



Injury and Illness Prevention Program

Department of Planning and
Development

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Prepared for:

County of Santa Clara Department of Planning and Development
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Attachment B: DPD Safety Inspection Forms

Attachment C: DPD Job Hazard Analysis Form

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1 Policy

This directive establishes the written Injury and Illness Prevention Program (IIPP) for the County of Santa Clara (County) Department of Planning and Development (DPD) as required by California Code regulations, Title 8, Chapter 4, Section 3203 of the General Industry Safety Orders. A copy of the Injury and Illness Prevention Program is available in on the Shared Drive in the Safety Folder for review by employees and/or employee representatives.

DPD's policy is to provide a safe and healthful workplace and the personal safety and health of each employee is of primary importance. The overall goal of this IIPP is to reduce actual or potential personal injury accidents of all types and ensure the safety and wellbeing of all employees in the work environment. DPD employs many people doing many, diverse jobs both inside and outside of DPD and County of Santa Clara facilities. This requires that our IIPP involve all DPD Divisions and their staff to identify and manage risk exposures related to each individual's job requirements.

1.1 General Workplace Safety and Health Practices

The following workplace safety and health practices apply to DPD:

- **WORK SAFELY** – Safety is everyone's business. Accidents can be prevented. Report all unsafe conditions immediately.
- **WHEN LIFTING** – Bend your knees, get a firm grip on the object, hold it close to your body, space your feet for good balance; now lift, using your strong leg muscles, not your weaker back muscles. Get help with heavy or bulky loads.
- **MATERIAL HANDLING** – Do not throw objects. Always carry or pass them. Get help with heavy or awkward objects.
- **PREVENT FALLS** – Keep aisles and work areas clean and clear. Report slippery or faulty floor surfaces.
- **ELECTRICAL HAZARDS** – Keep extension cords in good condition. Do not make unauthorized connections (daisy chain power strips) or repairs. Do not overload outlets.
- **PREVENT INFECTION** – All punctures, scrapes, cuts and scratches are susceptible to bacterial infection. Always report the injury to your supervisor or ERT member to get immediate first aid and sanitize the wound.
- **IF INJURED** – Report all injuries to your supervisor immediately, no matter how slight, prior to leaving the workplace.
- **WORK AREA** – Always close file drawers to avoid bodily injury to a passerby. Use all work furniture appropriately. Report the need for repairs immediately and remove the furniture from work area if needed. If you are feeling any physical discomfort while working, notify your supervisor.

- HEATING FOOD IN MICROWAVES AND TOASTERS – All food must be monitored at all times when using the cooking appliances in the break room and other areas in the office.
- DRUGS AND ALCOHOL – Use of drugs and/or alcohol prior to or during the course of working hours is prohibited.

Attachment A includes an acknowledge form of these work practices.

2 Scope and Applicability

This Injury Illness Protection Program applies to all facilities and operations under the direct control and authority of DPD. The program extends to all workforce members including employees, interns, and temporary employees providing services at the facilities, workplaces, and events under the direction of DPD. It is recognized that the safety management program also extends to controlling exposures or hazards that may affect contractors, visitors, and the public conducting business at facilities or events at DPD facilities.

This IIPP includes all of the following elements consistent with 8 CCR §3203 and other applicable California Division of Occupational Safety and Health Administration (Cal/OSHA) standards:

- A system to identify, prevent and correct safety and health hazards
- Periodic scheduled inspections
- Investigation of injuries, illnesses, and accidents
- Employee safety training
- Communication with employees regarding safety and enforcement of safety rules
- Record keeping consistent with applicable requirements

3 Responsibilities

Safety is partnership effort, involving all employees sharing in the implementation of DPD's IIPP. In order to deliver a safe and healthy work environment, the following roles and responsibilities are assigned under this program:

3.1 Department Director

The Director of Department of Planning and Development, or their designee has the authority and responsibility of the IIPP for DPD.

3.2 Occupational Safety and Environmental Compliance Department (OSEC)

- Provides appropriate and effective response to all environmental and occupational safety issues.
- Supports a safety-conscious and environment-friendly workforce.
- Develops occupational safety programs and training that result in a safer workplace.
- Provides County departments with guidance in the areas of environmental, health and safety policies and procedures.
- Helps County agencies/departments maintain compliance with applicable regulations. Maintains and makes available current information including technical information, applicable environmental and occupational safety policies and regulations and their interpretations.
- Continually improves environmental compliance and occupational safety programs.

3.3 Safety Coordinator

The DPD Safety Coordinator serves as the IIPP Program Administrator and is responsible for the implementation of departmental workplace safety programs. They serve an internal resource to ensure that DPD complies with safety laws and regulations, and work with employees, first-line supervisors and managers to resolve safety problems. The DPD Safety Coordinator Chairs the DPD Safety Committee.

