

BOYS & GIRLS CLUB OF LAGUNA BEACH

PLAN, PREPARE AND REACT

Cal-OSHA Injury and Illness Prevention Program

2024-2025

CANYON, BLUEBIRD, OXFORD PREP SOC & SBV, THE CLUB AT LA PAZ, THE CLUB AT
LOS ALISOS, EL TORO BRANCH AT MOUNTAIN VIEW

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Purpose

Boys & Girls Club of Laguna Beach is committed to providing a safe and healthy workplace for all employees, club members, volunteers, visitors, and contractors. The purpose of this program is to outline the organization policies and procedures to ensure that every employee goes home safe and healthy every day. It is the intent of this organization to comply with all laws and regulations regarding safety and health. Our safety and health program will include:

1. Providing mechanical and physical safeguards to the maximum extent possible.
2. Conducting safety and health inspections to find, eliminate or control safety and health hazards as well as unsafe working conditions and practices, and to comply fully with the safety and health standards for every job.
3. Training all employees in good safety and health practices.
4. Providing necessary personal protective equipment, and instructions for use and care.
5. Developing and enforcing safety and health rules and requiring that employees cooperate with these rules as a condition of employment.
6. Investigating, promptly and thoroughly, every accident to find out what caused it and correct the problem, so it will not happen again.
7. Setting up a system of recognition and awards for outstanding safety service or performance.

The responsibilities for this program are shared as follows:

1. The employer accepts the responsibilities for leadership of the safety and health program, for its effectiveness and improvement, and for providing the safeguards required to ensure safe conditions.
2. Supervisors are responsible for developing proper attitude toward safety and health in themselves and in those they supervise, and for ensuring that all operations are performed with the utmost regard for the safety and health of all personnel involved, including themselves.
3. Employees are responsible for wholehearted, genuine operation of all aspects of the safety and health program-including compliance with all rules and regulations and for continuously practicing safety while performing their duties.

Program Responsibilities

Management

Management has the following responsibilities:

1. To provide a workplace that is free of serious physical and health hazards.
2. To establish and maintain an organization injury and illness prevention program.
3. To inform all employees of the provisions of this program.
4. To provide all necessary safety training to employees.
5. To evaluate the safety performance of all workers.
6. To recognize employees who perform safe and healthy work practices.
7. To provide training and guidance to employees whose safety performance is deficient.
8. To discipline workers for failure to comply with safe and healthy work practices.
9. To provide all required personal protective equipment to employees at no cost to them.
10. To provide written procedures and policies to employees that allow them to work safely.
11. To ensure the organization is operating in accordance with this policy by performing periodic reviews and audits.
12. To review this safety policy for effectiveness periodically and when deficiencies are discovered.

Injury and Illness Prevention Plan Administrator

The organization injury and illness prevention plan administrator is the Risk Management Director. The administrator has the full authority of management to implement the policies listed in this program. The injury and illness prevention plan administrator have the following responsibilities:

1. To ensure that this program is in compliance with Cal-OSHA and meets the safety requirements of the organization.
2. To facilitate communication between employees and management on safety issues.
3. To ensure that the organization Injury & Illness Protection Program is compliant with OSHA and Cal-OSHA regulations.
4. To administer the organization hazard identification program.
5. To perform routine safety checks of work operations.
6. To provide or coordinate training on the required organization safety topics.
7. To administer the organization injury and illness recordkeeping program.
8. To monitor employees to verify they are using safe work practices.
9. To investigate and document safety violations.

Supervisors

It is the responsibility of supervisors to:

1. To make sure that all employees work in accordance with the requirements of this program.
2. To ensure that all employees receive the required safety training before starting work.
3. To make sure that the employees utilize the required personal protective equipment.
4. To have regular safety meetings where safe work practices are reviewed, and concerns are discussed.
5. To assist the plan administrator in investigating safety incidents.
6. To coordinate with management on safety issues.

Employees

Employees have the following responsibilities.

1. To complete required safety training before starting work.
2. To work in accordance with the requirements of this program.
3. To use all required personal protective equipment.
4. To stop work immediately if any safety deficiencies are identified.
5. To immediately report any safety issues to a supervisor.

Compliance

Management is responsible for ensuring that all safety and health policies and procedures are clearly communicated and understood by all employees. Management and supervisors will enforce the rules fairly and uniformly. All employees are responsible for using safe work practices, for following directives, policies and procedures, and to maintain a safe and healthy working environment.

Informing Workers

All workers will review the organization injury and illness prevention plan at the following times:

1. During new employee orientation.
2. Whenever there is a change in the plan.
3. Whenever the organization determines that workers are not working in compliance with the program.
4. At least annually.

The plan administrator will make sure that the plan is reviewed at the required times, and maintain a record that includes the employees name, signature, and the date that they reviewed it.

Evaluating Safety Performance

The safety compliance of all workers will be evaluated as a part of the periodic performance reports. This will appear as a separate line item on their evaluation. Any employee who is determined to have substandard safety practices will be referred to the

plan administrator for retraining. The scores on their safety evaluation will be included as part of the determination for pay, bonuses (if applicable), and promotions.

Employee Recognition

The organization believes that a great safety culture can be achieved with positive reinforcement and employee recognition. When an employee demonstrates outstanding safety practices or makes significant contributions to improving organization safety and health, they will be recognized. This recognition will be in one or more of the following forms:

1. Azul Safe Employee of the Month, Quarter, or Year.
2. Higher scores on their performance evaluations.
3. Recognition in a organization-wide email.
4. Awards and prizes as approved annually.

Company Disciplinary Policy

Violations of the organization safety policies are a serious matter. The organization expects every employee to abide by this policy and use safe work practices. Employees who willfully violate this policy will be disciplined as follows:

1. First Violation – Verbal Warning. The supervisor will provide a verbal warning to employees.
2. Second Violation – Written Warning. The employee will receive a formal warning and have a record of it placed in the employee file.
3. Third Violation – Written Warning with a 1-3-5-day suspension without pay. Written record will be placed in the employee file
4. Fourth Violation – Termination of Employment. The worker will be immediately fired.

