational injuries or illnesses.

Anyone under the influence of drugs or alcohol will not be allowed on the job while in that condition.

Employees shall not enter manholes, underground vaults, chambers, tanks, silos, or other similar places that receive little ventilation, unless it has been determined by a job supervisor using monitoring equipment that it is safe to enter.

Report any emergencies and assist, when safe to do so, until emergency response personnel arrive.

Employees must follow the County and departmental IIPP. Failure to do so may result in disciplinary action.

COUNTY OF SIERRA
NEW EMPLOYEE SAFETY INTERVIEW

NAME _____ DATE HIRED _____
DEPARTMENT _____
TYPE OF WORK _____

Do you have any physical conditions or disabilities which might limit your ability to perform this job? If so, what reasonable accommodation can be made by us?

WAS THERE A PRE-EMPLOYMENT PHYSICAL? YES _____ NO _____
ANY WORK RESTRICTIONS INDICATED? YES _____ NO _____

DISCUSS THE FOLLOWING SAFETY CONCERNS WHERE APPLICABLE WITH THE NEW EMPLOYEE:

1. ___ Employee fully understands job description
2. ___ High Priority County gives to safety.
3. ___ Maintaining good standards of housekeeping in work environment.
4. ___ Use proper method of lifting and carrying to avoid back strains. Bend at knees, not at waist, Keep back straight. Avoid twisting and stretching. Get help or use mechanical means with heavier loads.
5. ___ Personal protective equipment may be required such as: goggles, hardhat, safety shoes, gloves, ear plugs, dust mask, back-supports.
6. ___ Safe operation of office equipment.
7. ___ Safe operation of all vehicles
8. ___ Fire extinguisher locations and operation.
9. ___ Procedure to follow during emergency.
10. ___ Location of clinic and hospital for emergency treatment.
11. ___ Report all injuries to their Supervisor immediately.
12. ___ Report unsafe conditions to their Supervisor immediately.
13. ___ Disciplinary action for ignoring safety rules up to and including dismissal.
14. ___ I have received a copy of the County IIPP, Sexual Harassment and Drug Policy.

Read and Understood _____ Date _____

Interviewed by _____ Date _____

SAFETY AND LOSS PREVENTION COMMITTEE

The County Safety and Loss Prevention Committee is established to oversee, evaluate, and review the County's Occupational Safety and Health Program. Committee membership will consist of 10 members. A quorum will consist of five members.

Membership- The composition of the committee may be both employee and supervisors as follows:

One Representative from each Department: Auditor, Treasurer/Tax Collector, Assessor, Planning and Building, Probation, Sheriff, Clerk Recorder, Health & Human Services, Solid Waste; Roads, Information Systems

Chairperson - Loss Prevention Specialist – voting member

Meeting Schedule- The Committee will meet quarterly. Any committee member may request the Chairperson to convene a Special Session as special issues arise.

Committee Responsibilities-The Committee will be responsible for the following activities:

1. **Program Assessment** - Review and assess effectiveness of the County's overall program and department programs.
2. **Monitor for Trends** - Evaluate significant accident/injury reports and statistics to identify trends and initiate corrective action.
3. **Review Training** - Implement necessary programs to satisfy loss prevention education/training requirements.
4. **Make Recommendations** - Make recommendations to the Board of Supervisors, and Department Heads on actions necessary to comply with safety regulations.
5. **Review and Implement Suggestions or Requests** -Loss Prevention suggestions and requests from Department Safety committees or the Employee Hazard Reporting Forms will be reviewed and evaluated by the Committee and action initiated where appropriate.
6. All attending committee members will discuss any OSHA reportable incidents that have occurred in their departments at every meeting
7. A member of the committee will take minutes during meetings; those meetings will be posted and maintained in the Sierra County Human Resources office.

BASIC LOSS PREVENTION PRINCIPLES

GET PROPER TRAINING Ask questions. Doing the job right equals doing the job safe.

USE YOUR HEAD Concentration on what you are doing and good judgment will prevent accidents.

DRESS PROPERLY Loose or torn clothing, jewelry, long hair, improper shoes and some types of fabrics can be dangerous in certain situations.

FOLLOW SAFETY RULES These rules are part of your job.

KNOW REQUIREMENTS Not having the right tools or information can be unsafe.

LIFT CORRECTLY Back injuries can be painful, costly and cause permanent disability.

KNOW ABOUT TOXIC MATERIALS Request A Material Safety Data Sheet (MSDS) from your supervisor on any toxic materials you are exposed to. Read the labels for all products you use.