3.4 Safety Committee Members

The DPD Safety Committee members represent Divisions within DPD. Safety Committee members are responsible for attending scheduled Safety Committee meetings. Safety Committee members are responsible for communicating hazards reported by the employees in their area to the committee and dispersing information from the committee back to the employees they represent. Safety Committee members participate in the internal safety inspection and facilitate the corrective action of identified hazards.

3.5 Emergency Response Team (ERT)

The DPD ERT works with the Safety Committee to ensure that DPD adheres to safety policies and is prepared to respond to emergencies. The DPD ERT will assist employees during medical or physical (i.e. fire, explosion) emergencies until first responders arrive on scene. The DPD ERT is responsible for ensuring that their training is current and up to date. A list of current ERT members is maintained by the Safety Coordinator and distributed to employees.

3.6 First-Line Supervisors

First-line supervisors (including managers, principals and leads) have a major responsibility for ensuring a safe workplace since they must provide the guidance; information and support employees need to do their work safely. Supervisors lead by example through reinforcing and modeling safe work practices and responding to safety concerns proactively.

3.7 All Employees

Employees are responsible for their own safety, the safety of their co-workers, and clients in the workplace. Although the DPD will provide a safe and healthy work environment, it is up to individuals to use safe work practices and to be alert for safety hazards.

4 Compliance

DPD encourages all employees to communicate and report any safety suggestions, concerns, and comments to their First-line supervisor, Safety Coordinator, Safety Committee member, or through the County Hazard Reporting Process. The following procedures are in place to ensure compliance with the IIPP:

- An Employee Safety Recognition program is established for employees who make outstanding contributions to workplace safety. It is administered and sponsored by the Countywide Labor/Management Safety Committee.
- First-Line supervisors provide additional training for employees who do not follow safe work practices.
- Unsafe work practices are remedied through progressive counseling.

5 Communication

5.1 Employee Communication

DPD has various ways of communicating with the employees. They include the use of a Safety Committee, all staff meetings, division and location meetings, postings and employee training.

Supervisors will communicate with their employees/staff about health and safety topics as well as safe work practices. Communication is implemented through various methods including:

- New-employee orientations including a discussion of safety and health policies and procedures.
- Review of the IIPP.

- Newsletters.
- Bulletin boards.
- Printed safety instructions and pamphlets.
- Memos, emails, and websites.
- Hazard reporting system.
- Training programs.
- Regularly scheduled safety meetings.
- Posted or distributed safety information including the minutes of the Safety Committee meetings.
- A system for employees to anonymously inform management about workplace hazards by completion and submission of the County Hazard Report Form available for download on from the County OSEC Department Website at <https://www.sccgov.org/sites/osec/Pages/Home.aspx>.
- Safety Suggestion Box located in lobby.

Documentation is an important part of communication and should be completed as follows:

- Safety meetings are documented by a signed list with attendee's names, the date and the topics covered.
- Actions taken to enforce compliance with safe work practices in cases that exceed verbal counseling will be documented in the employee's personnel records.

5.2 Safety Committee

The DPD Safety Committee is organized to encourage active safety communication between management and employees. The Safety Committee assist with the following safety responsibilities:

- Meet quarterly, at a minimum.
- Prepare and make Safety Committee meeting minutes available to employees.
- Review investigations of hazardous conditions/practices identified on Hazard Reports.
- Assist Supervisors with workplace safety inspections and follow up on results and recommendations.
- Assist in evaluating employee safety suggestions.
- Provide recommendations for safety changes.
- Provide additional safety support functions as needed.

The DPD Safety Committee is made of the DPD Safety Committee Members who represent the following Divisions:

- Planning Division
- Development Services
 - Building Inspection Office

- Fire Marshall Office
- Land Development Engineering
- Surveyor
- Code Enforcement Division
- Permit Center
- Administration
- Finance

The Safety Committee Coordinator maintains a list of current Safety Committee Members and the Divisions that they represent. Alternates may attend Safety Committee meetings when a member is unable to attend, or at the request of the Safety Committee. It is intended that voting members, or alternates if necessary, attend every scheduled meeting. Safety Committee meetings are held at least quarterly on a schedule to be determined by the membership and Safety Coordinator or their designee.

The Safety Committee meetings will be held in a location decided by the membership and Safety Coordinator or their designee. The sample agenda for each of these Safety Committee meetings may include the following:

- Discuss/Accept previous minutes
- Review Issues and discuss Action Log
- Review Open Inspection Findings
- Work Related Incidents/Accidents
- Report of Unsafe Conditions
- New Business – Open Forum
- Schedule next meeting

6 Hazard Assessment

The system used to identify safety and health hazards in the work environment includes:

- Using information from Cal/OSHA standards.
- Reviewing information found on the OSHA 300 Log and Workers' Compensation Employer's Report of Occupational Injury or Illness, also known as the "Employer's First Report."
- Periodic inspections.
- Investigating injuries, illnesses and accidents.
- Information provided by employees.