This is the general order of discipline. However, if the violations are serious enough, any step may be skipped. Mandatory time off from work may be included in the disciplinary action. Workers that willfully violate safety policies that put other employees, children or youth in harm will be terminated immediately.

Code of Safe Work Practices

Employees, volunteers, visitors and contractors will adhere to the organization code of safe work practices.

1. All persons shall follow these safe practice rules, render every possible aid to safe operations, and report all unsafe conditions or practices to the branch/department director or immediate supervisor.
2. Area/Branch/Site/Department Director/Coordinator shall insist on employees observing and obeying every rule, regulation, and order as is necessary to safely conduct the work and shall take such action as is necessary to obtain compliance.
3. All employees shall be given frequent accident prevention instructions. Instructions shall be given at least at every staff or department meeting each

- month. Safety information will be also issued at every opportunity I.E., virtual meetings, stand-up meetings, program meetings, special event planning, etc.
4. Anyone known to be under the influence of drugs or intoxicating substances that impair the employee's ability to safely perform the assigned duties shall not be allowed on the job while in that condition.
 5. Horseplay, scuffling, and other acts that tend to have an adverse influence on the safety or well-being of the employees shall be prohibited.
 6. Work shall be well planned and supervised to prevent injuries in the handling of materials, directing physical play, activities, field trips or special events and in working together with sports, specialized or rental equipment.
 7. No one shall knowingly be permitted or required to work while the employee's ability or alertness is so impaired by fatigue, illness, or other causes that it might unnecessarily expose the employee or others to injury.
 8. Employees shall not enter in areas that are deemed to be unsafe, I.E., contaminated spaces, or other places that receive little ventilation, unless it has been determined that is safe to enter.
 9. Employees shall be instructed to ensure that all guards and other protective devices are in proper places, adjusted, and shall report deficiencies promptly to the branch/site/department director or supervisor.
 10. Crowding or pushing when boarding or leaving any vehicle shall be prohibited. I.E., following current COVID-19 Physical Distancing guidelines.
 11. Workers shall not handle or tamper with any electrical equipment, machinery, or air or water lines in a manner not within the scope of their duties, unless they have received instructions from the Risk Management Director,
 12. All injuries shall be reported promptly to the area/branch/site//department director/ supervisor or Risk Management Director so that arrangements can be made for medical or first aid treatment.
 13. When lifting heavy objects, the large muscles of the leg instead of the smaller muscles of the back shall be used.
 14. Inappropriate footwear or shoes (dress code for your department and event) or badly worn soles shall not be worn.
 15. Materials, tools, or other objects shall not be thrown from buildings or structures until proper precautions are taken to protect others from falling objects.

Communication

Open, two-way communications between management and employees on health and safety issues is an essential part of maintaining a safe and healthy workplace. The organization will provide translated material and communications to employees who require it. We encourage employees to provide their feedback. Workers can

communicate their questions and concerns, free from fear of reprisal. The organization has established several methods to communicate with employees.

New Employee/Volunteer Orientation

Every new employee/volunteer will attend a new employee orientation. The orientation will include a review of the organization injury and illness prevention plan. The employee will be provided the opportunity to ask questions about the program. The employee must sign a form indicating they have reviewed the plan and understand the policies.

The new employee/volunteer orientation will also cover the basic safety policies and equipment that are required by the organization (I.E., Club location/site.). The employee/volunteer will receive more task specific safety training when they report to their program or functional areas. All required safety training must be completed before they are permitted to start work.

Workplace Safety and Health Training Programs

All employees will be trained on the procedures and equipment that is required to work safely. This training will cover all the hazards, and methods for dealing with them, that are present in their work area. This training will occur before the employee is first assigned to the job, whenever hazards change, or new equipment and processes are introduced, and refresher training as required by the organization training plan.

Safety Meetings

Safe work practices and the requirements of this program will be reinforced at regular safety meetings. These meetings will be scheduled by the Board Led Safety Committee Chair, with support from the Risk Management Director/COO/CEO/Area/Branch/Site Directors/Coordinators. At these meetings, the workers will be provided with the opportunity to ask questions and raise concerns. Any safety concerns identified will be addressed immediately and forwarded to the Executive Leadership Team and the safety committee.

Posted or Distributed Safety Information

The organization will post relevant safety rules and work practices in the applicable areas. They will be in flier and poster form and will be placed in areas where employees congregate. Management, supervisors, and the organization safety committee will work together to identify the information that will be posted and distributed.

Safety Suggestions

Employees may submit safety suggestions and concerns, anonymously if they wish or they may email their supervisor or Risk Management Director. These suggestions will be reviewed frequently by the organization leadership team or the safety committee.

Labor and Management Safety and Health Committee

The Board Led Safety Committee will be established to facilitate communication and managing organization safety and health concerns. This committee will:

1. Meet regularly, but not less than quarterly.
2. Prepare written records of the safety and health issues discussed at committee meetings.
3. Make these records available to the affected employees.
4. Coordinate periodic safety inspections.
5. Coordinate periodic hazard analysis.
6. Review results of periodic safety inspections.
7. Review investigations of accidents and exposures and make suggestions to management for prevention of future incidents.
8. Review investigations of reported hazardous conditions.
9. Submit recommendations to assist in the evaluation of employee safety suggestions.

The safety committee meeting records must be kept for at least one year. The specific policies and procedures of the safety and health committee will be identified in the organization written safety committee program.

