Trindel
Insurance Fund

Injury and Illness Prevention Program

6/22/2015

Injury and Illness Prevention Program

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INJURY AND ILLNESS PREVENTION PROGRAM

Trindel
Insurance Fund

WORKPLACE SAFETY

Your safety, and that of those who work with you, is one of the Trindel Insurance Fund's greatest concerns. With a positive and engaged safety attitude, you can help eliminate hazards, unsafe behaviors and painful and costly accidents. You make a difference by:

- Keeping work areas and common areas clean and clear of hazards.
- Immediately report hazards or unsafe conditions to your supervisor.
- When possible: eliminate, restrict access, reduce or mitigate any safety hazards.
- Reporting all work-related injuries, however minor, to your supervisor immediately.
- Never performing work that you believe is unsafe. Report such situations to your supervisor immediately.
- Actively support and participate in Trindel's safety program by actively caring for the safety of your coworkers, attend safety meeting and participate in all safety trainings.
- Chose safety and safe behaviors and actions in all work activities and help others to choose to work in a safe manner.
- Take personal responsibility for you safety and the safety of others.

Your supervisor will inform you of any additional safety rules that apply to your particular job or work location.

RESPONSIBILITY

The Injury and Illness Prevention Program (IIPP) administrator, David Nelson, Executive Director has the authority and responsibility for implementing the provisions of this program for Trindel Insurance Fund. Supervisors are responsible for implementing and maintaining the IIPP in their work areas and for answering employee questions about the Program. A copy of the IIPP is available in the following locations:

- 51 Arbuckle Ct Weaverville, Ca 96093
- Online at www.trindel.org

COMPLIANCE

Trindel management is responsible for ensuring that all safety policies and procedures are clearly communicated and understood by all employees. Department heads and Supervisors will provide positive and effective leadership through personal and professional example and enforce rules fairly and uniformly.

All employees are responsible for using safe work practices, for following all directives, policies and procedures, and for assisting in maintaining a safe work environment.
The following is our system of ensuring that all workers comply with the rules and maintain a safe work environment:

- Informing workers of the provisions of our IIPP;
- Evaluating the safety performance of all workers through personal and group observation and communication:
    - Recognizing employees who perform safe and healthful work practices. This recognition is accomplished by: providing verbal reinforcement from management and peers, lunches, information/books, Trindel t-shirt, hat and other processes to assure recognition of participation in Trindel's safety program.
- Providing training to workers or prevention accidents or unsafe actions/behaviors.
- Provide training and monitoring for employees whose safety performance is deficient.

As necessary Trindel management will discipline employees for failure to comply with safe and healthful work practices. As outlined below discipline will be applied depending on severity of the infraction:

- 1. Informal supervisor Discussion (documented)
- 2. Formal Verbal Warning
- 3. Written Warning
- 4. Suspension
- 5. Termination

- We also work to ensure employee compliance with safe and healthful work practices to include:
    - Posting safety information on bulletin boards
    - Emailing information on safety topics of interest
    - We encourage peer monitoring and employees taking responsibility to eliminate hazards immediately

COMMUNICATION

The following is our system of communication, designed to facilitate a continuous flow of two-way (management, supervision and employees) safety and health information in a form that is readily understandable to and between all affected site personnel:

- New worker orientation, including a discussion of site-specific safety and health policies and procedures.
- Follow-through by supervision to ensure effectiveness by monitoring employee work.
- Workplace-specific safety and health training.
- Safety meetings held:
    - the first Friday of each quarter at 9 a.m.
    - More frequently as deemed necessary by the creation of new hazards or occurrence of injuries and illnesses.
- Effective communication of safety and health concerns between workers and supervisors, including language translation where appropriate.
- Posted and distributed safety information.
- Employees may anonymously inform management about workplace hazards by using Trindel Incident/Hazard Report form are available on the Trindel website which may be completed and be posted on the bulletin board or placed in the basket labeled "Employee Safety Concerns" on the front counter.
- Site-specific codes of safe work practices.
- To help promote safety at Trindel we communicate safety with employees through:
    - Safety Trainings, either in person or web-base training.
    - Quarterly Safety meetings
    - Safety Committee participation
    - Daily employee and supervisor interaction
- The Executive Direction and Trindel Department heads and supervisors also instructing employees orally in:
    - General safe work practices with specifics with respect to hazards unique to the employees' job assignment

SAFETY COMMITTEE

- Trindel safety committee is comprised of the following: Executive Director, a Department Head and 3 employees.
    - Safety Committee meets Quarterly, typically the first Wednesday of each Quarter
    - Safety committee reviews any/all safety incidents, trainings, inspections and reported hazards or safety recommendations
    - Perform workplace inspections

HAZARD ASSESSMENT

Periodic inspections to identify and evaluate workplace hazards shall be performed by according to the following schedule:

- Semi-annually, the first Friday in January and the last Friday in June
- When new substances, processes, procedures or equipment that present potential new hazards are introduced into our workplace;
- When new, previously unidentified hazards are recognized;
- When occupational injuries and illnesses occur;
- Whenever workplace conditions warrant an inspection.
- Periodic inspections consist of identification and evaluation of workplace hazards utilizing applicable sections of the attached Office Walkthrough Inspection form (see appendix 3, and any other effective methods to identify and evaluate workplace hazards.

