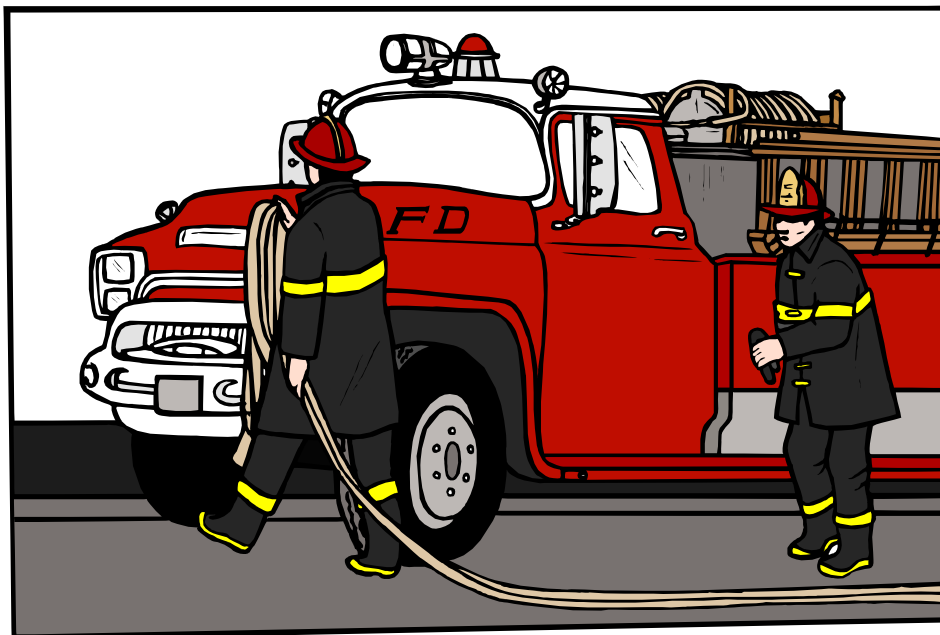


Diamond Springs-El Dorado Fire Protection District

HEALTH & SAFETY MANUAL



POLICIES

September 2004 revision

**HEALTH & SAFETY MANUAL
POLICIES
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A - INJURY & ILLNESS PREVENTION PLAN POLICY

Revision Date: December 2004

This District shall furnish and use safety devices, safeguards, and shall adopt and use practices, means, methods, operations, and processes to render such employment and place of employment safe and healthful. This District shall do every other thing reasonably necessary to protect the life, safety, and health of our employees. Our Safety Program has the full support of the Board of Directors.

This District's Injury and Illness Prevention Program (IIPP) contains and addresses the following elements:

- **Responsibility**
- **Compliance**
- **Communication**
- **Hazard assessment**
- **Accident/exposure investigation**
- **Hazard correction**
- **Training and instruction**
- **Record keeping**

The District maintains the IIPP and associated records in writing.

It shall be the responsibility of every employee to fully support and participate in this program.

Please join your fellow employees in achieving our ultimate goal of an injury free workplace.

“Our goal is zero accidents and injuries.”

B -RESPONSIBILITY POLICY

Revision Date: December 2004

The Board of Directors has the ultimate responsibility and authority to maintain the safety program. The Board of Directors designates authority to the Fire Chief for implementation and maintenance of the safety program. The Fire Chief will assume responsibility for the program and be held accountable for its performance.

The responsibility for safety belongs to everyone, and accountability rests as follows:

Board of Directors:

The board shall be ultimately responsible for the loss control efforts of the Diamond Springs- El Dorado Fire Protection District. In order to achieve this the Board of Directors shall:

- Provide general direction for the loss control program.
- Discuss significant losses, and make suggestions on recommended improvements in safety programs.
- Hold personnel accountable for safety and loss control.
- Monitor the effectiveness of the program.
- Approve program additions.
- Discuss loss control activities regularly.

Fire Chief

The Fire Chief will:

- Be responsible for administration the loss control program.
- Provide direction to managers and appointed safety personnel.
- Act as liaison between the day-to-day operations of the safety program and the Board.
- Be involved in safety program changes and program implementation.
- Review significant accident investigations and make necessary recommendations.
- Hold each division manager accountable for safety and loss control

Appointed Safety Officer/Designated Safety Representative:

The role of the appointed safety officer is to administer, design, and maintain the District's safety and health program. To do this, the safety officer is charged with the following:

- Design and implement the safety program to target losses, exposures to loss, and compliance with applicable government standards.
- Monitor the effectiveness of the program and make recommendations for change.
- Conduct employee and supervisory safety training.
- Make recommendations to eliminate or control unsafe conditions.
- Review periodic safety inspections of all facilities.
- Participate in accident investigations.
- Design, implement and participate in safety communication vehicles.
- Design programs to increase the completeness of Diamond Springs-El Dorado Fire Protection District's loss control effort.

Division Manager "Assistant Chief":

The manager will:

- Be responsible for the safety of their individual divisions.
- Develop general and specific safety guidelines for their division, with support from the safety officer.
- Review and assist in conducting accident investigations. (Refer to policy)
- Participate, as appropriate, in safety communication vehicles.
- Ensure that unsafe conditions and practices are corrected.

Supervisor "Captain":

Supervisors are responsible for the safety of their personnel. They will:

- Conduct appropriate safety orientation and training.
- Conduct accident investigations immediately upon notification of an injury.
- Conduct safety inspections of their work areas.
- Ensure that all personnel know, understand and follow established safety guidelines.
- Correct unsafe conditions and practices.
- Maintain material and equipment in good condition.
- Provide the necessary personal protective equipment and train personnel in its use.
- Contribute to the continued success of the safety program.

Employees:

Employees, including volunteer personnel are responsible for following all written and verbal safety instructions. They will:

- Report all injuries, no matter how minor to their supervisors.
- Accomplish their duties using safe work practices.
- Coach fellow employees on safe work practices, whenever appropriate.
- Notify a supervisor in the event of an observed unsafe condition or unsafe act.
- Perform only authorized jobs.
- Actively contribute to the success of the overall safety program.

