

SUTTER COUNTY



INJURY AND ILLNESS PREVENTION PROGRAM (IIPP)



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SAFETY POLICY MISSION STATEMENT

Sutter County has developed a comprehensive Injury and Illness Prevention Program (IIPP). The goal of this 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.

Accident prevention is an integral part of any successful organization. We recognize that accidents not only cause physical and mental pain to employees, but are also costly in terms of dollars and lost production. Efficient accident prevention can be directly related to increased productivity of our services.

The Board of Supervisors has adopted a IIPP that will be implemented, followed, and maintained by all employees. This IIPP outlines the intention of the Board of Supervisors to provide all reasonable safeguards for employee health and safety. The health and safety of all employees, and the success of the IIPP, depends on the vigilant effort of each elected official, department head, and employee. It shall be the responsibility of each elected official and department head to direct and ensure that employees perform their assigned tasks in a safe working manner, and to develop and encourage awareness in all employees of the importance of workplace safety and of a healthy work environment. Safety awareness, thorough training, supervision, and ongoing communication are key components of a successful IIPP.

By working together, the County can reach its goal of providing the safest and healthiest workplace and working conditions possible.

In a constant effort to achieve excellence, recommendations for revisions are always welcome. Please forward any recommendations to your department head, Department Safety Representative (DSR) and or Human Resources/Risk Management.

SECTION I **RESPONSIBILITY FOR SAFETY**

The safety and health of employees of the County of Sutter is of primary importance. As such, the Sutter County Board of Supervisors pledges to ensure diligent and conscientious elimination of unsafe and unhealthy conditions throughout all County facilities and expects equal diligence from all employees in the elimination of unsafe and unhealthy acts and conditions.

Success in all safety and health matters depends upon cooperation among the Board of Supervisors, elected officials, department heads, employees, and between each employee and his or her fellow workers. Only through such cooperation can a Safety Program work to the highest benefit of each employee.

A. The Board of Supervisors shall:

1. Ensure a safe and healthy workplace for all county employees.

2. Ensure and adopt an effective IIPP.
3. Ensure compliance with all safety and health laws, rules, and regulations from every Sutter County employee.

B. The Sutter County HR designated Safety Officer shall:

1. Ensure a safe and healthy workplace for all county employees.
2. Be responsible for the implementation of an effective IIPP for Sutter County and communicate changes in the IIPP.
3. Establish and support a Countywide Safety Committee comprised of DSR's.
4. Ensure that periodic safety and health inspections are performed to identify or eliminate unsafe and unhealthy working conditions and/or practices.
5. Ensure prompt and thorough investigation of every accident to determine the cause and implement appropriate corrective action to prevent recurrence.
6. Monitor the effectiveness of the County's IIPP and make recommendations for change when appropriate.
7. Monitor each department's compliance with the IIPP.
8. Conduct and participate in regular Safety Committee meetings.
9. Along with managers/supervisors assure that appropriate safety orientation is provided to all new employees entering County service regarding the County's IIPP and general workplace safety.
10. Ensure that safety training is provided on an on-going basis for all employees including manager/supervisor, and department heads.
11. Be responsible for ensuring proper and thorough documentation of all matters relating to safety and health.
12. Keep updated files of all department safety meeting records, countywide safety committee meetings, leadership supervision training programs, and incident reports.
13. Promote a culture of safety and awareness within the County.
14. Encourage employees to inform the County of workplace hazards without fear of reprisal.

C. Department Heads shall:

1. Ensure a safe and healthy workplace for all employees in their department.
2. Require, expect, and ensure compliance with the IIPP from all employees within their department.
3. Ensure the development of general and specific safety guidelines for their department.
4. Require and ensure that all employees within their department know the location and content of the IIPP, and that they understand and follow established safety guidelines.
5. Assign one person in their department to be the designated DSR.
6. Ensure that the DSR actively participates in Safety Committee meetings and other safety related trainings.
7. Actively participate and cooperate in department related safety investigations.
8. Develop and encourage proper attitudes towards health and safety matters in themselves and all employees within their department.
9. Direct the correction of unsafe conditions and practices immediately upon becoming aware of such conditions and practices.