6.1 Reporting Unsafe Conditions or Workplace Hazard

Any DPD employee can report potential hazards or unsafe condition in the work area to their First-line Supervisor, Safety Coordinator, or Safety Committee Member. This reporting will be done without fear of reprisal.

- Upon receiving such notification, the First-Line Supervisor and/or Safety Committee Member will take whatever action(s) necessary to eliminate the identified hazard/condition and shall notify the employee of corrective action(s) taken or to be taken.
- If the hazard/condition discovered may cause a serious injury or illness, it shall be corrected immediately; or employees shall be removed immediately from the area or the source of the hazard.
- If the hazard is one that is easily abated, it shall be corrected immediately.
- Other hazards shall be corrected in a timely manner.

If the alleged hazard is not addressed in a timely manner, or if the employee prefers the condition be documented in writing the following procedures are to be followed:

- Employees can directly report hazards through the County Hazard Report form and submit it to their supervisor for follow-up. This report can be anonymous. All reports will remain confidential. The Hazard Report Form and instructions are available for download from the OSEC Website at <https://www.sccgov.org/sites/osec/Pages/Home.aspx>.
- DPD employees can submit a safety suggestion via the suggestion box located in the lobby of DPD. This report can be anonymous.

6.2 Workplace Inspections

First-line Supervisors or Safety Committee Members will conduct periodic workplace safety inspections. An optional checklist to facilitate these inspections is include in Attachment B. These items will be brought to the Safety Committee Meeting for addressing and discussing. Follow-up actions to all findings will be addressed following each inspection.

First-line Supervisors may also conduct inspections whenever new substances, processes, procedures, or equipment are introduced and represent a new hazard, or when supervisors are notified of a new or a previously unrecognized hazard. First-line Supervisors may also conduct inspections on an as-needed basis and are encouraged to conduct inspections upon receiving an incident report.

Departmental EHS Professionals, Safety Coordinators, OSEC, outside consultants, or third-party agencies may conduct unscheduled inspections or industrial hygiene monitoring to evaluate workplace safety. Identified safety exposures will be addressed, corrected, or mitigated within a reasonable, agreed upon, timeframe.

6.3 Job Hazard Analysis (JHA)

In order to understand the risks and hazards of a specific job or task, an evaluation of that job/task should be completed through a Job Hazard Analysis (JHA). The results of these reviews/evaluations are used to determine how to protect employees while they work. JHA evaluations should be completed for different job classifications by the group to be performing the task. A hazard can be any factor that causes damage to personnel, property or the environment with a history of, or potential for, injury, harm or damage. Attachment C includes a templated JHA that can be used to facilitate this purpose.

7 Accident/Exposure Investigations and Corrective Actions

Accident investigations identify causative or contributing factors of occupational injuries and illnesses and help determine if any action is necessary in preventing recurrence. They are not intended to fix blame upon an individual or group of individuals. An accident is defined as an unexpected and undesirable event that results in injury or property damage. Accidents that do not result in injury or property damage are often referred to as “incidents” or “near misses.” All accidents involving injury or property damage are to be investigated. Furthermore, “near misses” that could have produced significant injury or damage should also be investigated.

7.1 Accident Response

When an accident occurs, the employee or co-worker notifies their First-line Supervisor as soon as possible about the event. Conditions that may require use of outside emergency assistance include fire or medical emergencies.

When an employee is injured on the job, the following immediate responses are to occur:

- For Serious Work Injuries, dial 911 for an ambulance or take the employee to the nearest Emergency Room.
- Employees are instructed to inform their First-line Supervisor immediately.
- For non-serious work-related injuries, employees are to work with their First-line Supervisor to obtain appropriate medical care.
- Employees are instructed to follow the doctor’s instructions and keep their First-line Supervisor informed.
- First-line Supervisors are responsible for ensuring that employees receive appropriate medical care.
- First-line Supervisors are to complete an Accident Investigation form as soon as possible following the accident/incident.

- Report all serious Injuries within 8 hours to Cal/OSHA's 24-hour serious injury/death reporting line at 510.794.2521. A serious injury is defined by a specific or cumulative, occurring in the place of employment or in connection with any employment, that results in any of the following:
 - Inpatient hospitalization for purposes other than medical observation.
 - The loss of any member of the body.
 - Any serious degree of permanent disfigurement.
 - Impairment sufficient to cause a part of the body or the function of an organ to become permanently and significantly reduced in efficiency on or off the job, including, but not limited to, depending on the severity, second-degree or worse burns, crushing injuries including internal injuries even though skin surface may be intact, respiratory illnesses, or broken bones.
 - Serious physical harm may be caused by a single, repetitive practice, means, method, operation, or process.