C - DISCIPLINARY POLICY

Revision Date: December 2004

Failure to follow this program and safety directions may result in progressive disciplinary action.

Disciplinary action may include verbal warnings, suspension or termination.

Note:

The District's disciplinary policy is located in the District's Standard Operating Procedures:
"Personnel Policies" Article 12 Discipline Administration.

D - IDENTIFYING JOB HAZARDS POLICY

Revision Date: December 2004

To meet the safety goals and to provide a place of employment free from recognized hazards with the safest possible working conditions. The District will:

Review all job classifications and identify specific hazards related to each. Items considered are hazardous substances, noise, heat, tools, equipment used and non-routine tasks that may have associated special hazards. The hazards should be documented as associated with each job description.

This District will develop procedures to identify and evaluate workplace hazards, including scheduled periodic inspections to identify unsafe conditions and work practices.

Workplace hazards may be identified and evaluated using the following means:

- Review information concerning potential safety and health hazards provided by state and federal occupational safety and health agencies.
- Review Material Safety Data Sheets (MSDS) of materials used or stored in the workplace.
- Analyze the steps involved in each work process and any associated potential hazards, by reviewing and investigating accidents, injuries, and/or illnesses that occur in the workplace. (As illustrated in Firefighter I and II.)
- Schedule, perform and document regular periodic inspections of the workplace.
- Unsafe conditions reported by our employees.

This District will conduct hazard assessments at the following times:

- When the IIPP is first established.
- On a periodic basis thereafter.
- After every reported work related accident or injury.
- Whenever the employer is made aware of a new or previously unrecognized hazard. (e.g., whenever an employee files a report or verbally notifies a supervisor of an unsafe work condition)
- Whenever the District introduces, into the workplace, new substances, processes,

procedures or equipment that represents a new occupational safety and health hazard

E - TRAINING POLICY

Revision Date: December 2004

Awareness of occupational safety and health hazards and knowledge of how to prevent or control such hazards is essential to a safe and healthful work environment. The policy of this District requires that safety training be given to the following:

- When the IIPP is first established or revised.
- All new employees.
- All employees given a new job assignment for which training has not previously been provided.
- Any employee affected by the introduction of new substances, procedures or equipment into the workplace.
- All affected employees when new or previously unrecognized hazards are discovered.
- All supervisors, to familiarize them with safety and health hazards to which employees under their immediate direction and control may be exposed.

IIPP training efforts will incorporate all other worker safety, health and compliance training requirements. Safety training will be designed to instruct all employees on the potential hazards associated with particular jobs, job practices and operations. No one will be allowed to perform a task unless he or she knows how to do it safely and understands the hazards involved.

Training and instruction will be provided to groups or individually in the following ways:

- Formal and informal safety meetings and discussions.
- Distribution and review of the IIPP manual and its supplements.
- Other written communications, programs, and postings.
- Other methods as applicable to providing instruction in a form readily understandable to all affected employees.

F - CAL/OSHA INSPECTIONS, CITATIONS AND ENFORCEMENT POLICY

Revision Date: December 2004

It is the policy of this District to cooperate in every way with all CAL/OSHA Inspection Citations, Enforcement Policies and Procedures.

District personnel have been instructed to present the District's Injury and Illness Prevention Plan (IIPP) when CAL/OSHA inspects our workplace for any reason, including the following:

- "Programmed Inspections" of a workplace that is a targeted sector (including various "high hazard" sectors), or that contains materials or activities that present certain targeted health hazards (such as use of carcinogens).
- Response to complaint or referral (typically from employees).
- Response to possible "imminent danger".
- Response to workplace fatality or serious injury incident.
- Follow-up to an earlier inspection, for monitoring and/or to confirm progress of abatement orders.
- CAL/OSHA Notice poster.
- Previously issued citations.
- Injury & Illness Summary.
- Material Safety Data Sheets (MSDSs) and/or list of hazardous substances.
- Employee exposure records notification.
- Permits requirements.
- Forklift operating rules.
- Details on Worker's Compensation Insurance carrier, an Industrial Welfare Commission poster, and any other required postings.

G - REPORTING AND RECORDING OF OCCUPATIONAL INJURY OR ILLNESS POLICY

Revision Date: December 2004

Effective January 1, 2002, this District must use Form Cal/OSHA 300 and Cal/OSHA form 301 to log and record all work-related injuries and illness. The District will maintain a Log of Work-Related Injury and Illness (IIPP) in which each qualifying event is recorded.

The District will prepare and maintain an Injury and Illness (I&I) Log on a calendar year basis. Cal/OSHA form 300A will be prepared by our third-party claims handling company on an annual basis.

Cal/OSHA 300A will be sent to the District during the month of January. When received, Cal/OSHA requires that it be reviewed and certified by the Fire Chief. The Fire Chief will certify that to the best of his/her knowledge the data is correct. It will then be posted from February 1 to April 30 of the year following the year covered by the form.

The District will retain copies of the Cal/OSHA 300 forms and supplementary records for each occupational injury or illness for five years following the year to which they relate and continue to provide access to the data. The District is not required to update prior Cal/OSHA 200 forms and supplementary records.

The District must enter each recordable work-related injury or illness in the I&I Log as soon as practical, but no later than seven (7) calendar days after you learn about the event.

The District will maintain the Log and Summary information at our headquarters station, under the following conditions:

- 1) Provide the work-related I&I information required on Form Cal/OSHA 300 and Cal/OSHA form 301 to headquarters where the Log is maintained within seven (7) calendar days after we learn of a recordable event.
2. Provide copies upon request to employees by the end of the next business day, or to inspectors within four business hours.

See the following attached supplemental forms and specific instructions for each:

- I. Cal/OSHA Form 300 Appendix A Log of Work-Related Injuries and Illnesses
- X. Cal/OSHA Form 301 Appendix C Injury and Illness Incident Report
- II. Cal/OSHA Form 300A Annual Summary of Work-Related Injuries and Illnesses. This form will be completed by third-party administrator and mailed to this

district in January for certification of correctness and posting.