10. Assist in the proper, thorough and timely documentation of all matters relating to safety and health or delegate the duty to document to a manager/supervisor within their department.
11. Sign off on the Incident/Hazard Report Form (Attachment A).
12. Actively contribute to the continued success of the Safety Program by recommending appropriate changes.
13. Hold employees under their supervision accountable for safety and loss control and take appropriate disciplinary action when necessary.
14. Ensure that all employees are properly trained to safely perform their assigned tasks.
15. Ensure that managers/supervisors along with Human Resources ensure that all new employees entering County service under their supervision receive appropriate safety orientation and training regarding the County's IIPP and general workplace safety.
16. Encourage employees to inform the County of workplace hazards without fear of reprisal.
17. Participate in all monthly department safety meetings.
18. Participate in a minimum of 2 leadership/supervisory trainings and 1 safety training per Trindel Insurance Fund's fiscal year (July 1 through June 30).

D. Supervisors and Managers shall:

1. Ensure a safe and healthy workplace for employees.
2. Along with Human Resources assure that appropriate safety orientation is provided to all new employees entering County service regarding the County's IIPP and general workplace safety.
3. Ensure that employees under their supervision receive general safety training, job-specific training and retraining as defined in Section VII of this IIPP.
4. Ensure that employees under their supervision understand and follow established safety guidelines.
5. Ensure that safety inspections of their work areas are conducted at least bi-annually.
6. Ensure that materials and equipment are maintained in good condition.
7. Ensure that employees under their supervision are provided with necessary personal protective equipment (PPE) and trained in its use.
8. Conduct investigations immediately upon notification of an accident, injury, or near-miss incident, contact the HR designated Safety Officer, and contact or notify their department head. Fill out the Incident/Hazard Report Form (Attachment A).
9. Notify Human Resources of employees who are off work due to injury or illness, to insure the completion of the necessary paperwork.
10. Respond to each report of an incident or hazard within appropriate time frames and contact the HR designated Safety Officer.
11. Take appropriate action to abate hazards and to correct unsafe practices.
12. Encourage employees to inform the County of workplace hazards without fear of reprisal.
13. Participate in all monthly department safety meetings.

14. Participate in a minimum of 2 leadership/supervisory trainings and 1 safety training per Trindel Insurance Fund's fiscal year (July 1 through June 30).

E. Employees shall:

1. Cooperate in all aspects of safety in the workplace, including compliance with all rules, regulations and the IIPP.
2. Notify their manager/supervisor, DSR, or the HR designated Safety Officer in the event of an observed unsafe or unhealthy condition or practice.
3. Report to their manager/supervisor all accidents, injuries, or near-miss incidents; and all hazardous conditions or unsafe practices. Assists with the completion of the Incident/Hazard Report Form (Attachment A) if applicable.
4. Be vigilant and aware of safe and healthy work practices and remind fellow employees about safe and healthy work practices, whenever appropriate.
5. Continuously and conscientiously perform their duties in a safe and healthful manner, using safe work practices at all times.
6. If ever in doubt about how to do a job safely, it is their duty to ask a qualified person for assistance.
7. Participate in in all monthly safety meetings, ongoing training sessions and other safe workplace programs.

F. Department Safety Representatives shall:

1. Be a point of contact for all employees in their respective department for any safety concerns or questions.
2. Promote a culture of safety and awareness within their departments.
3. Conduct monthly department safety meetings and place on shared drive or forward the documentation to the HR designated Safety Officer using the Department Safety Meeting Form (Attachment D) if applicable.
4. Assists with the completion and submission of the Incident/Hazard Report Form (Attachment A) if applicable.
5. Work with appropriate personnel in correcting those hazards identified in the completed Incident/Hazard Report Forms.
6. Bi-annually conduct office/workplace inspection using the Safety Inspection Form (Attachment B), following the Safety Inspection Schedule (Attachment C).
7. Annually conduct an evacuation drill using the Evacuation Data Form (Attachment E).
8. Attend and actively participate in every other month or not less than quarterly Safety Committee meetings and communicate this information to all department employees and take any follow up action necessary.
9. Ensure there is a hard copy of the IIPP located at each work site within their department.

Always in case of an emergency call 911.

SECTION II **SAFETY COMMUNICATION PROGRAM**

The County of Sutter believes in active, ongoing communication between management and employees. The continued success of the County's IIPP is only possible with active

communication between staff, managers/supervisors, and the HR designated Safety Officer. Although effective communication can take many forms, documentation of communication is crucial to maintaining a formal safety program. The County's communication system will include, but is not limited to:

A. Orientation

All new employees will be trained on the County's written IIPP. Employee orientation will be provided at the time of hire and will stress the importance of safety in the workplace. Orientation will be a combined effort of the HR designated Safety Officer, the manager/supervisor, and the respective DSR.