7.2 Investigation Procedures

The safety hazard reporting/accident investigation reporting process can involve the assistance of multiple individuals and levels of management. This process requires the investigation and elimination of the problem at the lowest possible level. The Hazard Report is used to document any follow-up action taken. The injured employee's Supervisor shall investigate all injuries/illnesses. The Supervisor's First Report of Industrial Injury/Illness form has an investigative section for Supervisors to complete. The First Report of Industrial Injury/Illness form is distributed to the DPD Safety Coordinator for review and follow-up.

First-line Supervisors are to notify the DPD Safety Coordinator when a serious accident occurs, or more than two injuries/illnesses occur by the same or similar mechanism. In the event of a serious injury, OSEC shall be contacted as soon as possible to assist with the California Division of Occupational Safety and Health (Cal/OSHA) reporting within eight hours of the incident.

7.3 Corrective Action Process

Corrective Actions will be implemented when a hazard is identified or following an accident or incident to prevent recurrences. Corrective actions will be determined by supervisors and/or the Safety Committee with the assistance of OSEC if needed. Corrective actions should address all aspects of each identified problem. This may entail one or several corrective actions to resolve the finding. The corrective actions may include remedial actions (to remedy the finding) and preventive actions (to prevent the same and similar findings from recurring). The following should be considered when implementing corrective actions:

- The hazardous situation or accident must be clearly defined, and the corrective action should be implemented as soon as feasible.
- The Safety Committee will review the corrective action to follow up and ensure that all necessary components or processes have been implemented.

Types of corrective actions include:

- Training.
- Changes in current procedures or practices.
- Additional equipment or change in equipment.
- Modification to existing equipment.
- Improvements to maintenance schedules.
- Disciplinary actions.
- If a temporary correction is the only possible action, ensure that follow up is completed and a more permanent solution is implemented as soon as feasible.

8 Training and Instruction

All safety training shall be documented by DPD, listing date of training, topic of training, and employees receiving training. Documentation is to be retained by DPD for a period of at least three years from the date of training. Copies of the documentation shall also be submitted to the Safety Coordinator or their designee.

The County safety policy, safety goals, and safety guidebook are provided to new employees at New Employee Orientation training. Employee training and instruction will be provided by First-line Supervisors, DPD Safety Coordinator or their designee, and will include:

- Necessary means of minimizing potential hazards, including safe work practices.
- Instruction on personal protective equipment or procedures which should be used.
- The specific elements of this IIPP.
- Review of the IIPP and safety and health policies for employees:
- Reporting of Workplace Hazards and Accidents, Injuries, and Incidents.
- Hazard Identification.
- Hazard Correction.
- Employee Communication.
- Safety Committee members maintain an environmental, health, and safety training matrix that summarizes applicable training for DPD.
- Safety Coordinators receive training through regular Safety Coordinator Forums on Cal/OSHA refreshers, train-the-trainer subjects, and other pertinent safety topics.

The Annual Safety Seminar provides an opportunity for more safety training and is open to all County employees (contingent upon supervisor approval).

As job duties or work assignments change, or as new processes, machinery, chemicals, or previously unrecognized hazards are observed, additional training may be required and will be conducted as

needed. Because job duties or work assignments change, and new processes, machinery, chemicals, or previously unrecognized hazards are routinely identified, the training program will be reviewed periodically and revised, as necessary, by the DPD Safety Committee.

9 Recordkeeping

9.1 Inspection Records

Ongoing work area inspection records and corrective action documentation are kept for a period of at least three years by the DPD Safety Coordinator that conducted the inspection.

9.2 Training Records

Copies of training records are kept for a period of at least three years by the Safety Coordinator or their designee following successful completion of the class.

9.3 Medical Records

Medical surveillance records are kept for a period of thirty years following termination of employment for any means by the Department in which the employee worked. Additionally, the following guidelines for handling employee medical records will be utilized:

- Separate confidential and non-confidential information records on employee health will be maintained.
- Access to confidential health information will be controlled.
- Subpoenas will be complied with while protecting privileged information on litigated files.
- All applicable rules, laws, and regulations, including HIPPA, will be followed at all times, even after employee separation from the county.

9.4 Accident Investigation & Employee Complaints

Accident investigation and employee complaint records will be kept on file by the DPD Safety Coordinator or their designee for at least three years.

9.5 Industrial Hygiene Records

Industrial hygiene records will be kept on file by the DPD Safety Coordinator or their designee for at least 30 years.

Attachment A: DPD Safety Practices and Evacuation Maps

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SAFETY PRACTICES

WORK SAFELY – Safety is everyone's business. Accidents can be prevented. Report all unsafe conditions immediately.

WHEN LIFTING – Bend your knees, get a firm grip on the object, hold it close to your body, space your feet for good balance; now lift, using your strong leg muscles, not your weaker back muscles. Get help with heavy or bulky loads.

MATERIAL HANDLING – Do not throw objects. Always carry or pass them. Get help with heavy or awkward objects.