I - ACCIDENT INVESTIGATION POLICY

Revision Date: December 2004

This District's IIPP includes or references procedures to investigate reported injuries or illnesses in the workplace. These procedures provide crucial information that can be used to avoid future mishaps or illnesses. Employees will be instructed to report all work-related injuries or illnesses, regardless of type or seriousness, to their designated IIPP Program Administrator or relevant supervisor. Reference Diamond Springs-El Dorado Fire District Standard Operating Procedures:

- 703 Notification of Board of Significant Events.
- 708 Unusual Incident Reporting and Investigation.

Investigations will commonly be carried out by a management representative. Records of completed investigations must be maintained for three years after the date of the incident or report of illness. The investigation should attempt to determine the following:

- Any tools, equipment, job site, building conditions, or similar factors that may have caused or contributed to the incident or report of illness.
- Any action of the affected employee that may have caused or contributed to the incident or report of illness.
- Any appropriate action to be taken to prevent recurrence.

All work-related accidents must be investigated in a timely manner. Minor incidents and reported near misses will also be investigated using the same protocol as more serious accidents. A near miss is an incident that, although not serious, could have resulted in a serious injury or significant property damage.

J - SAFETY COMMUNICATION VEHICLE POLICIES

Revision Date: December 2004

SAFETY COMMUNICATION VEHICLE POLICY

This program is in lieu of a formalized labor/management safety committee. The "Safety Communication Vehicle" program is proven to be a pro-active rather than a re-active approach to achieving a viable loss control effort.

The communication system is "designed to encourage employees to inform the District of hazards at the workplace without fear of reprisal"-it must be a two-way system of communication. All items mentioned below will be accomplished and followed completely to conduct a successful Safety Communication Vehicle.

- 1.) An occupational accident and injury history for the District, with possible comparisons to other locations, must be available for reference.
- 2.) Feedback from the employee group must be utilized.
- 3.) Guest speakers from agencies concerned with safety should be utilized.
- 4.) Brief audio-visual materials that relate to the Fire District and general safety must be used.
- 5.) Training programs must be used as vehicles for communicating with employees.
- 6.) Posters and bulletins are used as an effective way of communicating with employees.
- 7.) Newsletters and similar publications devoted to safety are used to effect safety communication.
- 8.) A suggestion box is used by employees, anonymously, to communicate their concerns to management.
- 9.) Communication about safety concerns is open to all levels of management.
- 10.) Documentation must be completed for communication efforts.
- 11.) A work order / memo procedure for recording and writing corrective action for un-safe conditions is in place. That process indicates who will carry out the corrective actions and the target dates for completion. The entire process is documented as an important part of the communication vehicle. This documentation is kept for five (5) years.

K - OCCUPATIONAL NOISE POLICY

Revision Date: December 2004

In order to comply with the Occupational Noise Standard, the District will adopt a policy addressing the following:

- Whenever an employee's noise exposure equals or exceeds an 8-hr. TWA of 85 dB measured on the A-scale (slow response) (or, equivalently, a dose of 50% of the maximum allowed value of 140 dB peak), the District will develop and administer a continuing, effective Hearing Conservation Program.
- When information indicates that an employee's exposure may equal or exceed the action level, the District will perform monitoring.
- When sound levels exceed 90 dB TWA, employees must be protected against the effects of noise exposure.
- Hearing protectors will be available to all employees exposed to an 8-hr. TWA of 85 dB or greater.
- Hearing protector attenuation must be evaluated for specific noise environments in which the protector will be used.
- An audiometric testing program will be established and maintained for all employees whose exposures equal or exceed an 8-hr. TWA of 85 dB.
- Audiograms will be evaluated upon employment and during subsequent medical evaluations.
- If a standard threshold shift is revealed during a comparison of an annual audiogram to the baseline audiogram, the District will take appropriate actions.
- Audiometric tests will be conducted in accordance with all requirements.
- Audiometric measuring instruments will be used that meet all requirements.
- Background sound pressure levels in rooms used for audiometric test rooms will not exceed all specified levels.
-
- A training program will be instituted for all employees who are exposed to noise at or above an 8-hr. TWA of 85dB.

- Copies of the information and training materials will be available to all affected employees or their representatives.

Y.

- Employee records related to occupational noise and hearing conservation must be maintained.

L - RESPIRATOR PROTECTION PROGRAM POLICY

Revision Date: December 2004

This District recognizes that CAL/OSHA's Respiratory Protection Standard directs employers to protect employees from contamination in workplace air. This Standard states CAL/OSHA's preference that employees use engineering or other controls to control workplace air quality. We understand if these controls cannot prevent concentrations of dusts, fogs, fumes, mists, gases, smokes, sprays, or vapor that may harm workers, then CAL/OSHA requires employers to develop Respiratory Protection Programs. These programs include workplace assessments, selection and use of appropriate respirators, and employee training to ensure proper use of this equipment.

To comply with the Respiratory Protection Standard, our primary duty is to prevent potential respiratory harm to our employees. The District will provide appropriate respirators, create and implement respiratory protection procedures, and prepare and implement the following **Respiratory Protection Program Plan**.

The District Respiratory Protection Program Administrator is the Operations Chief. The program administrator is qualified by training or experience that is commensurate with the complexity of the program. He/she will be responsible for all workplaces.

- Designated Respiratory Protection Program administrator.
- Procedures for selecting appropriate respirators.
- Medical evaluations of employees required to use respirators.
- Fit testing procedures.
- Procedures for proper respirator use in routine and reasonably foreseeable emergency situations.
- Procedures and schedules for cleaning, disinfecting, storing, inspecting, repairing, discarding and otherwise maintaining respirators.
- Procedures to ensure adequate air quality, quantity, and flow of breathing air for atmosphere-supplying respirators.
- Proper labeling and color coding of respirator filters, cartridges, and canisters.
- Training of employees in the respiratory hazards to which they are exposed, and in proper respirator use.
- Procedures for regularly evaluating the program's effectiveness.
- Record-keeping provisions.