B. Meetings

1. Departmental Safety Meetings

- a) Conducted by the DSR.
- b) Departmental safety meetings are to be held at least once each month. DOT departments will conduct safety meetings twice per month. These meetings will be in accordance with the Trindel Insurance Fund By-laws.
- c) Departmental safety meetings may be held in conjunction with regularly scheduled staff meetings and should be properly documented. A copy of the minutes or notes and roster from the safety meeting shall be sent to the HR designated Safety Officer or placed on the shared DSR drive.
- d) Departmental safety meetings shall provide an opportunity for all employees to talk about safety related topics, exchange ideas, and recommend potential solutions to potential or existing safety issues.

2. Countywide Safety Committee Meetings

- a) The purpose of the Countywide Safety Committee is to increase DSR effectiveness, create a culture of safety, and identify and resolve safety issues. The Countywide Safety Committee for the County of Sutter shall be comprised of the following:
 - HR designated Safety Officer
 - Department Safety Representatives (DSR)
- b) The Safety Committee shall meet every other month and not less than quarterly. Notice of Safety Committee meetings will be distributed to each department. The Safety Committee shall address the following topics:
 - Review of accidents and investigations with discussion and recommendation of solutions to prevent recurrences.
 - Review results of periodic, scheduled worksite inspections.
 - Discussion and review of alleged hazardous conditions brought to the attention of any Safety Committee member. When determined necessary by the Safety Committee, the Safety Committee may conduct its own inspection and investigation to assist in remedial solutions.
 - Safety training needs with recommendations of how training can be designed and accomplished.
 - Review and discussion of employee safety suggestions, with recommendations to assist in the evaluation and implementation of the employee safety suggestions.

- Review investigations of occupational accidents and causes of incidents resulting in occupational injury, occupational illness, or exposure to hazardous substances, and where appropriate, submit suggestions to the county management for the prevention of future incidents.
- Any other safety issues that have been brought to the attention of Safety Committee members.
- If the County has been cited by Cal OSHA, the Safety Committee may, upon request from Cal OSHA, verify abatement action taken by the County.

- c) Recommendations from the Safety Committee will be presented to the County Administrative Officer for consideration and possible implementation, as appropriate. Written minutes of the Safety Committee meetings shall be on file with the HR designated Safety Officer.

C. Safety Communication (other)

1. General Safety Communication

- a) Safety Committee meeting minutes will be provided to any employee requesting a copy.
- b) Safety and health information may also be disseminated through emails, memos.
- c) Information about safety training and other safety-related information will be disseminated to all employees when applicable. Employees are encouraged to inform the HR designated Safety Officer or department head of any safety-related information that may be of interest to all employees.

D. Expressing Safety Concerns

- 1. Employees may express any safety concerns or suggestions either during a safety meeting, individually to manager/supervisor, DSR, or in writing on the Incident/Hazard Report Form (Attachment A).
- 2. A safety concern or idea may also be submitted through inter-department mail directly to the HR designated Safety Officer or emailed to hr@co.sutter.ca.us.

E. Document Availability

- 1. Copies of the written IIPP will be available to all employees as follows:
 - a) A copy will be included in each new hire packet.
 - b) A hard copy(s) will be given to all DSR's and located at each work site within their department.
 - c) Copies will be provided to members of the Board of Supervisors.
 - d) Copies will be provided to any employee upon request.
 - e) A digital copy will be on the intranet under the Human Resources department, which will be accessible by computers in the Sutter County network.

- f) The master copy will be maintained in the HR office for maintenance and updates.

SECTION III

HAZARD IDENTIFICATION & CORRECTION

It is the County's policy to ensure that a safe workplace is maintained at all times. Formal periodic safety inspections, as described below, are a part of the County's effective accident prevention program.

Each employee is encouraged to report any unsafe or unhealthy condition in the workplace, and to make suggestions to improve the safety of working conditions. No employee shall be retaliated against for reporting hazards or potential hazards, or for making suggestions related to safety. Notification by employees about workplace hazards may be made confidentially to the HR designated Safety Officer or by emailing hr@co.sutter.ca.us.

