

**Suggested policy format and content. RTPA specific policies should be developed in consultation with RTPA Legal Counsel, Board of Directors and appropriate regulatory agencies.**

## **Injury and Illness Prevention**

The purpose of this program is to prevent workplace injuries and illnesses at RTPA. Although The RTPA facilities create a relatively low-risk environment, RTPA is required by Title 8 of the California Code of Regulations, Section 3203, to institute this program.

### **Responsibility**

The Injury and Illness Prevention (IIP) program administrator is the RTPA Director of Finance and Administrative Services. The Director of Finance and Administrative Services has the authority and the responsibility for implementing and maintaining this IIP Program for RTPA. Supervisors are responsible for compliance with the IIP Program in their functional areas. Persons with questions about the IIP Program should be referred to the Director of Finance and Administrative Services. A copy of this IIP Program is available from Director of Finance and Administrative Services.

### **Compliance**

All persons working at RTPA, including management staff, employees, interns, and temporaries, are responsible for complying with safe and healthful work practices. The RTPA system of ensuring that all employees comply with these practices includes the following practices:

- Informing employees of the provisions of our IIP Program.
- Evaluating the safety performance of employees, when appropriate.
- Providing training to employees regarding safe work practices.
- Disciplining employees for failure to comply with safe and healthful work practices.

### **Communication**

Supervisors are responsible for communicating with employees about occupational safety and health. RTPA encourages employees to inform their supervisors about workplace hazards without fear of reprisal.

The RTPA communication system includes the following items:

- New employee orientation, including information regarding safety and health policies and procedures.
- Review of the IIP Program by the Director of Finance and Administrative Services as often as necessary, but no less than once per year.
- Training programs as deemed necessary by the RTPA management staff.
- Posted or distributed safety information as deemed necessary by the RTPA management staff.

## **PART I – ALL EMPLOYEES**

The provisions of Part I apply to all RTPA employees.

### **Hazard Assessment**

Periodic inspections to identify and evaluate workplace hazards shall be performed by the Director of Finance and Administrative Services, with the assistance of supervisors, on an ongoing, as-needed basis. Periodic inspections will be performed according to the following schedule:

- At the time the IIP Program is established initially, and thereafter on a regular basis;
- When new substances, processes, procedures, or equipment which present potential new hazards are introduced into the workplace;
- When new, previously unidentified hazards are recognized;
- When occupational injuries and illnesses occur; and
- Whenever workplace conditions warrant an inspection.

### **Accident Investigations**

In the event of an accident that results in, or could have resulted in, an injury to an employee, the Director of Finance and Administrative Services will carry out an investigation. The procedures for investigating workplace accidents at RTPA include:

- Obtaining a written report of the accident from the affected employee(s), supervisor, or Director;
- Interviewing injured employees and witnesses;
- Examining the workplace for factors associated with the accident;
- Determining the cause of the accident;
- Taking corrective action to prevent the accident from recurring; and
- Recording the findings and actions taken.

### **Hazard Correction**

Unsafe or unhealthy work conditions, practices, or procedures shall be corrected in a timely manner, based upon the severity of the hazards. Hazards shall be corrected when observed or discovered.

### **Training and Instruction**

All employees, including management staff, shall have training on general and job-specific safety and health practices as necessary. This IIP Program and the RTPA Ergonomics Policy are intended to provide RTPA employees with training and instruction on the reduction and elimination of workplace injuries and illnesses.

## **General Workplace Safety and Health Practices**

RTPA employees must take steps to prevent injuries and illnesses in the workplace. These steps include, but are not limited to:

- Complying with this IIP Program.
- Following established emergency and fire procedures.
- Immediately reporting hazards and accidents and seeking medical care if necessary.
- Preventing MSDs by following the Ergonomics Policy.
- Ensuring that work areas are kept sufficiently neat and orderly so as not to pose a risk to employees or others. For example, office clutter can lead to injuries from tripping over or slipping on material left on office floors.
- Keeping stairways, hallways, doorways, and aisles clear.
- Promptly reporting and/or cleaning up spills in the break room areas, bathrooms, or elsewhere.
- Abstaining from horseplay, running in hallways, or other acts that tend to adversely affect safety.
- Properly storing items. For example, employees are prohibited from stacking goods in an unstable manner or storing goods against doors, exits, fire extinguishing equipment, and electrical panels.
- Reporting anyone known to be under the influence of drugs or alcohol while on the job.
- Always using proper lifting techniques. Unless it is part of your job description, never push or lift heavy objects. Contact your supervisor if you need to move a heavy object.
- Exercising caution when carrying material. Watch for and avoid obstructions and loose material.
- Reporting exposed wiring and cords and ensuring that electrical equipment is plugged into appropriate wall receptacles.
- Taping down or otherwise securing cords running into walking areas.
- Using defensive driving techniques, wearing a seatbelt, and exercising other safety precautions when operating a vehicle.
- Properly storing cleaning supplies and other toxic materials.
- Having all pieces of furniture adjusted, positioned, and arranged to minimize strain on all parts of the body.
- Never opening more than one upper drawer in a file cabinet at a time or leaving lower desk or cabinet drawers open that present a tripping hazard.
- Exercising care when opening and closing doors and drawers to avoid pinching fingers.
- Keeping space heaters clear of combustible materials and placing them on a stable surface to prevent tipping.
- Never using equipment such as scissors and staplers for anything other than their intended purpose. Misusing these objects as hammers, pry bar, screwdrivers, etc., poses a risk of injury.

## **Time of Training**

Training and instruction will be provided:

When the IIP Program is first established and as needed, as determined by the Director of Finance and Administrative Services;

- To all new employees;
- To all employees given new job assignments for which necessary training was not provided previously;

- Whenever new substances, processes, procedures, or equipment are introduced to the workplace and represent a new hazard;
- Whenever RTPA is made aware of a new or previously unrecognized hazard;
- To supervisors to familiarize them with the safety and health hazards to which employees under their immediate direction and control may be exposed; and
- To an individual employee if the employee is subject to special hazards specific to the employee's job assignment.

## **Recordkeeping**

RTPA is a local governmental entity and, therefore, is not required to keep written records of the steps taken to implement and maintain its IIP Program. RTPA will, however, maintain investigation and inspection records until an identified hazard is corrected.