The program includes written procedures and required documentation covering the program elements.

CAL/OSHA requires this District identify and evaluate respiratory hazard(s) in the workplace. Workplace atmospheres are identified as either:

- immediately dangerous to life and health (IDLH)
OR
- not IDLH

IDLH means an atmosphere that poses an immediate threat to life, would cause irreversible adverse health effects, or would impair an individual's ability to escape from the dangerous atmosphere. These conditions can result from the presence of toxics or suffocants, or from oxygen-deficient atmospheres ("confined spaces" are a common example of oxygen-deficient atmosphere. CAL/OSHA applies special requirements to workplaces in which the atmosphere qualifies as IDLH.

If atmospheric hazards exist but we are unable to quantify or characterize them clearly, then we must assume the workplace is IDLH and assign respirators appropriately.

OSHA requires the District select respirators appropriate to the respiratory hazards in our workplace(s). We will:

- Select and provide appropriate respirators based on respiratory hazards, and workplace and user factors that would affect respirator performance and reliability. Select only respirators certified by the National Institute for Occupational Safety and Health (NIOSH)
- select respirators from a sufficient range of appropriate models and sizes to ensure that each user has an appropriate and acceptable respirator

If a workplace contains an IDLH atmosphere, the District will provide respirators that are **either:**

- full face piece, pressure demand, self-contained breathing apparatus (SCBA),
OR
- combination full face piece, pressure demand, supplied-air respirator (SAR) with auxiliary self-contained air supply

Respirators provided only for use to escape from an incident that creates an IDLH atmosphere must be NIOSH-certified for escape from the particular type of atmosphere in which they are to be used.

In non-IDLH workplaces, we will provide respirators that are “adequate to protect the health of the employee and ensure compliance with all other CAL/OSHA requirements under routine and reasonably foreseeable emergency situations.”

The Standard provides the following specific guidance:

- For **protection against gases and vapors**, we will provide either:
 - atmosphere-supplying respirator, such as SCBA, or
 - air-purifying respirator, which must either be equipped with a NIOSH-certified end-of-service-life indicator (ESLI) or be subject to a formal change-out schedule for canisters or cartridges that ensures they are changed before the end of their service lives
- For **protection against particulates**, we will provide either
 - atmosphere-supplying respirator
 - OR
 - Air-purifying filter with appropriate NIOSH-certified filter

This District will use only respirators that meet performance standards set by NIOSH. The present NIOSH Respirator Certification Standard (42 CFR part 84, “Approval of Respiratory Protection Devices”) became effective on July 8, 1995.

Because respirator use imposes a “physiological burden” on the users (e.g., difficulty breathing, heart rate buildup), CAL/OSHA requires that our Respiratory Protection Program include pre-assignment screening and ongoing medical evaluations for participating employees. These must consider the following factors:

- workplace conditions, job requirements, and type of respirator
- each employee’s medical status

Before an employee is fit tested or required to use a respirator in our workplace, we will provide for a confidential medical evaluation. This evaluation must be provided by a **physician or other licensed health care professional (PLHCP)**, and will consist of either:

- use of the CAL/OSHA-specified **medical questionnaire**
- OR
- an initial medical examination by a PLHCP that obtains the same information

This District will provide a fit test for each employee before he/she is required to use any respirator with a negative-or-positive-pressure, tight fitting face mask. The district will measure fit using a CAL/OSHA approved qualitative fit test (QLFT) or quantitative fit test (QNFT).

M - BLOODBORNE PATHOGENS POLICY

Revision Date: December 2004

This District has developed and implemented the following Blood borne Pathogens Policy that addresses Exposure Response, Exposure Prevention and Training.

- Complete an exposure distribution analysis that contains:
 - a list of all job classifications in which all employees have occupational exposure;
 - a list of job classifications in which some employees have occupational exposure; and
 - a related list of all tasks and procedures, or groups of closely-related tasks and procedures, with occupational exposure performed by employees in job classifications listed in the second dashed point.

Note: This exposure determination will be made without regard to use of PPE.

- This written Exposure Control Plan is designed to eliminate or minimize employee exposure. Our plan verifies that the Exposure Control Plan contains:
 - exposure determination, related to job classifications;
 - the schedule and implementation process for:
 - 1) Compliance procedures;
 - 2) Hepatitis-B vaccination and post-exposure evaluation and follow-up;
 - 3) Communication of hazards to employees; and
 - 4) Record keeping.
 - Procedure to evaluate circumstances surrounding exposure incidents, as required.
 - effective procedures for the following:
 - A. identifying currently-available engineering controls and selecting appropriate controls for the procedures performed by employees in their work areas;
 - B. gathering information required by the Sharps Injury Log
 - C. periodic determination of the frequency of use of the types and brands of sharps involved in exposure incidents documented on the Sharps Injury Log;
 - D. documenting patient safety determinations made regarding exceptions for controls for needle systems, needle devices, and non-needle sharps; and
 - E. Obtaining the active involvement of employees in reviewing and updating the Exposure Control Plan with respect to the procedures performed by employees in their respective work areas or departments.

- Determine if the Exposure Control Plan is reviewed and updated as follows, at least annually and whenever necessary:
 - to reflect new or modified tasks and procedures that affect occupational exposures;
 - if sharps are used, to reflect progress in implementing the use of needleless systems and sharps with engineered sharps injury protection;
 - to reflect new or revised employee positions that have occupational exposures;
 - to review and evaluate any exposure incidents that have occurred since the previous update; and
 - to review and respond to information indicating that the Exposure Control Plan is deficient in any area.
- Verify and ensure that a copy of the Exposure Control Plan is accessible to employees.
- Ensure that the Exposure Control Plan is made available for examination and copying by CAL/OSHA or NIOSH, upon request.
- Verify that we use engineering and work practice controls for needleless systems, needle devices, and non-needle sharps.
- Ensure that the worksite is maintained in a clean and sanitary condition.
- Provide adequate PPE when occupational exposure remains after use of engineering and work practice controls.
- Provide gloves when it can be reasonably anticipated that the employee may have hand contact with blood, OPIM, mucous membranes, and non-intact skin; when performing vascular access procedures; and when handling or touching contaminated items or surfaces.
- Provide masks, eye protection, face shields and respirators as required.
- Provide protective clothing when there is occupational exposure.
- Verify contaminated sharps be handled in certain ways.
- Provide hand washing facilities that are readily accessible to employees.
- Implement safety precautions for stowage, transport, shipping, and other handling of blood and OPIM, and of contaminated equipment.