USE PROTECTIVE GEAR Always use appropriate protection for eyes, ears, lungs, head and skin.

KEEP YOUR AREA CLEAN Prevent slips, trips, falls, and fires.

KNOW EMERGENCY PROCEDURES Know what to do before an emergency occurs.

REPORT ALL INJURIES Immediately reports all work related injuries, even if it doesn't seem to be serious, to your supervisor and complete the proper forms.

WORK SAFELY If you have an accident everyone loses. Sierra County cares about you!

EMPLOYEE INCIDENT /HAZARD REPORT PROGRAM

Purpose

Communication of safety hazards is the key to preventing injuries in the workplace. The first step to be taken by any employee observing an injury, incident or hazard is to take action to prevent further or potential injury. Then immediately report the incident or hazard.

The employee incident/hazard reporting procedure provides a means for employees to report workplace injuries or incidents as well as hazards that could cause injury or illness to employees or public patrons or damage to County property.

Hazards may be reported to any supervisor, department safety representative, loss prevention officer or safety committee member. Incidents may be reported verbally or in writing using the attached Sierra County reporting forms. Any hazard may be reported ANONYMOUSLY.

Responsibility

1. **Departments**

Forms

Departments will be responsible to keep an adequate supply of reporting forms available. Forms may be obtained from the Safety Officer.

Corrective Action

Department Heads in concurrence with Risk Managent shall be responsible to initiate the necessary action to correct hazards reported in their area of responsibility.

2. **Immediate Supervisor**

The immediate supervisor and/ or department safety representative will immediately investigate the report and notify the department head and the county Safety Officer of the reported injury, incident or hazard. A copy of the Sierra County Incident /HazardReport will be forwarded to the County Safety Officer.

There are two types of Incident report: Incident/ Hazard Report is for internal use and should be used when an employee is reporting damage to County property or a hazardous situation; the Facts of Accident Report is to be used when an actual accident or injury has occurred. This is a fact sheet for use in workers compensation, insurance related and or legal/law enforcement reporting. Only the facts of the incident should be reported on this form.

In the event of a verbal report the immediate supervisor and /or department safety representative is responsible for documenting all reported injuries, incidents or reported hazards using the Sierra County reporting forms below.

These forms should be completed immediately with the original going to the Department and a copy to Risk Management.

The immediate supervisor and/or the department safety representative will complete the investigation of the reported injury, incident or hazard, determine the remedial action to be taken if any and report those findings to the reporting employee within 7 calendar days of receipt of the report.

SIERRA COUNTY HAZARD REPORT

USE FOR EMPLOYEE REPORTING DAMAGE NOTICED OR HAZARD

SECTION A	<input type="checkbox"/> DAMAGE	<input type="checkbox"/> INCIDENT/NEAR MISS	<input type="checkbox"/> HAZARD
DATE & TIME OF INCIDENT:	LOCATION:	DATE REPORTED:	
REPORTED TO:	REPORTED BY: (Optional)	DEPARTMENT:	
SECTION B	DESCRIPTION OF INCIDENT - DAMAGE, NEAR MISS, HAZARD		
SECTION C	CONDITIONS SURROUNDING INCIDENT/HAZARD		
SECTION D	EMPLOYEES ACTION TAKEN		
INVESTIGATED BY:	TITLE:	DATE:	
SECTION E	DEPARTMENT - CORRECTIVE ACTION TAKEN	DATE	
Page 15			
Department Safety Representative Signature:		Date:	Department Head Signature:

Sierra County FACTS of ACCIDENT REPORT

SECTION A	<input type="checkbox"/> INJURY	<input type="checkbox"/> PROPERTY DAMAGE	<input type="checkbox"/> OTHER
DATE & TIME OF INCIDENT:	LOCATION:	DATE REPORTED:	
REPORTED TO:	REPORTED BY:	DEPARTMENT:	
SECTION B	WHAT HAPPENED (FACTS)		
SECTION C	INJURY, DAMAGE, OTHER		
SECTION D	WITNESSES		
INVESTIGATED BY:	TITLE:	DATE:	
SECTION E	STATEMENT OF WITNESS & RESPONDERS		DATE
Signature of the one completing the form:		Date:	Department Head/Supervisor's Signature:
			Date: Page 16

3. **Employee**

Employees shall immediately report any injury or incident to their immediate supervisor and/or department safety representative.

Hazards may be reported to any supervisor, department safety representative, loss prevention officer or safety committee member.