A. Hazard Identification

1. Daily Work: County employees will notice new hazards in the daily course and scope of their employment. Employee safety must be ensured by properly abating the hazard. Therefore, all hazards shall be reported and documented on the Incident/Hazard Report Form (Attachment A) with the help of a manager/supervisor and signature from the department head. A copy of the Incident/Hazard Report Form shall be sent via email to both the DSR and the HR designated Safety Officer.
2. Routine Inspections: Routine inspections will be conducted within each department as appropriate to ensure that PPE, vehicles and heavy equipment are in safe operating condition, that the workplace is maintained and operated in a safe and healthful manner, and that all employees are complying with safe work practices. Any noted deficiencies shall be brought to the immediate attention of the manager/supervisor, the DSR and the HR designated Safety Officer if applicable for corrective action using the Sutter County Incident/Hazard Report Form (Attachment A) as documentation.
3. Bi-Annual Scheduled Inspections: Scheduled inspections will be conducted twice a year to identify and evaluate workplace hazards and unsafe work practices. The inspections will be performed and documented by a competent county employee who is familiar with county facilities and safety principles in most cases the DSR. The documentation will be maintained by the HR designated Safety Officer. The HR designated Safety Officer in coordination with the DSR and manager/supervisor is responsible for making recommendations for necessary corrective action where deficiencies exist. The Safety Inspection Form (Attachment B) shall be used for these inspections as well as the Safety Inspection Schedule (Attachment C).

B. Hazard Correction Procedures

Work place hazards and unsafe/unhealthy work practices shall be corrected as soon as they are identified on the Sutter County Incident/Hazard Report Form (Attachment A). A target date for correction will be established by the manager/supervisor and HR designated Safety Officer, based on the following criteria:

1. Imminent Hazard: Any hazard that presents an Imminent Danger to Life and/or Health to any employee or member of the public. Upon recognition of an imminent hazard:
 - a) Discontinue all activities related to imminent hazard.
 - b) Evacuate vicinity of imminent hazard.
 - c) Immediately notify emergency response personnel if necessary.
 - d) Immediately notify manager/supervisor, department head, and HR designated Safety Officer.
 - e) Employees needed to correct the imminent hazard shall be provided with all necessary safeguards included training and PPE.
 - f) Imminent Hazards shall be corrected immediately.

2. Serious Hazard: Any hazard where there is a substantial probability that an employee or the public will suffer physical harm. Upon recognition of a serious hazard:
 - a) Discontinue all activities related to serious hazard.
 - b) Vicinity shall remain "off limits" until corrected.
 - c) Immediately notify manager/supervisor, department head, and HR designated Safety Officer.
 - d) Serious hazards shall be corrected within three days, or as soon as reasonably possible.

3. General Hazard: Any hazard which may affect the safety and health of employees or the public. Upon recognition of a general hazard:
 - a) All efforts shall be made to mitigate and minimize the general hazard until the condition has been corrected.
 - b) Notify manager/supervisor, department head, and HR designated Safety Officer.
 - c) General hazards shall be corrected within fourteen days, or as soon as reasonably possible.

The department head will be responsible for ensuring that all hazards are corrected within the time frame indicated above. Departments may obtain assistance to correct these items be it a County department or outside vendor. The HR designated Safety Officer shall be responsible for notifying other departments of hazardous conditions if applicable.

SECTION IV **INJURY AND ILLNESS REPORTING PROCEDURES**

Despite an effective safety program and the safety awareness of employees in the performance of their job, accidents happen. The first concern is for the comfort and treatment of any injured worker(s). As required by California law, all employees are entitled to workers' compensation benefits when they are injured or become ill because of their job.

A. Worker's Compensation Benefits

Sutter County is a member of the California State Association of Counties Excess Insurance Authority (CSAC EIA), which provides Worker's Compensation Insurance. Trindel Insurance Fund administers the program to ensure that all workers' compensation benefits are paid promptly and in accordance with State regulations. The County is therefore responsible for providing all medical care and treatment necessary to cure or relieve the effects of a work-related injury or illness and all related costs.

B. Injury and Illness Reporting

The following procedures should be followed anytime an employee receives an injury or illness as a result of performing their normal work duties.

1. Notification and Reporting of Work-Related Injury and Illness
 - a) All employees are required to report injuries, even minor injuries, immediately to their manager/supervisor and must do so using the Incident/Hazard Report Form (Attachment A).
 - b) It is the responsibility of the manager/supervisor to immediately notify Human Resources of employees who are off work due to injury or illness, to insure the completion of the necessary paperwork.

SECTION V **ACCIDENT INVESTIGATION**

Effective investigation of all incidents is an important part of the County's IIPP. The main objective in conducting an investigation is to identify the cause and make any changes necessary to prevent the incident from happening again. Incident investigation is fact-finding, not faultfinding. The County's thorough incident investigation procedure includes:

- A. Collecting the facts on what happened.
- B. Determining the sequence of events that resulted in the incident.
- C. Identifying action needed to prevent recurrence.
- D. Providing follow-up to ensure that corrective action was taken.