Emergency Medical Services

Boys & Girls Club of Laguna Beach Emergency Contact Information for Canyon & Bluebird:

1. Please call 911 for any emergency situation regarding safety, facility hazard or natural disaster.
2. Hoag Memorial Hospital: 949-497-0700
3. Local Ambulance Service: 949-494-4040
4. Sand Canyon Urgent Care: 949-417-0272

Emergency Contact Information for El Toro Park, La Paz, Los Alisos and Oxford Sites:

1. Please call 911 for any emergency situation.
2. Hoag Hospital Irvine: 949-764-4624
3. Local Ambulance Service: 949-494-4040
4. Sand Canyon Urgent Care: 949-417-0272

Emergency Services Plan

The organization will develop an emergency medical services plan. If work is occurring on a multi-employer site, this organization may use the site medical services plan, as long as it is adequate to protect employees.

This plan will include:

1. A list of first aid trained employees.
2. The required first aid kits for the work performed.
3. Actions to take in the event of an injury or illness.
4. List of contact information for emergency services.

This plan will be posted at the site and in the facility where employees can review it and will be communicated to them as part of routine training.

First Aid Trained Employees

Each location will have a sufficient number of first aid trained employees (25-50%) to provide care in the event of an incident. The organization will evaluate the work site to determine the appropriate number of first aid trained employees.

First Aid Kits

The organization will provide sufficiently stocked first aid kits to the workplace. The required contents of the kits will be determined by the Risk Management Director.

Hazard Assessment

The identification and assessment of hazards is a key component of the organization safety program. A complete analysis of the work processes, procedures, and equipment used at the facility must be performed to identify hazards to workers or equipment. These hazard assessments will be performed by designated and trained employees and will occur at scheduled intervals.

Hazard Management Priorities and Hazard Correction

Elimination of the Hazard

Eliminating the hazard is the first priority for dealing with identified hazards. Eliminating the hazard eliminates the risk to employees or equipment. The hazard can be eliminated by:

1. Redesigning equipment, tools or workstations.
2. Replacing equipment, tools or workstations.
3. Usage of guards and other protective covers.
4. Other methods identified by the organization that can eliminate the hazard.

Management of the Hazard

If the hazard cannot be eliminated by reasonable means, then the organization will establish managerial and process controls that will manage the risk. These processes may include:

1. Changing work processes.
2. Rotating personnel assignments.
3. Change work procedures.
4. Other methods identified by the organization.

Personal Protective Equipment

If the hazard cannot be eliminated through engineering or management controls, then the workers must be provided with personal protective equipment that provides them complete protection from the hazard. Employees will be provided the protective equipment at no cost and will be trained on their proper use and maintenance.

Uncontrolled Hazards

Hazards must be safely controlled through engineering controls, management controls, or the use of personal protective equipment. If these methods are not sufficient to protect employees from a hazard of a particular job task, then that task will not be allowed. All work involving that task will stop, until a means to safely manage the hazard is determined. I.E., Club Closure

Employees Designated to Perform Job Hazard Assessment

Competent Evaluator(s)	Work Area
Faye Branscomb, Impact & Integrity Director	
Hans Laroche, Area Director	
Jonathan Navarrete, Early Childhood & Family Services Dir.	
Stephen Tinen, Area Director	
Danny Panduro, Program Operations Director	
Lasslie Martinez, Wellness & Achievement Dir.	
Rocio Delatorre, Risk Management Director	

Hazard Assessment Procedure

Step 1 - Observe the Job

The work process must be observed under normal working conditions. The person performing the analysis may not be involved in the job tasks in any way. This person performing the analysis should be familiar with the process but must be a neutral observer. Employees who routinely perform the task observed may be conditioned to ignore safety hazards others may identify. The observer should document the work process with one or more of the following tools:

1. Notes.
2. Photos.
3. Sketches.
4. Videos.

Step 2 - Break the Job into Steps

Each job process must be broken into individual steps. Make sure that each unique operation has its own step. The description of the steps should be clear and concise, so that any worker can understand it.

Step 3 - Describe the Hazards

The hazards in each step of the work process should be identified and described. The assessor should consider what could go wrong during this process that may expose

workers to hazards. The assessor should be mindful of less commonly thought of hazards, such as repetitive motion and ergonomics.

Step 4 - Identify Control Measures

The assessor should list recommended control measures for dealing with the hazards identified in each step. The control measures must follow the hazard management priority as identified in this program. The control measures must eliminate the hazard or fully protect employees from that hazard. The control measures are recommendations. Management will have the final decision on control measures once the hazard analysis is submitted.

Step 5 - Review, Submit and Implement

Once the job hazard analysis is completed, it must be submitted to management. The JSAs will be reviewed and logged for future reference. Once reviewed, management will take the appropriate actions. The assessor should follow up on their recommendations to make sure the hazards they have identified were mitigated.

Frequency of Assessments

Hazards assessments will be performed annually and at the following times:

1. When the IIP Program is initially established.
2. When new substances, processes, procedures, or equipment which present potential new hazards are introduced into the workplace.
3. When new, previously unidentified hazards are recognized.
4. When occupational injuries and illnesses occur.
5. When we hire and/or reassign permanent or intermittent workers to processes, operations, or tasks for which a hazard evaluation has not been previously conducted.
6. Whenever workplace conditions warrant an inspection.
7. When determined necessary by employees, supervisors, or management.

Hazard Assessment Checklists

In addition to the normal job hazard assessment procedure, employees performing these analyses will complete the job hazard checklists that are included with this procedure, to ensure that safe work practices are being followed. These periodic inspections must be performed quarterly. These checklists will be completed, signed, and filed as part of the company safety documentation program.

Hazard Assessment Checklist Functional Areas

The following hazard assessment checklists have been assigned to the functional areas listed in the chart. An "X" has been added to the functional areas that have been assigned that particular hazard checklist.