Incidents may be reported verbally or in writing. Employees are encouraged to use the attached Sierra County reporting forms when reporting any injury, incident or hazard in writing. Any hazard may be reported anonymously.

4. **Loss Prevention Officer**

The County Loss Prevention Officer will monitor and assist as needed in the remediation efforts of the department involved.

OFFICE SAFETY

The following safe practices shall be followed in the various offices of the County.

- File drawers and cabinet doors shall be closed when not in use.
- Only one file drawer in a cabinet shall be opened at a time.
- Be careful to avoid pinching fingers while closing file drawers.
- Keep work areas neat and orderly.
- Broken glass and sharp objects should not be discarded in wastebaskets.
- Use ladders or step stools, not chairs, to reach high objects.
- Be sure your computer workstation is adjusted properly.
- Walkways must be kept clear and unobstructed.
- Keep electrical cords in good condition and use grounded circuits.
- Paper cutter blades should be kept in the down position when not being used.
- Use proper lifting techniques and handcarts to avoid back injuries.
- Clean up all spilled materials or liquids immediately.

VEHICLE USE

Authorized Uses

County vehicles shall be used as stated in the Sierra County Code, Chapter 11.42 A Governmental Vehicle Policy.

Traffic Violations

Traffic laws shall be observed at all times. Fines or penalties levied for violations for which the driver is directly responsible shall be paid by the driver. (SCC 11.42.040)

Drivers License

All drivers of a County vehicle, or personal vehicle on county business, must have in their possession a valid California Driver's License. (SCC 11.42.040.010)

Vehicle Safety

All county owned vehicles shall be equipped with seat belt restraint systems. Private vehicles being used on county business shall also be equipped with seat belts. All persons in a county vehicle or in a private vehicle being used on county business must use seat belts any time the vehicle is in motion. The driver of the vehicle is responsible for ensuring that all occupants of the vehicle are wearing seat belts before the vehicle is put into motion. (SCC 11.42.040.020)

11.42.050.050 Enclosed Vehicle Required: The vehicle shall be a conventional four-wheel enclosed vehicle. Under no circumstances is a two-wheel or three-wheel privately owned vehicle to be used on County business unless for law enforcement activities approved by the Sheriff or in emergencies to maintain the health and/or safety of the public.

Defensive Driving- Employees operating a motor vehicle while on county business are encouraged to follow the defensive driving guidelines outlined below.

Keep a cushion of space between your vehicle and others. The greater the speed, the greater the cushion of space should be.

Be alert to developing situations in the traffic ahead. Look into the rear view mirror once every five seconds is ideal.

Use all safety devices provided, including the horn. Be sure the other driver sees you. Being seen is as important as seeing.

Never demand the right-of-way, even if legally it is yours.

Avoid interrupting the flow of traffic whenever possible because such interruptions can cause an accident.

Never allow your attention to be diverted from the primary task of driving.

Drive courteously. A courteous driver will usually not be involved in a hazardous situation.

Maintenance of Vehicles- Before operating a vehicle, walk around and inspect the vehicle for damage, inoperable lights, loose hardware, tire conditions or any other condition which might create an unsafe situation. The driver will ensure that windows, headlights, taillights and wipers are clean and in operating order at all times. (SCC 11.42.040.030)

Any deficiency encountered will be reported to a supervisor immediately. It will be the supervisor's responsibility to ensure that appropriate action is taken to correct the problem. Public Safety personnel will follow the procedures established by the Sheriff. (SCC 11.42.050.040)

Abuse of Vehicles- County vehicles shall not be used for activities which may damage the vehicle. In the case of an authorized emergency, while performing official duties, Public Safety personnel must follow policies established by the Sheriff. (SCC 11.42.040.030)

Personal Liability- Employees may be held personally liable for damage to county equipment and other penalties may be assessed if damage occurs to a county vehicle through negligence or illegal activity or when, outside the course and scope of their employment, they cause injury or damage to other persons or property while driving a county vehicle.(SCC 11.42.040.030)

COMPUTER WORK STATIONS

An individual computer work station should provide you with a comfortable sitting position sufficiently flexible to reach, use, and observe the screen, keyboard and document. If you use a computer for four or more hours a day, it is important to protect yourself from back, neck and wrist ailments, eye strain, headaches and stress. Some general guidelines to minimize these discomforts are as follows.

Computer monitors should be set to be directly in front of you with the top line of the print is at or just below eye level. Do not twist to look at the screen. Use a comfortable angle that does not strain the neck and eliminates back light glare.