A. Accident Investigation

1. The first concern after an accident has occurred is for the comfort and treatment of any injured worker(s). After the affected employee(s) have received medical treatment, investigation of the accident can be initiated.
2. Immediately upon notification of an accident, injury, or near-miss incident the manager/supervisor and employee must conduct an investigation, contact the HR designated Safety Officer, and contact or notify their department head. Fill out the Incident/Hazard Report Form (Attachment A), the DSR may also assist.
 - a) The form shall also document preventative measures planned or taken to prevent recurrence. This should include measures to correct unsatisfactory conditions and/or performance.

- b) The manager/supervisor and DSR will work with appropriate personnel in correcting those hazards identified in the completed Incident/Hazard Report Form (Attachment A).
 - c) The Sutter County Incident/Hazard Report Form (Attachment A) will be signed by the department head and a copy will be maintained by the DSR and the HR designated Safety Officer's office after all corrections have been made.
 - d) The HR designated Safety Officer in coordination with the DSR and manager/supervisor is responsible for making recommendations for necessary corrective action shall any arise from the accident investigation.
3. Keep in mind fact-finding should be thorough and objective and may include the following steps if applicable:
- a) Visit the accident / incident scene at the earliest moment possible, while facts are fresh and before witnesses forget important details.
 - b) If possible, interview the injured worker at the scene of the accident and "walk" him or her through a re-enactment.
 - c) All interviews should be conducted as privately as possible. Witnesses shall be interviewed one at a time. Also, speak with anyone who has knowledge of the accident or incident, even if they did not actually witness it.
 - d) Request signed statements in cases where facts are unclear or there is an element of controversy.
 - e) Document details graphically. Use sketches, diagrams, and photographs as needed. Take measurements when appropriate.
 - f) Focus on causes and hazards. Develop analysis of what happened, how it happened and how it could have been prevented. Determine what caused the accident itself, not just the injury.
 - g) Every investigation should include an action plan. For example how will such accidents/incidents be prevented in the future?
 - h) If a third party or defective product contributed to the accident, save any evidence. It could be critical to the recovery of claims costs.
 - i) Respond to reporting parties within 30 days with the action that has been or will be taken.
5. Accidents and corresponding investigations will be presented in summary at the Countywide Safety Committee meetings. All efforts should be taken to ensure confidentiality of the injured worker whenever possible.

SECTION VI **COMPLIANCE AND DISCIPLINE**

A. Discipline

1. The employee's direct manager/supervisor will communicate poor or unsatisfactory safety practices verbally, in writing, and in the employee's annual performance evaluation. Conversely, managers/supervisors shall provide positive feedback to employees who report hazards and have safe work practices.

2. It is the County's intent to ensure a safe work environment and safe work practices for all employees. Failure to observe the requirements of the County's IIPP may result in disciplinary action up to and including termination in accordance with Personnel Rules and Regulations Section 18.
3. It is the department head's responsibility to ensure that their employees know, understand, and follow established safety guidelines described in this Safety Program.
4. Records shall be kept with Human Resources.

B. Compliance

1. All employees are required to comply with the provisions of this policy.

SECTION VII
SAFETY TRAINING

A fundamental requirement for the development of an effective formal workplace health, safety, and accident prevention program involves the training of new employees, ongoing training for all existing employees, and special training for those employees assigned to new job duties. The purpose of conducting safety training for employees is to teach them new or advanced skills that enable them to perform their tasks in a safe, efficient, and productive manner. Employees shall be provided training on general and job-specific safety practices and procedures as well as offered retraining opportunities with the goal of reducing or eliminating unsafe acts that could result in employee injury or illness.

A. General Safety Training

1. When a program is first established.
2. To all new employees prior to job assignments.
3. To all employees prior to new job assignments for which training has not previously been received.
4. Whenever new substances, processes, procedures or equipment are introduced into the workplace and represent a new hazard.
5. Whenever the employer is made aware of a new or previously unrecognized workplace hazard.
6. For manager/supervisors to familiarize them with the safety and health hazards to which employees under their immediate direction may be exposed and how to communicate information about those hazards effectively.