- Ensure that their regulated wastes are properly handled.
- Ensure that contaminated laundry is properly handled.
- Make hepatitis-B vaccinations available to all employees who have occupational exposure.
- Make hepatitis-B post-exposure follow-up available to all employees who have occupational exposure.
- This District will provide proper information to the health care professional.
- This District will adequately communicate possible hazards of exposure to blood borne pathogens.
- This District will adequately train and inform our employees of hazards of exposure to blood borne pathogens.
- Ensure trainers be knowledgeable in the subject matter covered by the training.
- Maintain accurate medical and training records for each employee with occupational exposure.

N - HAZARD COMMUNICATION POLICY

Revision Date: December 2004

General Policy

It is the District's intent to comply with the Cal/OSHA Hazard Communication Standard, Title 8 GISO 5194 and California Labor Code Sections 6360-6399, by compiling a hazardous chemicals list, by using MSDSs, by ensuring that containers are labeled, and by providing employees with training.

This program applies to all work operations in our organization where employees may be exposed to hazardous substances under normal working conditions or during an emergency situation.

The Safety Officer acts as the representative of the Chief, who has overall responsibility for the program. Safety Officer will review and update the program, as necessary. Copies of the written program may be obtained from Safety Officer.

Under this program, employees will be informed of:

- The contents of the hazard communication standard.
- The hazardous properties of chemicals with which employees work.
- Safe handling procedures.
- Measures to take to protect employees from these chemicals.

Employees will also be informed of the hazards associated with non-routine tasks, such as emergency response. It is the goal of the District to train all operational personnel to the First Responder Operational level.

List of Hazardous Chemicals

The Safety Officer will maintain a list of all hazardous chemicals and related work practices used in district facilities, updating the list as necessary. The list of chemicals identifies all of the chemicals used in our work process areas. The list also identifies the corresponding MSDS for each chemical of reportable quantities.

Material Safety Data Sheets (MSDSs)

MSDSs provide employees with specific information on the chemicals employees may be exposed to. The Safety Officer will maintain a binder with an MSDS on every substance on the list of hazardous chemicals. MSDSs are readily available to employees during their shifts. Supervisors are responsible to brief their employees the exact location or informational resources and changes in chemical inventory.

The Safety Officer is responsible for acquiring and updating MSDSs. He/she will contact the chemical manufacturer or vendor if additional research is necessary or if an MSDS has not been supplied with an initial shipment. All new procurement for the organization must be cleared by the Safety Officer.

Labels and Other Forms of Warning

The Safety Officer will ensure that all hazardous chemicals utilized by the district are properly labeled and updated. Labels should list at least the chemical identity, appropriate hazard warnings, and the name and address of the manufacturer, importer or other responsible party. The Safety Officer will refer to the corresponding MSDS to assist employees in verifying label information. Containers that are shipped from our location will be checked by the Safety Officer to make sure all containers are properly labeled.

If there are a number of stationary containers within a work area that have similar contents and hazards, signs will be posted on them to convey the hazard information. On our stationary process equipment, regular process sheets, batch tickets, blend tickets, and similar written materials will be substituted for container labels when they contain the same information as labels. These written materials will be made readily available to employees during employee's work shift.

If employees transfer chemicals from a labeled container to a portable container that is intended only for employees' immediate use, no labels are required on the portable container.

Training

Everyone who works with or is potentially exposed to hazardous chemicals will receive initial training on the hazard communication standard and the safe use of those hazardous chemicals by the district. A program that uses classroom type training has been prepared for this purpose. Whenever a new hazard is introduced, additional training will be provided. Regular safety meetings will also be used to review the information presented in the initial training. Supervisors will be extensively trained regarding hazards and appropriate protective measure so they will be available to answer questions from employees and provide daily monitoring of safe work practices.

The training plan will emphasize these items:

- Summary of the standard and this written program.
- Chemical and physical properties of hazardous materials (e.g., flash point, reactivity) and methods that can be used to detect the presence or release of chemicals (including chemicals in unlabeled pipes).
- Physical hazards of chemicals (e.g., potential for fire, explosion, etc.).
- Health hazards, including signs and symptoms of exposure, associated with exposure to chemicals and any medical condition known to be aggravated by exposure to the chemical.
- Procedures to protect against hazards (e.g., personal protective equipment required, proper use, and maintenance; work practices or methods to assure proper use and handling of chemicals; and procedures for emergency response). ;
- Work procedures to follow to assure protection when cleaning hazardous chemical spills and leaks.
- Where MSDSs are located, how to read and interpret the information on both labels and MSDSs, and how employees may obtain additional hazard information.
- **One** MSDS will be reviewed and presented monthly during the training meeting, covering the above specific bullets. All training will be documented.

The Safety Officer or designee will review our employee training program and advise on training or retraining needs. Retraining is required when the hazard changes or when a new hazard is introduced into the workplace, but it will be our policy to provide training regularly in safety meetings to ensure the effectiveness of the program. As part of the assessment of the training program, the Safety Officer will obtain input from employees regarding the training they have received, and their suggestions for improving it.

Non-Routine Tasks

When employees are required to perform hazardous non-routine tasks like:

- Cleaning tanks
- Entering confined spaces

A special training session will be conducted to inform employees regarding the hazardous chemicals to which employees might be exposed and the proper precautions to take to reduce or avoid exposure.