Keep working documents at the same height and distance as the screen. Keep your screen clean, it should not have a visually perceptible flicker.

Have your keyboard at a comfortable angle that does not hamper access to the keys. If it is detachable, move it to a comfortable position and be sure to avoid excessive reaches.

Keep your wrists as straight as possible with hands and arms parallel to the floor. Use a padded rest for support if necessary.

Be sure your chair provides lower back support and is comfortable for extended periods of sitting. Think about your posture. Keep your ears, shoulders and hips lined up to maintain three natural curves: neck (cervical), upper back (thoracic), and lower back (lumbar).

Keep your feet flat on the floor with your knees level with your hips. This helps your posture and aids circulation in your legs. If your feet do not reach the floor, use a footrest.

Keep your lower back against the lumbar support of the chair.

Change position frequently to break up the repetition and strain caused by muscle isolation. Try to rotate your tasks to minimize repetitive bent wrist movements. Simple stretching exercises before and during work will help prevent problems.

Do not pound the keyboard use a light touch.

If possible keep the wall behind the monitor blank, use good lighting and avoid glare or direct bright light.

Blink your eyes often, this keeps them moist, prevents itching and aids in cleaning.

Periodically look away from your monitor and focus on an object at least twenty feet away from the monitor to exercise the muscles used to focus the lenses in your eyes.

Be sure your work area has room to work and move about freely.

If you need assistance with Ergonomics please call Judi Behlke at 289-2879

BACK SAFETY

Incurring a back injury can be misery. You can help prevent back injury by using good body mechanics- the way you move your body and back. Good body mechanics include: lifting loads with your legs, holding loads close to your body to reduce strain on your back and maintaining your three natural curves, cervical, thoracic and lumbar, to keep your back in balance. Whether lifting, bending, pushing, pulling, or twisting remember that good body mechanics is good back protection.

USE GOOD BODY MECHANICS

Lifting - Bend with your knees, not with your back. Lift with your legs by squatting and bending your knees. Keep your back upright. Hold objects close to your body. Lift objects only chest high; stand on a stool if necessary. Test the weight of the load before lifting. Keep loads small. Plan ahead and get help for a heavy load. Tighten your abdominal muscles when you lift; they help support your back. Always get a firm footing, with your feet apart for a stable stance.

Standing and Walking - If standing for longer periods, place one foot on a stool; change positions often. Stand with your back's three natural curves in their normal, balanced alignment. Walk with good posture, keeping head high, chin tucked in, and toes straight ahead. Wear comfortable low heeled shoes. When carrying items, put equal weight on both sides of your body.

Driving - Move car seat forward to keep knees level with hips, be sure you are maintaining the distance recommended by manufacturer if your vehicle has airbags. Sit straight; drive with both hands on the wheel, preferably in the 10 and 2 o'clock position. Be sure your lower back has support.

Sitting - Adjust your chair so that both feet are flat on the floor with knees level with your hips or place your feet on a low stool. Sit firmly against the back of the chair for lower back support. Shift positions frequently.

Reaching - Reach only as high as comfortable, do not stretch. Use a stool if necessary. If you have to reach across something, rest one knee on the item to support your lower back and do a straight back bend.

Bending - Keep your back and neck in line as you bend over at the hips. Bend your knees and hips, not your back. Kneel down on one knee to perform bends safely. When leaning forward, move your whole body not just your arms.

Exercise - Next to good posture and a willingness to help your back, the greatest support you can give your back is building strong and flexible supporting muscles through a good exercise program. You need strong muscles to support your backs natural, balanced position. Exercise regularly to build strong supporting muscles, to stay healthy and to prevent back injury.

SIERRA COUNTY EMPLOYEE SAFETY MEETING REPORT

DATE _____

SEND TO: Department Files
Loss Prevention Officer

The Safety Meeting was held by _____
Department

Signatures of attendees:

_____	_____
_____	_____
_____	_____
_____	_____

TOPIC DISCUSSED: _____

Brief Description of meeting
Topic:

Any Issues or Concerns: _____

Sierra County reporting forms available? _____ yes _____ no
Need new forms? _____ yes _____ no

EMERGENCY/FIRE EVACUATION PLAN

This Emergency/Fire Evacuation Plan is designed to provide basic guidelines for orderly evacuation of county facilities in the event of fire, bomb threat or any natural catastrophe. The objective is to provide guidance for preplanning activities, assign responsibilities, educate county personnel and train personnel where necessary.