	Area	Area	Area	Area	Area	Area	Area	Area
Hazard Checklist								
General Work Environment								
PPE & Clothing								
Walkways								
Floor & Wall Openings								
Stairs & Stairways								
Elevated Surfaces								
Exiting or Egress								
Exit Doors								
Portable Ladders								
Hand Tools & Equipment								
Portable (Power Operated) Tools & Equipment								
Playground Safety Check								
Park Use Preparation								
Physical Preparation to Participate								
Lockout Tagout Procedures								
Program Space								
Compressors & Compressed Air								
Compressed Air Receivers								
Compressed Gas & Cylinders								
Hoist & Auxiliary Equipment								
Industrial Trucks - Forklifts								
Spraying Operations								
Entering Confined Spaces								
Environmental Controls								
Flammable & Combustible Materials								
Fire Protection								
Hazardous Chemical Exposures								
Hazardous Substances Communication								
Electrical								
Noise								
Fueling								
Special Event Considerations								
Material Handling								
Transporting Employees & Materials								
Pre/Post Trip Checks for Vehicles								
Sanitizing Equipment & Clothing								
Tire Inflation								
Emergency Action Plan								
Infection Control- COVID-19								

Ergonomics								
Ventilation for Indoor Air Quality								
Crane Checklist I.E., Tree removal, gym roof, etc.								

Correcting Unsafe or Unhealthy Conditions

Every employee has the authority and responsibility to take action when work hazards are identified. The organization urges employees to err on the side caution. If there is any doubt, there is no doubt – stop work and notify a branch/department director/coordinator or supervisor.

Unsafe or unhealthy work conditions, practices and procedures shall be corrected in a timely manner based on the severity of the hazards. Hazards shall be corrected according to the following procedures:

1. When it is observed or discovered.
2. When an imminent hazard exists, which cannot be immediately abated without endangering employee(s) and/or property, the organization will remove all exposed workers from the area except those necessary to correct the existing condition. Workers necessary to correct the hazardous condition shall be provided with the necessary protection.

All actions taken, and their date will be documented on the appropriate forms. These forms will be stored with the organization hazard assessment and correction files.

Safety Time-Outs... 1,2,3 All Eyes on Me and Freeze!

A safety time out is a phrase that is used to call for an immediate stop (pause) of all work due to an identified unsafe condition. Every employee in the organization has the authority to call a safety time out.

Employees who spot an immediately hazardous unsafe condition can call a safety time out by:

1. Calling out “Safety Time Out!” so that everyone can hear or announcing it on the radio or other communication systems.
2. Directing employees away from the identified hazard.
3. Immediately notifying a supervisor of the hazard.

When employees hear a safety time out called, they will:

1. Immediately stop work.
2. Place whatever equipment, supplies or machinery they were using in a safe condition.
3. Take whatever action required to avoid the hazard.
4. Look to a supervisor for further instruction.

Accident and Exposure Investigations

The organization will investigate all accidents and near misses to prevent these incidents from occurring again. Once the cause of the accident is determined, the organization will take steps to ensure that it does not happen again.

Designating Accident Investigators

Organization COO, Risk Management Director or the safety committee will designate a person to lead the accident investigation who:

1. Has been trained to conduct accident investigations.
2. Has the requisite technical knowledge for the type of accident being investigated. (For example, electrical safety accidents should be investigated by someone who has a strong technical knowledge of electrical systems.)
3. Is a senior employee or a member of the Executive Leadership Team.
4. Has the ability to communicate details clearly and concisely.
5. Was not involved in any way with the accident that occurred.

Accident Investigation Procedure

1. Make sure the area is free of hazards before entering.
2. Make sure that employees involved in the accident are in a safe condition and have received any needed emergency services.
3. Define the scope of the investigation, when the incident began and ended.
4. Select appropriate investigators and assign specific tasks to each.
5. Perform a preliminary briefing to the investigating team. Each brief must include:
 - a. A description of the accident.
 - b. A description of normal operating procedures.
 - c. A description of the site layout.
 - d. A list of witness.
 - e. An account of events preceding the accident.
6. Collect physical evidence, take photos and prepare sketches.
7. Interview each victim and witness privately and separately.
8. Make the following determinations:
 - a. What was not normal before the accident?
 - b. Where the abnormality occurred.
 - c. When the abnormality was first noted.
 - d. How the abnormality occurred.
 - e. The qualifications of the people involved.
9. Make the following determinations:
 - a. Why the accident occurred.
 - b. The likely accident sequence of events.
 - c. Any alternative sequence of events.
10. Determine the most likely sequence of events and the probable causes of the incident.
11. Conduct a post-investigation briefing with management.

12. Prepare a report of the incident and submit it to management and the safety committee.

Training and Instruction

All workers, including managers and supervisors, shall have training and instruction on general and job-specific safety and health practices. Training and instruction will be provided as follows:

1. When the IPP program is first established.
2. To all new workers.
3. To workers given new job assignments for which training was not previously provided.
4. Whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard.
5. Whenever the company is made aware of a new or previously unrecognized hazard. I.E., COVID-19
6. To supervisors to familiarize them with the safety and health hazards to which workers under the immediate direction and control may be exposed.
7. To all workers with respect to hazards specific to each employee's job assignment.
8. Whenever an employee demonstrates deficiency in a certain area.
9. As required by organization safety and health programs.

List of Training Subjects

Our workers will be trained, as required, on the following subjects:

1. The requirements of the organization injury and illness prevention plan.
2. The organization emergency action plan.
3. The organization fire prevention plan.
4. The procedure for reporting unsafe conditions.
5. The use of appropriate clothing, including gloves, footwear, and personal protective equipment.
6. Information about chemical hazards to which employees could be exposed and other hazard communication program information.
7. The availability of portable/park toilets, hand-washing and drinking water facilities.
8. Provisions for medical services and first aid including emergency procedures.
9. The organization code of safe work practices.
10. Confined spaces.
11. Safe practices for operating any kitchen/cooking equipment.
12. Good housekeeping, fire prevention, and safe practices for operating any construction equipment.
13. Safe procedures for cleaning, repairing, servicing, and adjusting equipment and machinery.
14. Safe access to working areas.