PREVENT FALLS – Keep aisles and work areas clean and clear. Report slippery or faulty floor surfaces.

ELECTRICAL HAZARDS – Keep extension cords in good condition. Do not make unauthorized connections (daisy chain power strips) or repairs. Do not overload outlets.

PREVENT INFECTION – All punctures, scrapes, cuts and scratches are susceptible to bacterial infection. Always report the injury to your supervisor or ERT member to get immediate first aid and sanitize the wound.

IF INJURED – Report all injuries to your supervisor immediately, no matter how slight, prior to leaving the workplace.

WORK AREA – Always close file drawers to avoid bodily injury to a passerby. Use all work furniture appropriately. Report the need for repairs immediately and remove the furniture from work area if needed. If you are feeling any physical discomfort while working, notify your supervisor.

HEATING FOOD IN MICROWAVES AND TOASTERS – All food must be monitored at all times when using the cooking appliances in the break room and other areas in the office.

DRUGS AND ALCOHOL – Use of drugs and/or alcohol prior to or during the course of working hours is prohibited.

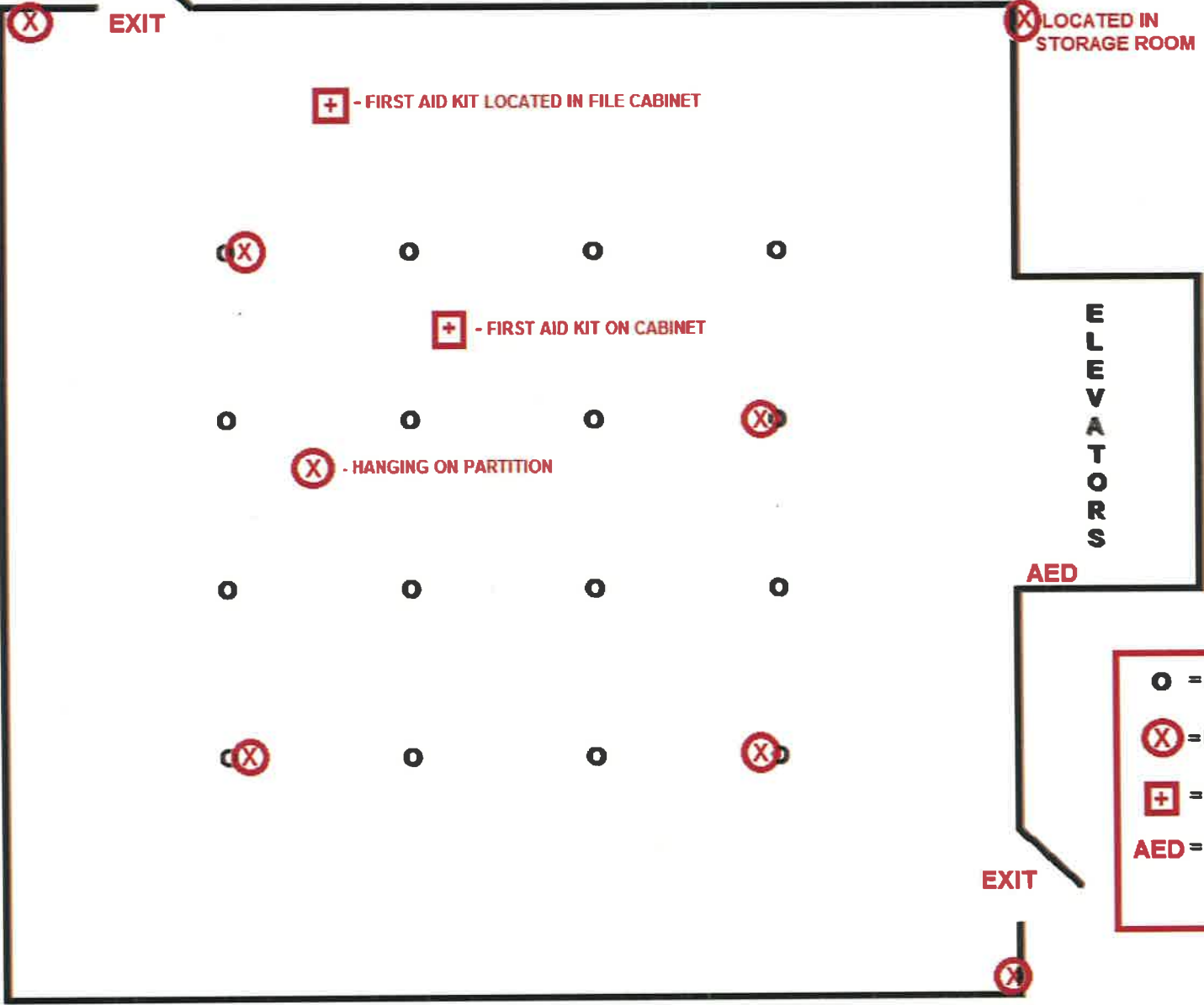
By my signature, I acknowledge that I have received the above safety practices. I have also done the safety tour.