Each department will develop an emergency/fire evacuation plan for employees. This plan will include:

- X A written plan and discussion at Employee Safety Meetings at least quarterly of designated meeting place, routes of evacuation and methods of accounting for each employee of the department.
- X An evacuation plan will consist of a scale drawing of the floor plan of the building involved, indicating all exits, windows, fire extinguishers, evacuation meeting points and where instructions are posted (you are here). The floor plan should be divided into zones designating which exit (use arrows) services the different areas of the building.
- X Actual evacuation drills should be practiced on a periodic basis. Fire Extinguisher training will be held annually.
- X Plant Maintenance shall ensure that all fire extinguishers, alarms and other safety equipment are inspected and in proper working order.

INSPECTIONS AND INVESTIGATIONS

Inspections are a necessary part of any loss prevention program. They are essential in identifying and correcting potential hazards in the workplace. The Sierra County Safety Officer shall conduct a county wide walk through inspection twice annually. Department inspections should be conducted no less than quarterly.

Daily inspections of the workplace by both supervisors and employees are part of their regular responsibilities. Being safety conscious is a major contributor to a safe working environment.

When you arrive in your work area, pay attention to any changes that may have occurred since you were last there. Just looking around for obvious hazards, such as loose cords or items on the floor that present a tripping hazard and then picking them up or securing them would prevent many slip/trip type injuries.

Awareness is the key. Think about safety. Pay attention to your work area. Bring any unsafe condition to your work supervisor immediately.

At least once a quarter take the Inspection Form in this document and do a survey of your department. Turn the inspection form into your supervisor.

SUGGESTIONS? IDEAS? SEND THEM TO :

SIERRA COUNTY LOSS PREVENTION
P.O. BOX 513
DOWNIEVILLE, CA 95936
jbehlke@sierracounty.ca.gov

WORKPLACE INSPECTION

Department _____ Date _____

Inspected by: _____

Safety Inspection Schedule

A general County wide walk through will be held in January and again in July. Each department should have no less than quarterly inspections.

- 1. Aisles and work areas free of trip hazards? Yes ___ No ___ * ___
- 2. Waste baskets emptied regularly? Yes ___ No ___ * ___
- 3. Flammable materials stored properly? Yes ___ No ___ * ___
- 4. Ladders and stools stable with safety treads? Yes ___ No ___ * ___
- 5. All spills immediately wiped up? Yes ___ No ___ * ___
- 6. Lighting and ventilation adequate? Yes ___ No ___ * ___
- 7. First Aid Kit easily available? Yes ___ No ___ * ___
- 8. Emergency numbers posted prominently? Yes ___ No ___ * ___
- 9. Smoke alarms mounted and working? Yes ___ No ___ * ___
- 10. Workstations clean and orderly? Yes ___ No ___ * ___
- 11. Are all Exits marked, lighted and clear of obstructions? Yes ___ No ___ * ___
- 12. Are toilets and washing facilities clean and sanitary? Yes ___ No ___ * ___
- 13. Are evacuation plans posted? Yes ___ No ___ * ___
- 14. Fire Extinguishers easily located, regularly inspected? Yes ___ No ___ * ___

*Write in comments area for any item marked with *or mark with NA for Non Applicable..

COMMENTS: _____

Dept Supervisor _____ Date _____

cc: to Safety Officer

Trindel Insurance Fund
Office Walkthrough Inspection

Date		County		Department	
Location		Inspect by:		DSR	

Item	Description	Corrective Action	C.A. Date
Emergency Communication (Postings, evacuation maps, MSDS, etc.)			
Housekeeping (Clutter, cleanliness, storage, etc.)			
Trip & Fall Hazards (Carpets, rugs, steps and stairways, cords, clutter, storage, etc.)			

<p>Electrical (Extension cords, receptacles, GFIs, breaker panels, exposed wiring, appliances, etc.)</p>			
<p>Heating & Ventilation (Registers, filters, recirculation air, temperature, etc.)</p>			
<p>Lighting (Indoor, parking lots, etc.)</p>			
<p>Emergency Exits (Egress, signage, lighting, etc.)</p>			

Janitor Closet (Clutter, chemical & flammable storage, cleaning products, eye wash, Etc.)			
Exterior (Parking lots, sidewalks, walkways, etc.)			
Security (Public access, emergency communication, etc.)			
Rest Rooms			

Misc.			