15. Protection from slips, trips and falls.
16. Electrical hazards, I.E., closets.
17. Proper use of power tools. (special events, programs)
18. Lock-out/tag-out procedures.
19. Materials handling.
20. Chainsaw and other power tool operation.
21. Tree falling, bucking procedures and precautions, including procedures for recognizing and working with hazard trees, snags, lodged trees, and unsafe weather conditions.
22. Loading areas, including loading layout, moving vehicles and equipment, and loading and wrapping.
23. Fall protection from elevated locations I.E., Roof
24. Use of elevated platforms, including condors and scissor lifts.
25. Driver safety.
26. Ergonomic hazards, including proper lifting techniques and working on ladders or in a stooped posture for prolonged periods at a time.
27. Personal protective equipment.
28. Respiratory Equipment.
29. Hazardous chemical exposures. I.E., cleaning solutions
30. Hazard communication.
31. Physical hazards, such as heat/cold stress, noise, and ionizing and non-ionizing radiation.
32. Laboratory safety. I.E., STEM
33. Bloodborne pathogens and other biological hazards.

Recordkeeping

Accurate recordkeeping is an important part of the organization injury and illness prevention plan. This policy covers recordkeeping for hazard assessment inspections and training. The organization policies and procedures for injury and illness recordkeeping are maintained in a separate policy.

Records of Hazard Assessments and Inspections

A record of the hazard assessment inspections, including the persons conducting the inspection, the unsafe conditions and work practices identified, and the corrective action taken will be recorded on the hazard assessment and record form. Completed records will be kept for at least one year. This information will be made available to employees or designated representatives.

Records of Employee Safety Training

Documentation of safety and health training for each worker will include the:

1. Workers name.
2. Date of training.
3. Type(s) of training.
4. Training provider.

5. Other required information.

Records relating to working training provided by a construction industry occupational safety and health program approved by Cal-OSHA will also be kept. Training records will be kept for the duration of the workers employment.

Program Evaluation

Any changes to the company injury and illness prevention program shall be approved by management. The program will be reviewed annually and every time an event occurs that causes the organization to doubt the effectiveness of the program. All employees will be notified of and trained on changes in this program. A copy of this program will be made available to every employee.

Appendix

Hazard Assessment Checklist

General Work Environment			
Inspector:			Date:
Item	Yes	No	Notes
Are all worksites clean and orderly?			
Are work surfaces kept dry or appropriate means taken to assure the surfaces are slip-resistant?			
Are all spilled materials or liquids cleaned up immediately?			
Is metallic or conductive dust prevented from entering or accumulating on or around electrical enclosures or equipment?			
Are all toilets and washing facilities clean and sanitary?			
Are all work areas adequately illuminated?			

Personal Protective Equipment & Clothing			
Inspector:			Date:
Item	Yes	No	Notes
Are protective goggles or face shields provided and worn where there is any danger of flying particles or corrosive materials?			
Are always approved safety glasses required to be worn in areas where there is a risk of eye injuries such as punctures, abrasions, contusions or burns? (power tool use)			
Are protective gloves, aprons, shields, or other means provided against cuts, corrosive liquids and chemicals? (Art room chemicals?)			
Is appropriate foot protection required where there is the risk of foot injuries			
Are approved respirators provided for regular or emergency use where needed? (N95 masks emergency backpacks?)			
Is all protective equipment maintained in a sanitary condition and ready for use?			

Walkways			
Inspector:			Date:
Item	Yes	No	Notes
Are aisles and passageways kept clear?			
Are aisles and walkways marked as appropriate?			
Are wet surfaces covered with non-slip materials?			
Are holes in the floor, sidewalk or other walking surface repaired properly, covered or otherwise made safe?			
Are spilled materials cleaned up immediately?			
Are materials or equipment stored in such a way that sharp projectiles will not interfere with the walkway? Storage room			
Are changes of direction or elevations readily identifiable?			
Is adequate headroom provided for the entire length of any aisle or walkway?			
Are standard guardrails provided wherever aisle or walkway surfaces are elevated more than 30 inches above any adjacent floor or the ground?			

Floor & Wall Openings			
Inspector:			Date:
Item	Yes	No	Notes
Are toe boards installed around the edges of a permanent floor opening (where persons may pass below the opening)?			
Is the glass in windows, doors, glass walls that are subject to human impact, of sufficient thickness and type for the condition of use?			
Are grates or similar type covers over floor openings such as floor drains, of such design that foot traffic or rolling equipment will not be affected by the grate spacing?			

Stairs & Stairways			
Inspector:			Date:
Item	Yes	No	Notes
Are standard stair rails or handrails on all stairways having four or more risers?			
Are all stairways at least 22 inches wide?			
Do stairs have at least a 6'6" overhead clearance?			
Do stairs angle no more than 50 and no less than 30 degrees?			
Are step risers on stairs uniform from top to bottom, with no riser spacing greater than 7-1/2 inches?			
Are steps on stairs and stairways designed or provided with a surface that renders them slip resistant?			
Are stairway handrails located between 30 and 34 inches above the leading edge of stair treads?			
Do stairway handrails have a least 1-1/2 inches of clearance between the handrails and the wall or surface they are mounted on?			
Do stairway landings have a dimension measured in the direction of travel, at least equal to width of the stairway?			
Is the vertical distance between stairway landings limited to 12 feet or less?			

Exiting or Egress			
Inspector:			Date:
Item	Yes	No	Notes
Are all exits marked with an exit sign and illuminated by a reliable light source?			
Are the directions to exits, when not immediately apparent, marked with visible signs?			
Are doors, passageways or stairways, that are neither exits nor access to exits and which could be mistaken for exits, appropriately marked "NOT AN EXIT", "TO BASEMENT", "STOREROOM", and the like?			
Are exit signs provided with the word "EXIT" in lettering at least 5 inches high and the stroke of the lettering at least 1/2 inch wide?			
Are exit doors side-hinged?			
Are all exits kept free of obstructions?			
Are there sufficient exits to permit prompt escape in case of emergency?			
Are special precautions taken to protect employees during construction and repair operations?			
Is the number of exits from each floor of a building, and the number of exits from the building itself, appropriate for the building occupancy load?			
Where exiting will be through frameless glass doors, glass exit doors, storm doors, and such are the doors fully tempered and meet the safety requirements for human impact?			