Contractor Employers

The Safety Officer, upon notification by the responsible supervisor, will advise outside contractors in person of any chemical hazards that may be encountered in the normal course of their work on the premises, the labeling system in use, the protective measures to be taken, and the safe handling procedures to be used. In addition, the Safety Officer will notify these individuals of the location and availability of MSDSs. Each contractor bringing chemicals on-site must provide us with the appropriate hazard information on these substances, including the labels used and the precautionary measures to be taken in working with these chemicals.

Information

All employees, or their designated representatives, can obtain further information on this written program, the hazard communication standard, applicable MSDSs, and chemical information lists in the front office at station 49.

Employee Sign-Off Sheet

Hazard Communication Policy

I acknowledge I have been given a copy of the Hazard Communication Policy, I have read and understood it, and I accept the program as a working document that I will support.

Employee Signature	Date
--------------------	------

Supervisor's Signature	Organization Name
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Safety Officer's Signature	Location
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------(Use the form above and/or below to document employee training/information)-----

I acknowledge I have been trained on and been informed how to get access to a copy of the Hazard Communication Policy I have understood this training, and I will support and follow this program.

Employee Signature	Date
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Supervisor's Signature	Organization Name
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Safety Officer's Signature	Location
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N-2 RIGHT-TO-KNOW HAZARD COMMUNICATION POLICY

Revision Date: March 2003

This district provides information about hazardous materials to all employees, who use or who could be exposed to such materials. The data includes information on chemical labeling, material safety data sheets (MSDS), and employee training on the safe use and handling of the materials. These eight steps are basic safe work practices to follow when working with hazardous materials.

Steps

1. Use warning labels to identify hazardous materials and the hazards with which they are associated.
2. Read all labels carefully to determine the recommended safety precautions.
3. Know where the material safety data sheets (MSDSs) are located. Read and use the MSDSs of the products to understand, determine, and apply the safety precautions, personal protective equipment, and the type of hazards associated with the use and storage of the material.
4. Wear all required personal protective equipment when working with hazardous materials.
5. Know how to fit, clean, and store the personal protective equipment.
6. Use established engineering methods to control exposures as instructed. Engineering controls help reduce exposure to hazardous materials.
7. Follow all safe work practices when using or handling hazardous chemicals. If in doubt, ask supervisors for help.
8. Read and know where the written hazard communication program is kept. The written program clearly outlines the purpose and intent of the hazard communication policy.

O - LOCK OUT/TAG OUT POLICY

Revision Date: December 2004

Purpose

This procedure establishes the minimum requirements for the lockout of energy isolating devices.

It shall be used to ensure that the machine or equipment is stopped, isolated from all potentially hazardous energy sources and locked out before employees can be injured because of the unexpected energization or start-up of the machine or equipment or release of stored energy.

Lockout is the preferred method of isolating machines or equipment from energy sources. To assist in developing a procedure that meets the requirements of the standard, however, the following simple procedure is provided for use in both lockout and tag out programs. This procedure may be used when there are limited numbers or types of machines or equipment or there is a single power source. For more complex systems, a more comprehensive procedure will need to be developed, documented, and utilized.

All employees are required to comply with the restrictions and limitations imposed upon them during the use of lockout. The authorized employees are required to perform the lockout in accordance with this procedure. Appropriate employees shall be instructed in the safety significance of the lockout (or tag out) procedure. Each new or employee and other employees whose work operations are or may be in the area shall be instructed in the purpose and use of the lockout or tag out procedure.

Lock out and tag out equipment will be stored near or installed on equipment regularly requiring such operation. The District will maintain generic lock out /tag out kits on response vehicles detailed to respond to incidents requiring such operations.

See Standard Operating Procedure # 206 Confined Space Entry and Rescue.

P - PERSONAL PROTECTIVE EQUIPMENT POLICY

Revision Date: December 2004

The purpose of this Personal Protective Equipment (PPE) Program is to document the hazard assessment measures in place and PPE in use at this organization. PPE devices are not to be relied on as the only means to provide protection against hazards, but are used in conjunction with guards, engineering controls, and sound manufacturing practices. If possible, hazards will be abated first through engineering controls, with PPE to provide protection against hazards that cannot reasonably be abated otherwise. For a detailed list and explanation of PPE please refer to Standard operating procedures #301

Elements of a Personal Protective Equipment (PPE) Program

The two basic objectives of this PPE program will be to protect the wearer from safety and health hazards and prevent injury from incorrect use and/or malfunction of the PPE. The Personal Protective Equipment (PPE) program will address the following:

Hazard assessment – A description of the hazard assessment required to be done in the workplace. We will document the hazard assessment via a written certification that identifies the workplace evaluated, the person certifying that the evaluation has been performed, the date(s) of the hazard assessment and that the document is a certification of hazard assessment.

PPE selection guidelines – The guidelines our district uses to select PPE. The selection will be based on the hazard assessment and proper approved PPE will be selected for employees to protect themselves from the hazards identified in our workplace. Selection of proper PPE will be based on CAL/OSHA requirements.

Employee training – A description of how employees will be trained on the specific types of PPE that they will wear.

Cleaning and maintenance – A summary of the cleaning and maintenance practices that we will follow at our district to keep PPE in good working condition.

PPE-specific information – Information regarding specific types of PPE we have selected to be used in our districts. This will be broken down by type, such as Eye Protection and Head Protection. More specific information about the exact types and styles available or specified to be used to protect against specific hazards will be available.

Q - BACK INJURY PREVENTION POLICY

Revision Date: Pending

Purpose

This District requires the procedures in this plan to be followed to provide a safe working environment. The District has implemented these procedures on safe lifting practices to ensure that employees are trained to protect themselves from the hazards of improper lifting practices.

It is the responsibility of all management in this District to ensure that these policies are implemented. It is the responsibility of management to ensure that these policies and the information necessary to carry out these policies are communicated to employees. It is the responsibility of all employees to follow safe work practices and comply with these rules regarding work practices.