Name: _____

Signature: _____

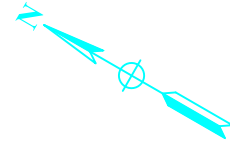
Date: _____

7th FLOOR EMERGENCY PLAN

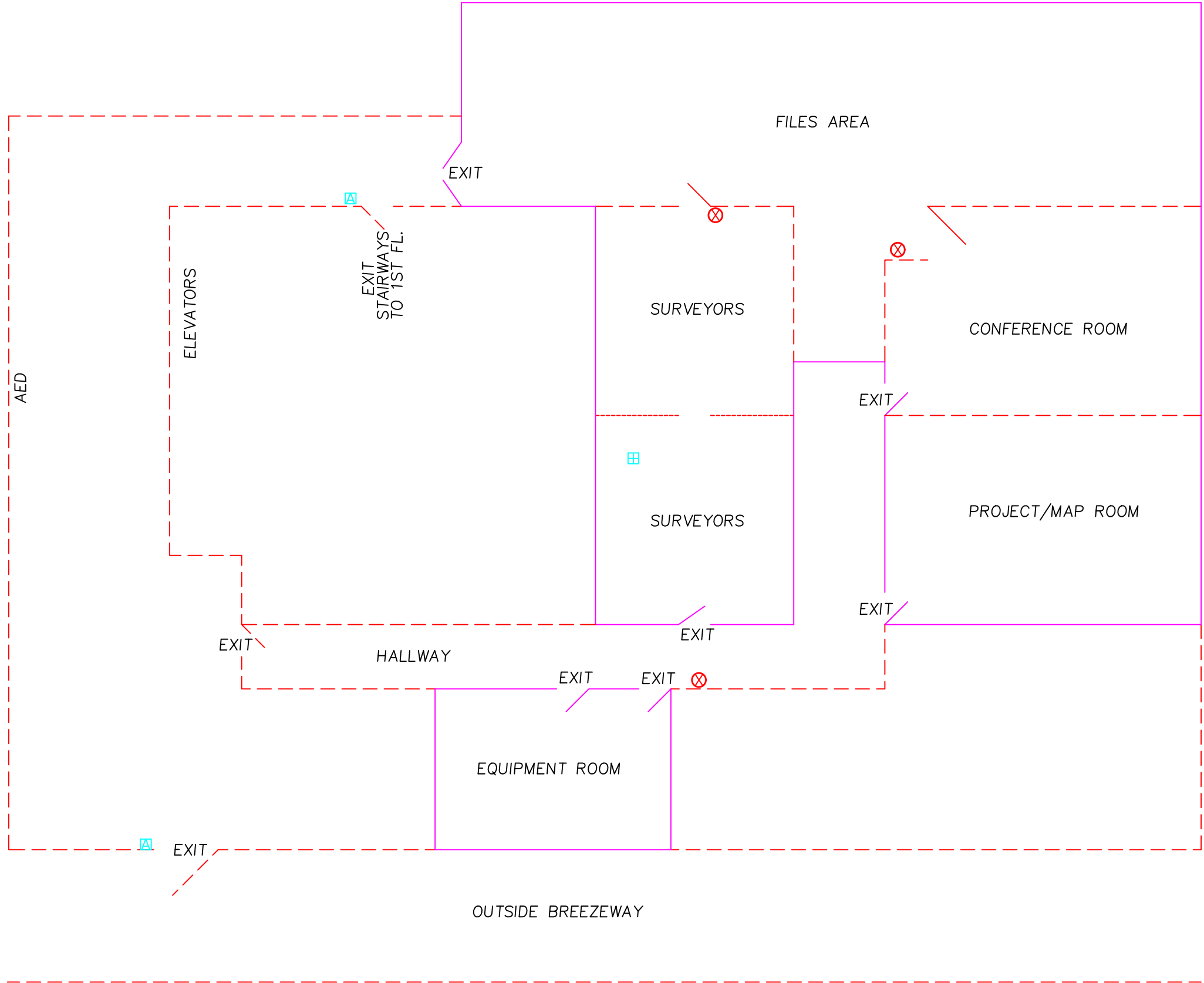


- = STRUCTURAL COLUMN
- ⊗ = FIRE EXTINGUISHER
- ⊕ = FIRST AID KIT
- AED = AUTOMATED EXTERNAL DEFIBRILLATOR

SURVEYOR'S OFFICE WEST WING LOWER LEVEL



HEDDING STREET



- ⊗ FIRE EXTINGUISHER
- ⊕ FIRST AID IN CABINET
- ⊠ ALARM
- AED AUTOMATED EXTERNAL DEFIBRILLATOR

Attachment B: DPD Safety Inspection Forms

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Monthly Inspection Schedule - 70 W. Hedding St. 2nd Floor, EW				
Ashley, Bart, Mu-Hua, Martina, Jimmy, Hugo, Violeta and Paula				
	Cubicles	AED	Fire Extinguishers	ERT Bags
Jun-18	ALL			ALL
Jul-18	ALL	ALL	ALL	ALL
Aug-18	ALL	Bart	Bart	ALL
Sep-18	ALL	Jimmy	Jimmy	ALL
Oct-18	ALL	Mu-Hua	Mu-Hua	ALL
Nov-18	ALL	Hugo	Hugo	ALL
Dec-18	ALL	Violeta	Violeta	ALL
Jan-19	ALL	Paula	Paula	ALL
Feb-19	ALL	Ashley	Ashley	ALL
Mar-19	ALL	Martina	Martina	ALL
Apr-19	ALL	Bart	Bart	ALL
May-19	ALL	Jimmy	Jimmy	ALL
Jun-19	ALL	Mu-Hua	Mu-Hua	ALL

Monthly Inspection Schedule - 70 W. Hedding St. 6th Floor, EW*				
Tiare, Katelyn and Angelica				
	Cubicles	AED*	Fire Extinguishers*	ERT Bags
Jun-18	ALL	Tiare/Katelyn/Angelica	Tiare/Katelyn/Angelica	ALL
Jul-18	ALL	Tiare/Katelyn/Angelica	Tiare/Katelyn/Angelica	ALL
Aug-18	ALL	Tiare/Katelyn/Angelica	Tiare/Katelyn/Angelica	ALL
Sep-18	ALL	Tiare/Katelyn/Angelica	Tiare/Katelyn/Angelica	ALL
Oct-18	ALL	Tiare/Katelyn/Angelica	Tiare/Katelyn/Angelica	ALL
Nov-18	ALL	Tiare/Katelyn/Angelica	Tiare/Katelyn/Angelica	ALL
Dec-18	ALL	Tiare/Katelyn/Angelica	Tiare/Katelyn/Angelica	ALL
Jan-19	ALL	Tiare/Katelyn/Angelica	Tiare/Katelyn/Angelica	ALL
Feb-19	ALL	Tiare/Katelyn/Angelica	Tiare/Katelyn/Angelica	ALL
Mar-19	ALL	Tiare/Katelyn/Angelica	Tiare/Katelyn/Angelica	ALL