General Comments:

Inspected by:	
Signature	
Inspected by:	
Signature	
Dept Safety Rep.	
Signature	
Department Head	

Trindel Insurance Fund
Maintenance Shop Safety Inspection

Date		County		Department	
Location			Inspect by:		DSR

Item	Description	Corrective action
Housekeeping		
Trip & Fall Hazards		
Electrical		
Compressed air		
Power & Hand tools		
Welding area / equipment		
Hydraulic Press		

Jacks / Hoists / Blocking		
Flammable Storage		
Steel / Cutting Edge storage		
Ventilation		
Lighting		
Shop Exterior		
Rest Rooms		
Eye wash station		

Yard		
Misc.		

General Comments:

Inspected by:	
Signature	
Inspected by:	
Signature	
Dept Safety Rep.	
Signature	
Department Head	
Signature	

Sierra County Sexual Harassment Policy

Resolution No. 2009-026

Sierra County is committed to providing a workplace in which all individuals are treated with respect and professionalism. Consistent with this commitment, it is the policy of the County to provide a workplace that is free from all forms of discrimination and harassment, including sexual harassment. This Sexual Harassment Prevention Policy 2009-026 prohibits not only behavior that rises to the level of sexual harassment in violation of Title VII of the Civil Rights Act of 1964 and the Fair Employment and Housing Act, but also unprofessional and disrespectful behavior that, while not unlawful, may contribute to a hostile working environment.

A copy of the full Policy is provided to all new employees during the New Employee Orientation. If you need an additional copy please request one from the Human Resources Office.

WORKPLACE VIOLENCE POLICY
Resolution NO. 2015-042

POLICY

The County of Sierra is committed to maintaining a workplace free from harassment, intimidation and violence and it is the responsibility of every employee to conduct themselves in the workplace in a manner that does not threaten, harass, coerce, abuse or assault another employee, customer or individuals engaged in a business relationship with this Agency.

This policy also shall apply towards property of employees or others. Employees determined to be engaged in prohibited behavior will be subject to one or more disciplinary actions outlined below. This policy shall also apply to actions of the public towards our employees and what measures the Agency may employ.

There are four areas covered in this policy:

#1. VIOLENT BEHAVIOR:

No employee or member of the public shall engage in violent conduct or make threats of violence, implied or direct in the workplace, or work site or in connection with their employment.

#2. THREATS/HARASSMENT:

All threats shall be taken seriously, not dismissed as harmless joking, or "just blowing off steam." Harassment includes repetitive behavior(s) that creates a hostile working environment or can be reasonably interpreted as abusive.

3. WEAPONS:

No persons other than Law Enforcement Officials authorized by law to carry weapons shall have in his/her possession while on any property owned or leased by the county, including county vehicles or private vehicles on county property, any firearm or other dangerous weapon or any explosive or destructive device. This includes, but is not limited to, any pistol, rifle, shotgun, ammunition, firecracker or fireworks, explosive or incendiary device, billy club, martial arts weapons, knife, etc. Weapons of a chemical or electrical nature or small knives must be cleared by the department head before they can be allowed in the workplace. (Exceptions: exceptions listed in penal code section 171b weapons in government buildings)

#4. VIOLATIONS OF THIS POLICY:

If any person violates this policy, all instances or occasions shall be:

- Reported immediately by any witnessing employees to their supervisor;
- Investigated promptly; and
- Resolved by management and Human Resources, employing disciplinary measures for employees, and either appropriate measures taken to deal with the public or referred to local law enforcement. Failure to report an incident shall subject employees to appropriate disciplinary action.
- Failure to report an incident shall subject employees to appropriate disciplinary action.

REPORTING INCIDENTS:

Any individual subjected to or aware of unacceptable behavior shall immediately bring the matter to the attention of their Department Head or Human Resources.

INVESTIGATIVE FOLLOW-UP:

The Department Head and Human Resources shall conduct an investigation into the incident. Upon completion of the investigation an appropriate response shall be prepared. If the unacceptable behavior was from an employee, then disciplinary action will be taken against the employee(s) involved. If the action came from a member of the public, the County will evaluate security measures and/or institute new procedures for dealing with the specific public person.

DISCIPLINARY ACTION:

The below list is not all-inclusive. Disciplinary action may be imposed as deemed appropriate for the incident violating the policy and based on the severity of the infraction may be at any level. Pending the outcome of the investigation, the employee may be suspended with pay.