B. Job-Specific Safety Training

This training shall be designed with the particular needs of each department in mind, and includes, but is not limited to:

1. Proper equipment use and handling including PPE.
2. Specialized operation procedures.

C. Retraining

Managers/Supervisors along with Human Resources shall provide ongoing training as necessary to ensure a safe and healthy workplace. Guidelines for retraining shall be developed for each department by the managers/supervisors in coordination with the department head with recommendations from the department's staff, HR designated Safety Officer, and Countywide Safety Committee. Every effort will be made to provide adequate training to employees. However, if an employee is ever in doubt about how to do a job safely, it is their duty to ask a qualified person for assistance.

SECTION VIII **RECORD KEEPING REQUIREMENTS & INSTRUCTIONS**

Maintaining thorough records relating to implementation of the safety program is critical to ensuring successful monitoring, evaluation, and updating of the County's IPP. Forms related to safety and the IIPP itself are maintained in County of Sutter in Human Resources and with each DSR as well as on the country intranet at all times.

A. Meeting and Training Records

1. Countywide Employee Training
 - a) Rosters documenting employee attendance for each training is to be retained as a permanent document by the HR designated Safety Officer.
2. Departmental Employee Training
 - a) Managers/supervisors or designee shall retain a copy within in the department of all trainings attended.
 - b) Managers/supervisors or designee shall send a copy of all trainings attended to the HR designated Safety Officer for permanent training files.
3. Safety Meeting Sign-In Sheets
 - a) DSR keeps copy of safety meeting sign-in sheets.
 - b) Use the Department Safety Meeting Form (Attachment D) if applicable.
 - c) DSR scans and places a copy in the shared DSR folder and emails a copy to the HR designated Safety Officer to keep as a permanent record.

B. Inspection Forms

1. Inspection completed by DSR or alternative competent employee as inspection is being performed in consultation with the manager/supervisor, or HR designated Safety Officer.
2. Inspection and corrections are noted on the Safety Inspection Form (Attachment B) and are submitted to the HR designated Safety Officer when completed.
3. Send copy to the HR designated Safety Officer for permanent safety files.
4. These office inspections are done no less than bi-annually. Use the Safety Inspection Schedule (Attachment C).

C. Sutter County Incident/Hazard Report Form (Attachment A).

1. If a hazard is identified, the primary action is to ensure employee safety.
2. Managers/supervisors along with the employee and in coordination with the DSR completes the Incident/Hazard Report Form (Attachment A) and submits to the HR designated Safety Officer within 24-hours of incident, observation, or complaint.
3. This form is used to determine the action (imminent, serious, or general) and implement corrections or investigation, as appropriate.
4. Manager/supervisor will send original to the HR designated Safety Officer for permanent safety files as well as a copy to the DSR.
5. Forms may also be submitted confidentially or anonymously to the HR designated Safety Officer.



Sutter County Injury and Illness Prevention Program (IIPP) Communicable Disease/Illness Addendum

It is the goal of Sutter County to take steps to reduce the spread of communicable diseases/illness in the workplace and protect the wellness of our employees. This addendum specifies the safe work practices that are to be in effect when a Public Health Officer or County Official announces there is a potential Communicable Disease/Illness presence in Sutter County. This addendum also represents the County's intention to inform all individuals of the risk of exposure to communicable diseases/illness, and sets forth the principles the County will follow to protect employees and reduce the risk of spreading communicable diseases/illnesses in the workplace.

I. DEFINITIONS

A communicable disease/illness is a disease/illness that can be transmitted from one person to another. There are four main types of transmission including: 1) direct physical contact; 2) air (e.g. a cough, sneeze, or other particle inhaled); 3) a vehicle (ingested or injected); and 4) a vector (via animals or insects). With respect to this policy, communicable diseases/illnesses include, but are not limited to, diseases and illnesses deemed reportable by the Center for Disease Control (CDC) in conjunction with local health officials. Such communicable diseases/illnesses include:

- Hepatitis viruses
- Diphtheria
- Coronavirus (COVID-19)
- Tuberculosis
- Measles
- Meningococcal disease
- Mumps
- Influenza
- Varicella
- Pertussis
- Rubella
- Severe acute respiratory syndrome (SARS)

The County may choose to broaden this definition within its best interest and in accordance with information received from the Centers for Disease Control (CDC).

II. EMPLOYEE RESPONSIBILITIES

Each employee has a responsibility to prevent the spread of communicable diseases/illnesses when they are aware of or suspect they have a communicable disease/illness. Employees are also required to notify the County in accordance with the notification section below.