The effectiveness of the back safety plan depends upon the active support and involvement of all affected employees.

• Purpose

The plan's purpose is to reduce injury from lifting and to eliminate disability from back and other injuries.

• Affected employees/departments

This issue affects all employees of the District

• Safe lifting techniques

Supervisors are provided with the authority and materials to train their personnel. Supervisors are expected to take corrective action, when improper technique is observed. However, every employee has the authority to act, regardless of rank, if an unsafe act is observed.

All personnel are provided with access to training material such as:

- Personnel are authorized on and off duty to utilize physical training facilities provided by the District. Personnel have access to training on the use of strength and aerobic equipment.
- Personnel have access to videos and written training programs related to back injury prevention and work hardening.
- Personnel are trained and authorized to limit their lifting exposure. This may be applied to the extent that lifting may be delayed until additional personnel are available to assist.

S - REPETITIVE MOTION INJURIES POLICY

Revision Date: December 2004

This District will establish and implement a program designed to minimize Repetitive Motion Injuries (RMIs) if more than one RMI has occurred under certain conditions in any job, process, or operation.

- This District will determine whether any RMIs meeting the following conditions have occurred in any job, process, or operation:
 - More than one RMI was reported.
 - The RMIs were predominantly caused (i.e., 50% or more) by a repetitive job, process, or operation.
 - The employees incurring the RMIs were performing a job, process, or operation of identical work activity.
Note: “Identical work activity” means that the employees were performing the same repetitive motion task, such as but not limited to word processing, assembly, or loading.
 - The employees reported the RMIs to the employer within the preceding 12 months.
- We will verify that the District has established and implemented a program designed to minimize RMIs that includes a worksite evaluation, control measures, and training.

Our program is designed to minimize RMIs and include worksite evaluation.

- We will verify that each covered job, process, or operation of identical work activity, or a representative number of such jobs, processes, or operations, are evaluated for exposures that have caused RMIs.

This District will correct, or minimize to the extent feasible, any exposures that have caused RMIs.

- We will verify that any exposures that have caused RMIs are corrected in a timely manner, or if not capable of being corrected, the exposures have been minimized to the extent feasible.
- Ensure that feasible use of engineering controls, such as work station redesign, adjustable fixtures or tool redesign, and administrative controls such as job rotation, work pacing, or work breaks.
- Please see appendix “Z” for detailed format for Job Safety Analysis.

Training will be provided to employees as part of the program to minimize RMIs.

- We will verify that employees are provided training that includes an explanation of the:
 - the District’s program
 - the exposures that have been associated with RMIs;
 - the symptoms and consequences of injuries caused by repetitive motion;
 - the importance of reporting symptoms and injuries to the employer; and
 - the methods used by the employer to minimize RMIs.

- We will document all training in our Training Log.

T - HARASSMENT POLICY

Revision Date: December 2004

This District maintains a strict policy prohibiting sexual harassment and harassment because of race, color, religion, age, disability, national origin, or any other basis made unlawful by any applicable law or ordinance or regulation. This policy applies to all persons involved in the operations of this District and prohibits such harassment by any employee of this District, including supervisors and co-workers. Prohibited harassment in any form, including verbal, physical and visual conduct, threats, demands, and retaliation is unlawful and will not be tolerated. Harassment because of race, color, religion, sex, age, disability, national origin or any other protected basis includes, but is not limited to:

- Verbal conduct such as epithets, derogatory or vulgar comments, slurs, or unwanted sexual advances, invitations, or comments.
- Visual conduct such as derogatory posters, photography, cartoons, drawings, or gestures.
- Physical conduct such as unwanted touching, blocking normal movement, or interfering with work directed at you because of your sex or any other protected basis.
- Threats and demands to submit to sexual requests in order to keep your job or avoid some other loss, and offers of job benefits in return for sexual favors.
- Retaliation for opposing, reporting or threatening to report unlawful harassment, or for participating in an investigation, proceeding or hearing conducted by an investigating agency.

The claimant may have a claim of prohibited harassment even if they have not lost a job or some other economic benefit. Harassment that impairs working ability or emotional well being at work violates this policy and will not be tolerated.

If the claimant believes they are being harassed on the job because of their sex, race, ancestry, or other prohibited basis, they should use the procedure outlined in this policy to file a complaint and have it investigated. This district encourages all employees to report conduct prohibited by this policy whether or not they are personally involved.

The claimant has the right to redress for prohibited harassment. In order to secure this right, provide a complaint, preferably in writing, to their own or any other supervisor or manager as soon as possible after any incident the claimant feels is prohibited harassment. Complaints should include the details of the incident or incidents, the names of the individuals involved and the names of any witnesses. Supervisors will refer all complaints of prohibited harassment to the proper manager or chief. The supervisor/manager/chief or his/her designee will undertake an investigation of the harassment allegations. This investigation will be completed and a determination regarding the harassment alleged will be made as soon as practical.

If the supervisor/manager/chief or his/her designee determines that prohibited harassment has occurred, this district will take remedial action commensurate with the severity of the offense. Action will also be taken to deter any future harassment. Whatever action is taken against the harasser will be made known to the claimant and this district will also take action to remedy any loss resulting from harassment. This district will not retaliate against the claimant for filing a complaint and will not knowingly permit retaliation by management, employees or co-workers.

This District encourages all employees to report any incidents of harassment forbidden by this policy immediately so that complaints can be quickly and fairly resolved.

If the claimant does not feel his/her complaint is being satisfactorily handled under the grievance procedure, the employee may complain to the Equal Employment Opportunity Commission or the Department of Fair Employment and Housing of the state of California. These agencies have offices in most major metropolitan areas. The Department of Fair Employment and Housing has the authority to investigate the complaints, and if it determines that claims have validity, pursue administrative proceedings against the offending parties. Employees are protected against retaliation for making claims of unlawful harassment, for filing harassment complaints with the district or governmental agency, for cooperation with an investigation of the Department of Fair Employment and Housing or providing testimony as a witness.

See Personnel Policies Article 10 "Sexual Harassment".