Exit Doors			
Inspector:			Date:
Item	Yes	No	Notes
Are doors that are required to serve as exits designed and constructed so that the way of exit travel is obvious and direct?			
Are exit doors openable from the direction of exit travel without the use of a key or any special knowledge or effort, when the building is occupied?			
Where panic hardware is installed on a required exit door, will it allow the door to open by applying a force of 15 pounds or less in the direction of the exit traffic?			
Where exit doors open directly onto any street, alley or other area where vehicles may be operated, are adequate barriers and warnings provided to prevent employees stepping into the path of traffic?			

Portable Ladders			
Inspector:	Date:		
Item	Yes	No	Notes
Are all ladders maintained in good condition, joints between steps and side rails tight, all hardware and fittings securely attached, and moveable parts operating freely without binding or undue play?			
Are non-slip safety feet provided on each ladder?			
Are non-slip safety feet provided on each metal or rung ladder?			
Are ladder rungs and steps free of grease and oil?			
Is it prohibited to place a ladder in front of doors opening toward the ladder except when the door is blocked open, locked or guarded?			
Is it prohibited to place ladders on boxes, barrels, or other unstable bases to obtain additional height?			
Are employees instructed to face the ladder when ascending or descending?			
Are employees prohibited from using ladders that are broken, missing steps, rungs, or cleats, broken side rails or other faulty equipment?			
Are employees instructed not to use the top 2 steps of ordinary stepladders as a step?			
When portable rung ladders are used to gain access to elevated platforms, roofs, and the like does the ladder always extend at least 3 feet above the elevated surface?			
Is it required that when portable rung or cleat type ladders are used the base is so placed that slipping will not occur, or it is lashed or otherwise held in place?			
Are portable metal ladders legibly marked with signs reading "CAUTION" "Do Not Use Around Electrical Equipment" or equivalent wording?			
Are employees prohibited from using ladders as guys, braces, skids, gin poles, or for other than their intended purposes?			
Are employees instructed to only adjust extension ladders while standing at a base (not while standing on the ladder or from a position above the ladder)?			
Are metal ladders inspected for damage?			
Are the rungs of ladders uniformly spaced at 12 inches, center to center?			

Hand Tools & Equipment			
Inspector:		Date:	
Item	Yes	No	Notes
Are all tools and equipment (both, company and employee-owned) used by employees at their workplace in good condition?			
Are employees made aware of the hazards caused by faulty or improperly used hand tools?			
Are appropriate safety glasses, face shields, and similar equipment used while using hand tools or equipment that might produce flying materials or be subject to breakage?			
Are tool cutting edges kept sharp, so the tool will move smoothly without binding or skipping?			
Are tools stored in a dry, secure location where they won't be tampered with?			

Portable (Power Operated) Tools & Equipment			
Inspector:		Date:	
Item	Yes	No	Notes
Are grinders, saws, and similar equipment provided with appropriate safety guards?			
Are power tools used with the correct shield, guard or attachment recommended by the manufacturer?			
Are portable circular saws equipped with guards above and below the base shoe?			
Are circular saw guards checked to assure they are not wedged up, thus leaving the lower portion of the blade unguarded?			
Are rotating or moving parts of equipment guarded to prevent physical contact?			
Are all cord-connected, electrically operated tools and equipment effectively grounded or of the approved double insulated type?			
Are portable fans provided with full guards or screens having openings 1/2 inch or less?			
Are ground-fault circuit interrupters provided on all temporary electrical 15 and 20 ampere circuits, used during periods of construction?			

Environmental Controls			
Inspector:		Date:	
Item	Yes	No	Notes

Are all work areas properly illuminated?			
Are employees instructed in proper first aid and other emergency procedures?			
Are hazardous substances identified that may cause harm by inhalation, ingestion, skin absorption or contact?			
Are employees aware of the hazards involved with the various chemicals they may be exposed to in their work environment, such as ammonia, chlorine, epoxies, and caustics?			
Has there been a determination that noise levels in the facilities are within acceptable levels?			
Are steps being taken to use engineering controls to reduce excessive noise levels?			
Are proper precautions being taken when handling asbestos and other fibrous materials?			
Are caution labels and signs used to warn of asbestos?			
Is vacuuming with appropriate equipment used whenever possible rather than blowing or sweeping dust?			
Are all local exhaust ventilation systems designed and operating properly such as airflow and volume necessary for the application? Are the ducts free of obstructions or the belts slipping?			
Is personal protective equipment provided, used and maintained wherever required?			
Are there written standard operating procedures for the selection and use of respirators where needed?			
Are restrooms and washrooms kept clean and sanitary?			
Are all outlets for water not suitable for drinking clearly identified?			
Are employees' physical capacities assessed before being assigned to jobs requiring heavy work?			
Are employees instructed in the proper manner of lifting heavy objects?			
Where heat is a problem, have all fixed work areas been provided with spot cooling or air conditioning?			
Are employees screened before assignment to areas of high heat to determine if their health condition might make them more susceptible to having an adverse reaction?			