Additionally, this policy requires the following actions be taken to reduce the spread of communicable diseases/illnesses in the workplace:

- Individuals should stay home if they have or suspect they have a communicable disease/illness.
- Employees who report to work with symptoms of communicable disease/illness will be directed to stay home and not come to work until they are:
 - Free of symptoms for at least 72 hours, without the use of symptom-altering medicines (e.g. fever reducers, cough suppressants); or
 - Released by a licensed medical practitioner; or
 - Quarantine period has been completed for positive and asymptomatic individuals.
- At the County's discretion and to ensure the health and safety of employees and the public, individuals reporting to and/or visiting a County worksite must complete a health screening for symptoms and exposures of the communicable disease/illness prior to or upon entering the facility. For employees, health screenings are performed on work time.
- Employees should practice proper hygiene in the workplace by covering their mouth and nose when coughing or sneezing, immediately washing or sanitizing hands, and avoiding touching their eyes, nose, or mouth.
- Employees should avoid close contact with sick people encountered in the workplace, when possible. If unavoidable due to job responsibilities, proper personal protective equipment should be worn or other proactive actions should be taken as necessary.
- If an employee tests positive for a communicable disease/illness they shall cooperate in any case investigations by Public Health or an external investigator.

III. MANAGER/SUPERVISOR RESPONSIBILITIES

Each Manager/Supervisor has a responsibility to prevent the spread of communicable diseases/illnesses when they are aware of or suspect that they or their employees have or could have a communicable disease/illness. Manager/Supervisor will continue to follow guidelines set forth previously in the IIPP in regard to communications and training.

- Continually monitor Public Health communications and recommendations and ensure workers have access to updated information.

Additionally, this policy requires the following actions be taken to reduce the spread of communicable diseases/illnesses in the workplace:

- Encourage individuals should stay home if they have or suspect they have a communicable disease/illness.
- Direct employees who report to work with symptoms of communicable disease/illness to stay home and not come to work until they are:
 - Free of symptoms for at least 72 hours, without the use of symptom-altering medicines (e.g. fever reducers, cough suppressants); or
 - Released by a licensed medical practitioner; or
 - Quarantine period has been completed for positive and asymptomatic individuals.

- Ensure employees practice proper hygiene in the workplace by covering their mouth and nose when coughing or sneezing, immediately washing or sanitizing hands, and avoiding touching their eyes, nose, or mouth.
- Ensure employees avoid close contact with sick people encountered in the workplace, when possible. If unavoidable due to job responsibilities, proper personal protective equipment should be worn or other proactive actions should be taken as necessary.
- Inform Human Resources if an employee has tested positive or of any known exposure in the workplace.
- If an employee tests positive for a communicable disease/illness the Managers/Supervisors shall cooperate in any case investigations by Public Health or an external investigator.

IV. SUTTER COUNTY HR DESIGNATED SAFETY OFFICER RESPONSIBILITIES

The Sutter County HR Designated Safety Officer shall ensure employees and Managers/Supervisors receive the materials and training required of this addendum. In addition, training shall be provided when changes in the workplace or environmental factors render previous training obsolete; when inadequacies in the employee's knowledge or use of the addendum indicate that the employee has not retained the necessary understanding or skill; and anytime retraining appears necessary to ensure a safe workplace.

V. TRAINING AND COMMUNICATION

This addendum will be distributed to all employees initially upon completion and following any changes made thereafter. It will be made available in the following ways:

- A hard copy will be located in your department with the original IIPP
- The Human Resources page on the Sutter County intranet
- A copy will be emailed to all County Employees via County e-mail

The HR Designated Safety Officer in cooperation with the Manager/Supervisor will ensure that employees (including new hires) have received appropriate training and have signed an Acknowledgment Form. This record will be kept in the employee's official personnel file.

VI. EMPLOYEE NOTIFICATION AND DOCUMENTATION

Employees who have been exposed to someone with a known or suspected communicable disease/illness may be subject to mandatory or suggested quarantine. Employees who are notified of a communicable disease/illness from a health care provider are required to notify Human Resources immediately, or as soon as reasonably practicable.

Individuals may be required to obtain a medical certification providing that they no longer present a threat to other individuals in the workplace prior to being permitted to return to work, and/or complete the mandatory quarantine period for the communicable disease/illness.

VII. EMPLOYER RESPONSE

After receiving relevant information, the County will take prompt and appropriate action(s) to reduce the spread of communicable diseases/illnesses in the workplace. The County reserves the right to send home any person with a known or suspected communicable disease/illness if a determination is made that the restriction is in the best interests of the organization. The County also reserves the right to require employees to work from home depending on the circumstances.