**PROHIBITED HARASSMENT POLICY
RECEIPT AND ACKNOWLEDGMENT**

I hereby acknowledge, by my signature below, I have received, read and understand (Diamond
springs El Dorado Fire Department) Prohibited Harassment Policy.

Signature

Date

Printed Name

U - OFFICE SAFETY POLICY

Revision Date: March 2003

Purpose

The purpose of this Office Safety Policy is to lay out general guidelines for safety in the office areas of the district. Safe work practices apply to all employees at this district, including support and administrative staff. The following rules are those specifically addressing the office setting, but the publication of this Office Safety Policy does not relieve employees of their responsibility to follow other relevant safe work practices and procedures in addition to these.

Office Ergonomics

Work in offices has been shown to contribute to poor ergonomic design. Included in this category are jobs involving extensive telephone usage and computer terminal inputting. The district has taken the following measures to control these office ergonomic hazards.

1. All employees whose jobs require extensive telephone usage will be issued a headset to be used when telephone usage exceeds three hours/day and / or by request of the employee.
2. All employee workstations where terminals are present shall be equipped to allow comfortable computer use. Such equipment includes:
 - Non-glare screens,
 - Adjustable height terminal platforms,
 - Adjustable height chairs,
 - Keyboard wrist supports (optional/available from this district upon request).

In addition, when employees feel stiff or uncomfortable after working for a period of time, they are encouraged to stretch, go to a different task for awhile, or stand up and walk around for a few minutes.

Office Cleanliness/Housekeeping

1. Offices are to be kept in neat order at all times, to prevent accumulation of paper, boxes, or other flammable materials on the desk or floor.
2. Any spills or other hazards that you see are to be reported immediately for removal.
3. If an entrance rug, boxes, or anything else creates a trip hazard in the work area, report it immediately to the officer in charge for removal.

Security

To protect the district and employees/volunteers, certain security restrictions are in place in this District. The material covered includes the following topics:

1. Access Restrictions
 - Identification
All personnel must be issued District identification or have identification available. Personnel not recognized by staff shall be confronted to determine their reason for being on District grounds.
 - Computer Use
Computer access is restricted to active duty personnel. Personnel shall maintain their data in the "Users" directory on the network. Personnel are not permitted to install any programs, unless authorized by the network administrator. Personnel files must be password protected. Access to the "FireHouse" Data System must be password restricted.
 - Reception areas/visitor procedures
Visitors shall be escorted or supervised by staff. The degree of supervision is at the discretion of staff. Sleeping and crew quarters are restricted unless directly supervised.

In House Emergencies

Call 911

Use of Space Heaters and Small Appliances

1. Items such as hot plates, toasters, coffee mug warmers, and any other type of small appliance are not allowed in offices or personal workspaces.
2. The only small appliances allowed to be in these areas are coffee makers, fans and space heaters provided by the district. .

V - POSTING REQUIREMENTS ACCIDENT PREVENTION SIGNS AND TAGS POLICY

Revision Date: December 2004

A wide variety of laws require employers to post information in their workplaces to alert employees to requirements of the State Occupational Safety and Health Act (State OSH Act), and to their rights under that Act as well as other laws.

This District will post the following basic information.

- Cal/OSHA's poster "Safety and Health Protection on the Job," which provides notice of the existence of the State OSH Act and basic employee rights.
- annual summaries of occupational illness and injuries (I&I) in the preceding year

In addition, many individual Cal/OSHA Standards requires this District to post warnings highlighting hazards in individual workplaces, and particular equipment or controls in place to address those hazards.

This District will post the following:

- A Notice of Employee Protections and Obligations in the form of a poster entitled "Safety and Health Protection on the Job." This poster is available in English and Spanish. We must post this Notice in a "conspicuous place where notices to employees are customarily posted.
- California's Department of Industrial Relations' (DIR's) Division of Labor Statistics and Research (DLSR) requires every employer to record occupational **injuries and illnesses (I&I)**, and to report serious injuries and illnesses within 24 hours.

In addition, the I&I Standard requires this district to create an annual summary of all occupational injuries and illnesses, on a clean copy of Form Cal/OSHA 300A, and post by February 1 to April 30. We will post the annual summary in the same location where we post other required worker safety information.

We will post the many Cal/OSHA Standards that specify additional requirements to post specific information. These requirements typically include some or all of the following:

- **Warning Signs** on doors, or in rooms or areas subject to specific hazards, which can include:
 - general Authorized Personnel Only signs
 - specific warning signs (such as a sign identifying a Radio Frequency Radiation Hazard)

- **Employee Safety Information**—(such as Exit signs)
- **Safe/Unsafe Practice Admonitions**—(such as No Smoking signs associated with hazardous materials and chemical safety standards)
- **Warning Labels** on hazardous materials or equipment—(such as those required by the Hazard Communication Standard)

The District is subject to a broad range of additional requirements to post information in the workplace. Common examples include:

- minimum wage, payday, and other information relating to wages and benefits, required by the state's Industrial Welfare Commission.
- statements of compliance with non-discrimination laws, required by the state's Department of Fair Employment and Housing.
- notice of workers' compensation insurance carrier, required by DIR's Division of Labor Standards Enforcement.
- notice of availability of unemployment insurance and disability insurance, required by the state's Employment Development Department.
- hazardous waste labels required by the federal Resource Conservation and Recovery Act (RCRA) and state's Hazardous Waste Control Law (HWCL).

ACCIDENT PREVENTION SIGNS AND TAGS

Accident prevention signs will be used under certain circumstances and conform to defined requirements regarding identifying hazardous conditions.

Signs will be appropriate to the given situations and standardized.

Accident prevention tags must be used under certain biohazardous conditions.

Appropriate and clear accident prevention tags will be used by this district.

Optional tags will be used provided they meet certain standards.

This District adheres to certain design requirements that apply to biohazard symbols.

Employees will be instructed regarding the meaning of the different signs and various tags used throughout the workplace, and what special precautions are necessary.