



## ACKNOWLEDGEMENT OF RECEIPT OF THE SUTTER COUNTY INJURY & ILLNESS PREVENTION PROGRAM (IIPP)

The goal of the Injury & Illness Prevention Program is to minimize the frequency and severity of employee accidents and comply with the laws and regulations that pertain to our operation. The program has been designed to reduce or eliminate physical hazards from the work environment and train employees in safe work practices.

You can find the IIPP in each of the following ways:

- A hard copy is located in your department: See attached list for more details
- The Human Resources page on the Sutter County intranet
- A copy was emailed to all County Employees via County e-mail
- New hires are given a copy upon employment

\*Please note your departments Code of Safe Practices are also located with the hard copy at each location.

Employees are expected to read the IIPP within 10 days of signing this acknowledgement. **Failing or refusing to provide this acknowledgement does not exempt you from knowing and complying with the Injury & Illness Prevention Program contents. If you do not complete this acknowledgement, you are still subject to all requirements set forth by the program.** Your acknowledgement will be recorded in your employment file. This manual supersedes all previously established policies and procedures, written and oral. The County's Injury & Illness Prevention Program is not intended to and do not constitute an expressed or implied employment contract or create any type of property interest by an employee in a position with the County. Rather, they are intended to provide guidelines for the purpose of fostering a better work environment while the employer/employee relationship exists.

This manual only provides guidelines to assist the Employee. It is not intended to be exhaustive of every County policy or procedure. As an employee, it is your responsibility to read this manual and to clarify with Human Resources anything you do not understand.

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**I acknowledge that I am aware of how to access the Sutter County Injury & Illness Prevention Program and understand that I am expected to read, understand, and adhere to the County Injury & Illness Prevention Program.**

PRINT NAME	DATE

SIGN NAME	DEPARTMENT

**Location List for Hard Copy of IIPP**

	<b>Departments</b>	<b>Location</b>	<b>IIPP/Code of Safe Practices Location</b>
1	Agriculture	142 Garden Highway	On file cabinet by East staff door
2	Assesor	1160 Civic Center Boulevard Suite D	Front office reception desk
3	Auditor Controller	463 Second Street Suite 124	Front office reception desk
4	Child Support	543 Garden Highway Suite A	Kim Nelson's Desk
5	Clerk-Recorder	433 Second Street	In kitchen next to evidence closet
6	-Elections	1435 Veterans Memorial Circle	At Teri Driscoll's desk on shelf
7	CAO	1160 Civic Center Boulevard Suite A	Lisa Bush's office
8	County Counsel	1160 Civic Center Boulevard Suite C	Front office reception desk
9	Development Services	1130 Civic Center Boulevard Suite A	Enviromental Health Managers office
10	-Roads	275 Samuel Drive	Crew break room
11	-Fire Station- East Nicholas	1988 Nicolas Avenue	Front station office
12	-Fire station-Oswald Tudor YC	1280 Barry Road	Front station office
13	-Fire Station-Live Oak	2745 Fir Street	Front station office
14	-Fire Station-Sutter	2340 California Street	Front station office
15	-Fire Station-Pleasant Grove	3100 Howsley Road	Front station office
16	District Attorney	463 Second Street Suite 102	Front office reception desk
17	-Victim Witness	1130 Civic Center	Front office reception desk
18	Farm Advisory	142-A Garden Highway	Front office on shelving unit
19	General Services	146 Garden Highway	Front office reception area
20	-Fleet	275 Samuel Drive	Fleet Office on bookshelf
21	-IT	512 2nd Street	Front office reception desk
22	Human Resources	1160 Civic Center Boulevard Suite B	Bookshelf in Safety Officers Office
23	Health and Human Services (Admin)	446 Second Street	File cabinet in the lobby room
24	-Behavioral Health	1965 Live Oak Boulevard Suite A	Entry of Front Reception on cabinet
	-BH Childrens Outpatient	1966 Live Oak Boulevard Suite C	Front reception area bookshelf
	-BH Childrens Branch, CPS	1967 Live Oak Boulevard Suite C	Bookshelf in Program Manager's Office
25	-Adult Services	1445 Veterans Memorial Circle	File Room Bookcase on South Wall
26	-Children & Families Commission	1531-A Butte House Road	Bookshelf in Program Manager's Office
27	- Public Health	1445 Veterans Memorial Circle Suite A	Business office-shelf by copier machine
28	- Welfare/Social Services	539 Garden Highway Suite C	Bookshelf in Program Manager's Office
29	- Welfare/Social Services	190 Garden Highway	Bookshelf in Program Manager's Office
30	- Welfare/Social Services	680 N. Walton Avenue	Bookshelf in Program Manager's Office
31	-CalWorks	539 Garden Highway, Suite A	Bookshelf in Program Manager's Office
32	-IHSS/PA & Fiscal Staff	539 Garden Highway, Suite B	Tonya Beebe's Office
33	-Admin & Fiscal Staff	539 Garden Highway, Suite C & D	Tracy Olvera's Office
34	-Employment Services	543 Garden Highway, Suite B	Bookshelf in Program Manager's Office
35	-Latino Outreach & PEI	545 Garden Highway, Suite B	Front Reception Desk, left drawer
36	-Hmong Outreach Center	4853 Olivehurst Ave, Olivehurst	Bookshelf by office front door
37	-Childrens System of Care	809 Plumas Street	Bookshelf in Program Manager's Office
38	-MHSA	545 Garden Highway, Suite C	Front office reception area
39	-First Steps	545 Garden Highway, Suite A	Storage Rm File Cabinet #8, 3rd drawer
40	Library	750 Forbes Avenue	Executive Meeting Area Shelf
41	-Sutter Library	2147 California Street	Under Staff Desk
42	-Live Oak	10321 Live Oak Boulevard	Under Staff Desk
43	Museum	1333 Butte House Road	Bookshelf near Museum Directors desk
44	Probation (Adult)	595 Boyd Street	South end bookshelf
45	- Juvenile	430 Center Street	Middle open area bookshelf
46	Public Defender	604 B Street Suite 1	Front office reception desk
47	Sheriff	1077 Civic Center Boulevard	Squad Room
48	-Sheriff Station- Live Oak	9867 O Street	Squad Room
49	Treasurer-Tax Collector	463 Second Street Suite 112	Assistant's office on bookshelf