➤ **Employees with a positive test**

Upon notification to the County that an employee has a communicable disease/illness, the employee will be immediately isolated, if not already removed from the workplace, and the Public Health Officer will be notified. In some cases, the County may first be informed by the Public Health Officer of the positive result and informed of next steps to ensure a safe workplace.

The County's decision to send an individual home from the workplace who has tested positive for a communicable disease/illness will be based on current and well-informed judgments concerning the communicable disease/illness, the risks of transmitting the communicable disease/illness to others, the symptoms and special circumstances of each individual who has a communicable disease/illness, whether required by law to exclude individuals with the communicable disease/illness, and a careful weighing of the identified risks and the available alternatives for responding to an employee with a communicable disease/illness.

The County will take the necessary steps to ensure the workplace is appropriately cleaned and disinfected in accordance with CDC guidelines for the communicable disease/illness.

➤ **Employees who have been quarantined due to potential exposure**

Employees may be quarantined due to potential exposure to the communicable/disease. The County reserves the right to establish the criteria for which an employee may be returned to work. Such criteria shall be based on current and well-informed judgments concerning the communicable disease/illness, the risks of transmitting the communicable disease/illness to others, the symptoms and special circumstances of each individual who has a communicable disease/illness, whether required by law to exclude individuals with the communicable disease/illness, and a careful weighing of the identified risks and the available alternatives for responding to an employee with a communicable disease/illness.

VIII. SAFETY AND SECURITY MEASURES SPECIFIC TO COVID-19

Employee Training

The County will provide training for employees on the following topics using methods that are easy to understand including verbal, visual, and picture-centered handouts and other resources:

- What is COVID-19 and how is it spread
- Signs and symptoms of COVID-19
- When and where to seek medical attention if not feeling well
- Prevention of the spread of COVID-19

- Personal etiquette
- 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.
- Physical distancing and face covering guidelines
- Safely using cleansers and disinfectants

Sanitation Practices

- The County will continually monitor and follow CDC guidelines in regard to COVID-19 cleaning and disinfecting of our facilities
- The County has modified their standard daily cleaning protocol to include extra sanitizing/ disinfecting procedures. This includes but is not limited to:
 - Desktop and other office surfaces
 - Restroom counters and all fixtures
 - Door knobs and light switches
 - Lobby chairs, tables and counters
 - Kitchen counters, tables and chairs and commonly used appliances
- All County locations will be provided a disinfecting checklist that employees can use to self-monitor and sanitize commonly used areas and items such as copiers, printers, door handles, door jams, desktops/surfaces, light switches and fixtures. This should be done once a day at a minimum and depending on use in the office, more frequently throughout the day.
- Sanitation products and supplies will be distributed to departments and filled upon request, subject to availability.

Physical Distancing

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

- Employees will be asked to practice distancing both indoors and 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
- Employees should not congregate in common areas such as a workroom or kitchen. In some cases, the department head may have to close off a common area to ensure that employees aren't congregating. Use of common equipment such as a copier or printer, or presence in a common work area such as a file room should be staggered to ensure that employees are maintaining social distancing.

Face Coverings

Any time an employee is in an area where they may come into contact with other employees, they must wear a face covering. When in a private office, cubicle, or workstation where 6 feet of distance can continuously be maintained, face coverings are not required.

- Employees will be provided with an appropriate face covering or may provide their own. Persons entering county campuses without a face covering will be asked to retrieve one prior to returning to county property.
- Acceptable, reusable face covering options include:
 - Bandana
 - Neck gaiter
 - Homemade face covering
 - Scarf
 - Individuals are encouraged to source face coverings from things they may already have in their homes.
- Employees will be asked to use a face covering both indoors and outdoors while on work time including, but not limited to the following:
 - When in a vehicle with another person
 - When working in close proximity around other people
 - At the grocery store, bank, gas station, or running other essential tasks
 - When around others when physical distancing is difficult or not possible

Non-Essential Visits and Travel

In accordance with CDC guidelines, the County may limit non-essential travel. This includes work visits and meetings that can be done using other avenues such as telephone, virtual online meetings or via email.

- As deemed necessary visitors may need approval before arriving; employees should maintain social distancing from visitors.
 - Departments may implement measures such as a log of visitors or health screenings as appropriate.
- Unless absolutely necessary, two or more employees should not ride in a single vehicle at the same time. Exceptions may be requested and will be considered by the department head based on the needs of the position. If approved, both employees should wear face coverings and maintain as much distance as is safe and practical.
- As deemed necessary eliminate all non-essential and non-related services, such as shared meals and department celebrations.

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