Flammable and Combustible Materials			
Inspector:		Date:	
Item	Yes	No	Notes
Are combustible scrap, debris and waste materials (i.e. oily rags) stored in covered metal receptacles and removed from the worksite promptly?			
Is proper storage practiced to minimize the risk of fire including spontaneous combustion?			
Are all solvent wastes and flammable liquids kept in fire-resistant covered containers until they are removed from the worksite?			
Are fire extinguishers selected and provided for the types of materials in areas where they are to be used?			
Class A: Ordinary combustible material fires.			
Class B: Flammable liquid, gas or grease fires.			
Class C: Energized-electrical equipment fires.			
If a Halon 1301 fire extinguisher is used, can employees evacuate within the specified time for that extinguisher?			
Are appropriate fire extinguishers mounted within 75 feet of outside areas containing flammable liquids, and within 10 feet of any inside storage area for such materials?			
Is the transfer/withdrawal of flammable or combustible liquids performed by trained personnel?			
Are fire extinguishers mounted so that employees do not have to travel more than 75 feet for a class "A" fire or 50 feet for a class "B" fire?			
Are employees trained in the use of fire extinguishers?			
Are extinguishers free from obstructions or blockage?			
Are all extinguishers serviced, maintained and tagged at intervals not to exceed one year?			
Are all extinguishers fully charged and in their designated places?			
Is a record maintained of required monthly checks of extinguishers?			
Where sprinkler systems are permanently installed, are the nozzle heads directed or arranged so that			

water will not be sprayed into operating electrical switchboards and equipment?			
Are "NO SMOKING" signs posted where appropriate in areas where flammable or combustible materials are used or stored?			
Are all spills of flammable or combustible liquids cleaned up promptly?			

Fire Protection			
Inspector:	Date:		
Item	Yes	No	Notes
Do you have a fire prevention plan?			
Does your plan describe the type of fire protection equipment and/or systems?			
Have you established practices and procedures to control potential fire hazards and ignition sources?			
Are employees aware of the fire hazards of the material and processes to which they are exposed?			
Is your local fire department well acquainted with your facilities, location and specific hazards?			
If you have a fire alarm system, is it tested at least annually?			
If you have a fire alarm system, is it certified as required?			
If you have interior standpipes and valves, are they inspected regularly?			
If you have outside private fire hydrants, are they flushed at least once a year and on a routine preventive maintenance schedule?			
Are fire doors in good operating condition?			
Are fire doors unobstructed and protected against obstructions, including their counterweights?			
Are fire doors in place?			
Are automatic sprinkler system water control valves, air and water pressures checked weekly/periodically as required?			
Is maintenance of automatic sprinkler system assigned to responsible persons or to a sprinkler contractor?			
Are sprinkler heads protected by metal guards, when exposed to physical damage?			
Is proper clearance maintained below sprinkler heads?			

Are portable fire extinguishers provided in adequate number and type?			
Are fire extinguishers mounted in readily accessible locations?			
Are fire extinguishers recharged regularly and noted on the inspection tag?			
Are employees periodically instructed in the use of extinguishers and fire protection procedures?			

Electrical			
Inspector:	Date:		
Item	Yes	No	Notes
Are your workplace electricians familiar with the Cal/OSHA Electrical Safety Orders?			
Do you specify compliance with Cal/OSHA for all contract electrical work?			
Are all employees required to report as soon as practical any obvious hazard to life or property observed in connection with electrical equipment or lines?			
When electrical equipment or lines are to be serviced, maintained or adjusted, are necessary switches opened, locked-out and tagged whenever possible?			
Are portable electrical tools and equipment grounded or of the double insulated type?			
Are electrical appliances such as vacuum cleaners, polishers, vending machines grounded?			
Do extension cords being used have a grounding conductor?			
Are multiple plug adapters prohibited?			
Is exposed wiring and cords with frayed or deteriorated insulation repaired or replaced promptly?			
Are flexible cords and cables free of splices or taps?			
Are clamps or other securing means provided on flexible cords or cables at plugs, receptacles, tools, and equipment and is the cord jacket securely held in place?			
Are all cord, cable, and raceway connections intact and secure?			
Is the use of metal ladders prohibited in area where the ladder or the person using the ladder			

could come in contact with energized parts of equipment, fixtures or circuit conductors?			
Are all disconnecting switches and circuit breakers labeled to indicate their use or equipment served?			
Do all interior wiring systems include provisions for grounding metal parts of electrical raceways, equipment, and enclosures?			
Are all electrical raceways and enclosures securely fastened in place?			
Are all energized parts of electrical circuits and equipment guarded against accidental contact by approved cabinets or enclosures?			
Is sufficient access and working space provided and maintained about all electrical equipment to permit ready and safe operations and maintenance?			
Are all unused openings (including conduit knockouts) in electrical enclosures and fittings closed with appropriate covers, plugs or plates?			
Are electrical enclosures such as switches, receptacles, junction boxes, etc., provided with tight-fitting covers or plates?			
Is low voltage protection provided in the control device of motors driving machines or equipment, which could cause probable injury from inadvertently starting?			

Fueling			
Inspector:		Date:	
Item	Yes	No	Notes
Is it prohibited to fuel an internal combustion engine with a flammable liquid while the engine is running?			
Are fueling operations done in such a manner that the likelihood of spillage will be minimal?			
When spillage occurs during fueling operations, is the spilled fuel cleaned up completely, evaporated, or other measures taken to control vapors before restarting the engine?			
Are fuel tank caps replaced and secured before starting the engine?			
In fueling operations is there always metal contact between the container and fuel tank?			
Are fueling hoses of a type designed to handle the specific type of fuel?			
Is it prohibited to handle or transfer gasoline in open containers?			
Are open lights, open flames, or sparking or arcing equipment prohibited near fueling or transfer of fuel operations?			
Is smoking prohibited in the vicinity of fueling operations?			
Where fueling or transfer of fuel is done through a gravity flow system, are the nozzles of the self-closing type?			

Identification of Piping Systems			
Inspector:		Date:	
Item	Yes	No	Notes
When nonportable water is piped through a facility, are outlets or taps posted to alert employees that it is unsafe and not to be used for drinking, washing or other personal use?			
When hazardous substances are transported through above ground piping, is each pipeline identified at points where confusion could introduce hazards to employees?			
When pipelines are identified by color painting, are all visible parts of the line so identified?			
When pipelines are identified by color painted bands or tapes, are the bands or tapes located at reasonable intervals and at each outlet, valve or connection?			
When pipelines are identified by color, is the color code posted at all locations where confusion could introduce hazards to employees?			
When the contents of pipelines are identified by name or name abbreviation, is the information readily visible on the pipe near each valve or outlet?			
When pipelines carrying hazardous substances are identified by tags, are the tags constructed of durable materials, the message carried clearly and permanently distinguishable and are tags installed at each valve or outlet?			
When pipelines are heated by electricity, steam or other external source, are suitable warning signs or tags placed at unions, valves, or other serviceable parts of the system?			