Written reprimand to Personnel file

Suspension

Demotion

Termination

BLOODBORNE PATHOGENS

County employees exposed to any human body fluid must immediately report this to their work supervisor, fill out a Sierra County report form, Workers Compensation Forms 5020 and DWC 1. Universal precautions are to be used in any instance where exposure to a blood borne pathogen is possible.

Trainings

All county employees including managers and supervisors will receive training and instruction on general and job specific safety and health practices. Training and instruction will be provided as follows:

1. When the IIPP is first implemented
2. To new employees during their initial orientation
3. To all employees assigned to new positions for which they have not previous been trained.
4. Whenever new potentially hazardous substances, processes, procedures or equipment are introduced into the workplace.
5. To supervisors to familiarize them with the health and safety hazards to which their staff may be exposed.
6. To all employees with respect to hazards specific to their job assignments.
7. Whenever the County is made aware of a new or previously unrecognized hazard.

RECORD KEEPING

Sierra County has taken the following steps to implement and maintain our IIPP Program.

1. Records required by CAL/OSHA will be maintained as follows:
 - a. The Safety Officer will maintain:
 1. Employee exposure records
 2. Records of Safety Training
 3. Records of Safety Meeting Sign in Sheet
 4. Safety Audits from Trindel Insurance
 5. Department Safety Inspection Reports
 6. Incident Hazard forms
2. Departments will maintain
 - a. Records of Site Specific Training
 - b. Safety meetings
 - c. Safety Audits

Original documents must be maintained to meet the requirements of this section. Other methods of record keeping or tracking, such as computer databases, may be used only as supplements.

Information considered being pertinent to an employee's exposure (to toxic substances or harmful physical agents) record is:

- a. Work place monitoring or measurement
- b. Biological monitoring results which assess the absorption of a substance by body systems
- c. Material Safety Data Sheets (MSDS's) or if these are not available, any other information which reveals the identity of a toxic substance or harmful physical agent.

SAFETY RECOGNITION AND COMPLIANCE

Compliance

All County employees are responsible for complying with the requirements of the IPPP

Recognition

Employees who follow safe and healthful work practices will have this fact recognized and documented on their performance evaluations.

In addition, each Department Head has the option on nominating an employee for the county's annual safety award. Risk Management will consider the nominees according to the criteria established by Trindel Insurance Fund and select an employee for the award.

Non-Compliance

Employees who are unaware of safe and healthy procedures or whose safety performance is deficient will receive training from their supervisor, the County Safety Officer, or other appropriate source. Safety training will include a description of the department's standard for full compliance and the consequences for failure to meet the standard.

Failure to comply will be reflected on their annual performance evaluation.

When it becomes necessary, Sierra County reserves the right to discipline employees who knowingly violate Sierra County safety rules or policies up to and including termination.

Injury and Illness Prevention Program COVID-19 Addendum

Employee Training

Provide regular training for employees on the following topics using interactive methods that are easy to understand including verbal, visual, audiovisual and picture-centered handouts and other resources:

- What is COVID-19 and how is it spread
- Signs and symptoms of COVID-19
- When to seek medical attention if not feeling well
- Prevention of the spread of COVID-19 if you are sick
- Physical distancing guidelines
- Importance of washing hands with soap and water for at least 20 seconds or use of hand sanitizer if soap and water are not readily available.
 - Hand washing should occur before and after using the toilet, eating, coming and going to work, after interactions with others, after contacting shared surfaces or tools, before and after wearing masks or gloves, and after blowing nose or sneezing.
- Methods to avoid touching eyes, nose and mouth
- Coughing and sneezing etiquette
- Safely using cleansers and disinfectants
 - Reading labels, wearing proper personal protective equipment (PPE), hazard review and steps to minimize harm to employees using those products.

Procedures to Help Prevent the Spread of COVID-19

- Consider including language about taking employees' temperatures on a daily basis, maintaining those daily logs confidential and if an employee has a fever of 101 degrees Fahrenheit or greater, the employee will be sent home.
- Consider including language about doing a daily intake of employees' health - if they have a cough, fever, shortness of breath or have been exposed to anyone with a positive diagnosis.
 - If an employee is not feeling well and is exhibiting symptoms that may be attributed to COVID-19, such as acute respiratory symptoms or a fever, the county will do the following:
 - Provide resources including how to seek medical care and information
- Consider including language about if the county will send an employee home that is exhibiting any symptoms, how long the employee would be sent home for and if the employee will be compensated for the time off through paid sick leave or other.
- Consider including language about if the company will require the employee to provide a doctor's note attesting that he/she is fit for duty and able to return to work.
 - If informed that an employee tests positive for COVID-19, the county will provide notice to health officials in the county in which they are working to thus provide the county with further guidance. Information includes but is not limited to:
- The employee's work location, work hours, general and specific work duties, if the employee has traveled to multiple worksites recently with timing, and the last day the employee was at work.
- Identify who has been in contact with the employee. The employee's name will not be disclosed unless asked to by the health officials.
- Company will establish routine schedule to clean and disinfect common surfaces and objects in the workplace. This includes but is not limited to:

- Tools, machinery, containers, counters, tables, chairs, benches, door handles, knobs, doorbells, drinking fountains, refrigerators, vending machines, portable restroom and bathroom surfaces, automobiles – inside and out, and trash cans.
- The process of disinfecting includes providing disinfecting products, any PPE required for their safe use along with review of manufacturer instructions for proper use.

Procedures to Increase Physical Distancing

Physical distancing is an effective method that can help stop or slow the spread of an infectious disease by limiting the contact between people. For COVID-19, the recommended distance is at least 6 feet.

Employees will be asked to practice distancing outdoors including, but not limited to the following:

- Before starting the work shift
- After the work shift
- Coming and going from vehicle
- Entering, working and exiting physical buildings or other structures
- During breaks and lunch periods
- When other work activities including using various tools

Sanitation Practices

- Check restroom facilities frequently and make sure they are clean and sanitary
- Establish documented cleaning schedule and well visit program to check restrooms condition between scheduled cleaning, re-stock toilet paper, clean and sanitize as necessary or closure until cleaned.
- Make sure handwashing areas have plenty of soap, paper towels and that someone is cleaning and sanitizing
- Make sure handwashing supplies are re-stocked regularly
- Sanitize water receptacle and spigot frequently
- Sanitize door handles and other regularly touched surfaces

Limit Non-Essential Visits and Travel

- Visitors may need approval before arriving, employees should maintain social distancing from visitors.
- Limit any unnecessary travel from one field to another in vehicles, this includes personal employee vehicles and company provided vehicles, with multiple passengers.
- Eliminate all non-essential and non-related services, such as entertainment activities.

Work Related Injuries and Illnesses

Consider including updated language around company procedures for providing timely medical care for individuals not exhibiting signs of COVID-19 but who experience a work-related injury or illness.

NOTE:

Cal/OSHA's regulations require protection for workers exposed to airborne infectious diseases such as the 2019 novel coronavirus disease (COVID-19), first identified in Wuhan City, China in December 2019. This interim guidance provides employers and workers with information for preventing exposure to the coronavirus (SARS-CoV-2), the virus that causes COVID-19. Employers and employees should review their own health and safety procedures as well as the recommendations and standards detailed below to ensure workers are protected.

Injury and Illness Prevention Program (IIPP)

All employers must have an IIPP (title 8 [section 3203](#)) to protect employees from workplace hazards. Employers are required to determine if COVID-19 infection is a hazard in their workplace. If it is a workplace hazard, then employers must:

- Implement measures to prevent or reduce infection hazards, such as implementing the CDC recommended actions listed above
- Provide training to employees on their COVID-19 infection prevention methods

Washing Facilities

Regardless of COVID-19 risk, all employers must provide washing facilities that have an adequate supply of suitable cleansing agents, water and single-use towels or blowers (title 8 sections [1527](#), [3366](#), [3457](#) and [8397.4](#)).

Personal Protective Equipment (PPE)

Title 8 [section 3380](#) Personal Protective Devices requires employers to conduct a hazard assessment to determine if hazards are present in the workplace that necessitate the use of PPE. If an employer identifies COVID-19 as a workplace hazard, they must select and provide exposed employees with properly fitting PPE that will effectively protect employees.

Control of Harmful Exposures

Title 8 [section 5141](#) Control of Harmful Exposures requires employers to protect employees from inhalation exposures that can result in injury, illness, disease, impairment or loss of function. COVID-19 is a harmful exposure if there is an increased risk of infection at the workplace. Employers must implement engineering controls where feasible and administrative controls where practicable, or provide respiratory protection where engineering and administrative controls cannot protect employees and during emergencies. The CDC recommendations above describe some useful administrative controls. For more information on respirator use see [section 5144](#) and the federal OSHA [respiratory protection etool](#). Surgical and other non-respirator face masks do not protect persons from airborne infectious disease and cannot be relied upon for novel pathogens. They do not prevent inhalation of virus particles because they do not seal to the person's face and are not tested to the filtration efficiencies of respirators.