Apr-19	ALL	Tiare/Katelyn/Angelica	Tiare/Katelyn/Angelica	ALL
May-19	ALL	Tiare/Katelyn/Angelica	Tiare/Katelyn/Angelica	ALL
Jun-19	ALL	Tiare/Katelyn/Angelica	Tiare/Katelyn/Angelica	ALL

Monthly Inspection Schedule - 1555 Berger Drive, Building 2, 2nd Floor*				
Paul				
	Cubicles	AED*	Fire Extinguishers*	ERT Bags
Jun-18	ALL	Alex/Paul	Alex/Paul	ALL
Jul-18	ALL	Alex/Paul	Alex/Paul	ALL
Aug-18	ALL	Paul	Paul	ALL
Sep-18	ALL	Paul	Paul	ALL
Oct-18	ALL	Paul	Paul	ALL
Nov-18	ALL	Paul	Paul	ALL
Dec-18	ALL	Paul	Paul	ALL
Jan-19	ALL	Paul	Paul	ALL
Feb-19	ALL	Paul	Paul	ALL
Mar-19	ALL	Paul	Paul	ALL
Apr-19	ALL	Paul	Paul	ALL
May-19	ALL	Paul	Paul	ALL
Jun-19	ALL	Paul	Paul	ALL

C

* AED and Fire Extinguisher Inspections for Hedding 6th Floor and Berger 2nd Floor are optional and should be an exercise of awareness. Please locate the closest AED and Fire Extinguishers in your areas. If available, please assist with Hedding 2nd Floor inspections.

Safety Inspection Checklist:

Checklist Items	Yes	No	N/A	Location	Comments
Floors					
Floors are free of liquids					
No tripping hazards on floor					
No slippery areas					
Effect from moving equipment example: fans, trees					

Stairs					
Free from objects (not blocked)			X		Exterior of building
Free from clutter			X		
Adequate lighting			X		
Railing available			X		

Aisles/Passageways					
Adequate Width					
Accessibility (blocked)					
Free of clutter					
Is there equipment "right of way"					

Exits					
Signage present					
Accessibility (blocked)					
Mechanical Hardware					
Door kept closed					

Personal Protective Equipment					
Provided					
Maintained					
Workers trained in proper use					
Workers use PPE					

Material Handling Equipment					
Operators trained					
Regular inspections of equipment					
Routine maintenance scheduled					