Material Handling			
Inspector:		Date:	
Item	Yes	No	Notes
Is there safe clearance for equipment through aisles and doorways?			
Are aisleways designated, permanently marked, and kept clear to allow unhindered passage?			
Are motorized vehicles and mechanized equipment inspected daily or prior to use?			
Are vehicles shut off and brakes set prior to loading or unloading?			
Are trucks and trailers secured from movement during loading and unloading operations?			
Are hand trucks maintained in safe operating condition?			
Are pallets usually inspected before being loaded or moved?			

Transporting Employees & Materials			
Inspector:		Date:	
Item	Yes	No	Notes
Do employees who operate vehicles on public thoroughfares have valid operator's licenses?			
When seven or more employees are regularly transported in a van, bus, or truck, is the operator's license appropriate for the class of vehicle being driven?			
Is each van, bus, or truck used regularly to transport employees equipped with an adequate number of seats?			
Are vehicles used to transport employees equipped with lamps, brakes, horns, mirrors, windshields and turn signals in good repair?			
Are transport vehicles provided with handrails, steps, stirrups or similar devices, so placed and arranged that employees can safely mount or dismount?			
Are employee transport vehicles equipped at all times with at least two reflective-type flares?			
Is a fully charged fire extinguisher, in good condition, with at least 4 B:C rating maintained in each employee transport vehicle?			

Sanitizing Equipment & Clothing			
Inspector:		Date:	
Item	Yes	No	Notes
Is personal protective clothing or equipment, that employees are required to wear or use, of a type capable of being easily cleaned and disinfected?			
Are employees prohibited from interchanging personal protective clothing or equipment, unless it has been properly cleaned?			
Are machines and equipment, which processes, handle, or apply materials that could be injurious to employees, cleaned and/or decontaminated before being overhauled or placed in storage?			
Are employees prohibited from smoking or eating in any area where contaminants are present that could be injurious if ingested?			

When employees are required to change from street clothing into protective clothing, is a clean change room with separate storage facility for street and protective clothing provided?			
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Emergency Action Plan			
Inspector:		Date:	
Item	Yes	No	Notes
Are you required to have an emergency action plan?			
Does the emergency action plan comply with the requirements of T8CCR 3220(a)?			
Have emergency escape procedures and routes been developed and communicated to all employees?			
Are alarm systems properly maintained and tested regularly?			
Is the emergency action plan reviewed and revised periodically?			
Do employees know their responsibilities:			
For reporting emergencies?			
During an emergency?			
For conducting rescue and medical duties?			

Infection Control			
Inspector:		Date:	
Item	Yes	No	Notes
Are employees potentially exposed to infectious agents in body fluids?			
Have occasions of potential occupational exposure been identified and documented?			
Has a training and information program been provided for employees exposed to or potentially exposed to blood and/or body fluids?			
Have infection control procedures been instituted where appropriate, such as ventilation, universal precautions, workplace practices, and personal protective equipment?			
Are employees aware of specific workplace practices to follow when appropriate? (Hand washing, handling sharp instruments, handling of laundry, disposal of contaminated materials, reusable equipment.)			
Is personal protective equipment provided to employees, and in all appropriate locations?			
Is the necessary equipment (i.e. mouthpieces, resuscitation bags, and other ventilation devices) provided for administering mouth-to-mouth resuscitation on potentially infected patients?			
Are facilities/equipment to comply with workplace practices available, such as hand-washing sinks, biohazard tags and labels, needle containers, detergents/disinfectants to clean up spills?			
Are all equipment, environmental and working surfaces cleaned and disinfected after contact with blood or potentially infectious materials?			
Training on universal precautions?			
Training on personal protective equipment?			
Training on workplace practices, which should include, room cleaning, laundry handling, clean-up of blood spills?			
Hepatitis B vaccinations?			

Ergonomics			
Inspector:		Date:	
Item	Yes	No	Notes
Can the work be performed without eyestrain or glare to the employees?			
Does the task require prolonged raising of the arms?			
Do the neck and shoulders have to be stooped to view the task?			
Are there pressure points on any parts of the body (wrists, forearms, back of thighs)?			
Can the work be done using the larger muscles of the body?			
Can the work be done without twisting or overly bending the lower back?			
Are there sufficient rest breaks, in addition to the regular rest breaks, to relieve stress from repetitive-motion tasks?			
Are tools, instruments and machinery shaped, positioned and handled so that tasks can be performed comfortably?			
Are all pieces of furniture adjusted, positioned and arranged to minimize strain on all parts of the body?			

Ventilation for Indoor Air Quality			
Inspector:		Date:	
Item	Yes	No	Notes
Does your HVAC system provide at least the quantity of outdoor air required by the State Building Standards Code, Title 24, Part 2 at the time the building was constructed?			
Is the HVAC system inspected at least annually, and problems corrected?			
Are inspection records retained for at least 5 years?			

Hazard Assessment and Correction Record

Inspector:	Date:
Location or Work Area:	
Unsafe Condition or Work Practice	
Description:	
Correction Action Taken	
Description:	

Inspector:	Date:
Location or Work Area:	
Unsafe Condition or Work Practice	
Description:	
Correction Action Taken	
Description:	

Inspector:	Date:
Location or Work Area:	
Unsafe Condition or Work Practice	
Description:	
Correction Action Taken	
Description:	

Accident/Exposure Investigation Report

Name:	Date:
Accident Information	
Date of Accident:	Time of Accident:
Location of Accident:	
Accident Description:	
Employees Involved:	
Corrective Action	
Preventative Action Recommendations:	
Corrective Actions Taken:	
Manager Responsible:	Date:

Worker Training and Instruction Record

Employee Name	Training Dates	Type of Training	Trainer(s)