Electrical					
Switches and outlets have covers			X		FAF Handles
Access to electrical panels unobstructed					
Breaker clearly marked			X		FAF Handles
Electrical cords in good condition					

Emergency Preparedness					
Emergency plan in place					
Stocked first aid kits available					
Regularly inspected fire extinguishers					
Employees trained					

**Safety Inspection
Checklist:**

Checklist Items	Yes	No	N/A	Location	Comments
Hazardous Materials					
Properly stored			X		No Haz Mat on Floor
Secondary containment			X		
Properly labeled			X		
Hazardous Waste removed			X		
from site within 180 days			X		
Employees trained			X		

**Additional
Information :**

Inspection Completed by: _____

Inspection Date: _____

The procedure for inspecting fire extinguishers are mandated by the California Code of Regulations Title 8 General Safety Orders, Section 6151 and Title 19 Public Safety orders, chapter 3, Fire Extinguishers.

Fire extinguisher inspections are required to be done at least once a month.

FIRE EXTINGUISHER INSPECTION FOR THE MONTH OF: _____

ERT/SAFETY MEMBER: _____

FIRE EXTINGUISHER NO.: _____

FIRE EXTINGUISHER LOCATION: _____

- Located in designated place.
- No obstruction to access or visibility.
- Operating instructions on name plate are facing outward.
- Operating instructions on name plate are legible.
- Seals and tamper indicators not broken or missing.
- Examined for obvious physical damage, leakage, or clogged nozzle.
- Pressure gauge reading or indicator in the operable range or position.
- Service tag is current and attached to fire extinguisher.
- Department Inspector has dated (month, day and year) and initialed back of service tag.

I have personally completed the inspection as indicated above:

Signature

Date of Inspection:

PLEASE NOTE: ANY DEFICIENCIES NOTED ABOVE SHOULD BE REPORTED TO ADMINISTRATION IMMEDIATELY SO A SERVICE CALL CAN BE PLACED WITH FAF

AED Monthly Inspection Report

Location of AED (Address and Floor #): _____

Date of Inspection: _____

Inspection Task	Yes	No	Action Taken (*)
The AED and cabinet show no signs of any physical damage?			
Is the AED location accessible with no debris or other stored items blocking access?			
Is the AED battery fully charged? A charged battery is signified by a green check mark in the lower left corner of the AED unit.			
Is the Cabinet Alarm set to the "On" position? The arrow on the upper left cabinet key hole should point to the right to "On".			

(*) – Action must be taken & documented whenever a "No" response is recorded.

Inspection completed by: _____

Emergency Response Team (ERT) Status

Have any ERT Members moved retired, changed locations, etc.? Please list name(s) and status.

NAME	STATUS
------	--------

- 1
- 2
- 3
- 4
- 5

Completed form to be emailed to hank.ford@esa.sccgov.org, or faxed to 408-441-4341, or Ponied to ESA Insurance 2310 N. 1st St., Suite 203 Attn; Hank Ford

Safety Orientation Checklist

As required under the California Injury and Illness Prevention Program Regulation and County Policy, every supervisor must instruct each employee in the safety requirements of the job. This checklist is provided for that purpose. Instructions should be completed within one week after the employee is hired. Check each of the items on this form at the time instruction is given. When completed, sign, obtain employee's signature and give original to the employee. A copy is placed in employee's departmental personnel file.

Employee Name _____

Job Class Title _____

Hire Date _____

Agency _____

Department _____

- Discuss general safety rules
- Explanation of job hazards and safe work practices
- Discussion of equipment safety devices
- Report safety/health hazards
- Reporting injuries
- Emergency procedures/Alarm sound (including panic button)/Evacuation routes/All exits
- Employee's responsibility to notify ERT re: need of assistance
- First Aid Kit and ERT personnel (location)
- Ergonomics (Handouts given)
- Proper lifting techniques
- Emergency Telephone Numbers/Bomb Threat Checklist included in Yellow book
- Fire protection/Location of Fire Extinguishers
- Housekeeping (refrigerator cleaning schedule)
- Location and review of Injury/Illness Prevention Program (Admin Office)
- Location and review of Written Hazard Communication Program/List of hazardous
- Vehicle Orientation (If required to drive County vehicle)
- Copy of "Workplace Violence Prevention A Guide for Employees" (handout)
- Employee ID badge properly displayed at all times

I instructed the above new employee in the subjects checked and feel he/she can reasonably

Supervisor's Signature: _____

Date: _____

Employee's Signature: _____

Date: _____

Attachment C: DPD Job Hazard Analysis Form

DRAFT

Job Hazard Analysis

Project Name:

Project Start Date:

Work Location:

Description of work to be completed, including identification of equipment to be worked on and any activity limitations, as applicable:

Step No.	Job Step	Potential Hazard or Risk	Actions to Eliminate Hazards or Reduce Risks
1			
2			
3			
4			