ACCIDENT/EXPOSURE INVESTIGATIONS

Investigation of workplace accidents, hazardous substance exposures and near-accidents will be done by the Executive Director and/or the Director of Loss Prevention Programs, and will include:

- Visiting the scene as soon as possible;
- Interviewing affected worker(s) and witness(es);
- Examining the workplace for factors associated with the accident/exposure/near-accident;
- Determining the causes (to the root cause) of the accident/exposure/near-accident;
- Taking corrective action to prevent the accident/exposure/near-accident from reoccurring;
- Recording the findings and corrective actions taken.

WORK-RELATED ACCIDENTS, INJURIES, AND ILLNESSES

- If you are injured on the job, please report it immediately to your supervisor, no matter how minor the injury may be. Similarly, if you become ill and believe the illness is work-related, please report it immediately to your supervisor. The Fund carries workers' compensation insurance and will assist you in obtaining all benefits to which you are legally entitled. If your work-related injury or illness requires a leave of absence, this leave may count toward your annual Family and Medical Leave, if you qualify for leave under that policy.

- You must immediately report any accident on Fund premises or while working to a supervisor. For your own safety and the safety of others, please do not attempt to give medical aid to an injured person unless you have been trained to do so. Seek the assistance of a supervisor and call 911 if warranted. In addition, please remember that only a supervisor can answer questions about the Fund's liability to non-employees. If you are not a supervisor, direct those asking questions to a supervisor.

HAZARD CORRECTION

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

- When observed or discovered;
- When an imminent hazard exists which cannot be immediately abated without endangering employee(s) and/or property, we 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; and
- All such actions taken and dates they are completed shall be documented on the attached Incident/Hazard Report.

TRAINING AND INSTRUCTION

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

- When the IIPP is first established;
- To all new workers;
- To all workers given new job assignments for which training has not previously provided;
- Whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard;
- Whenever we become aware of a new or previously unrecognized hazard;
- To supervisors to familiarize them with the safety and health hazards to which workers under their immediate direction and control may be exposed; and
- To all workers with respect to hazards specific to each employee's job assignment.

This training will include (but is not limited to):

- Explanation of our IIPP, emergency action plan and fire prevention plan, and measures for reporting any unsafe conditions, work practices, injuries and when additional instruction is needed.
- Provisions for medical services and first aid, including emergency procedures.
- Proper housekeeping, such as keeping stairways and isles clear, work areas neat and orderly, and promptly cleaning up spills.
- Prohibiting horseplay, scuffling, or other acts that adversely influence safety.
- Proper storage to prevent:
    - stacking goods in an unstable manner
    - storing materials and good against doors, exits, for extinguishing equipment and electrical panels.

Where applicable our training may also include:

- Prevention of musculoskeletal disorders, including proper lifting techniques.
- Defensive Driving techniques.
- Information about chemical hazards to which employees could be exposed and other hazard communication program information.
- Proper use of office equipment.

In addition, **we provide specific instructions to all workers regarding hazards unique to their job assignment, to the extent that such information was not already covered in other training**.

RECORDKEEPING

Trindel keeps records as follows:

1. Records of scheduled and periodic inspections including the person(s) conducting the inspection, the workplace hazards (i.e., unsafe conditions and work practices that have been identified) and the action(s) taken to correct the identified unsafe conditions and work practices, are recorded on the Incident/Hazard Report Form and the Office Walkthrough Inspection Form and the Safety Meeting Report Form. These records are maintained for at least one (1) year.

2. Documentation of safety and health training for each worker, including the worker's name or other identifier, training dates, type(s) of training, and training providers are recorded on the Safety Meeting Report Form or the Training Attendance Form, or on-line training report form. This documentation is maintained for at least one (1) year.

*** Sample forms and checklists that you used to help you put into place your written program and document the various elements of your IIPP.**

Appendix A

Incident/Hazard Report Form

INTERNAL USE *ONLY!*

INCIDENT/HAZARD REPORT

SECTION A	☐ INJURY INCIDENT	☐ INCIDENT/NEAR MISS	☐ HAZARD
DATE & TIME OF INCIDENT:	LOCATION:	DATE REPORTED:	
REPORTED TO:	REPORTED BY: (Optional)	DEPARTMENT:	

SECTION B	DESCRIPTION OF INCIDENT – INJURY, INCIDENT/NEAR MISS, HAZARD

SECTION C	CAUSES

SECTION D	SUGGESTED CORRECTIONS

INVESTIGATED BY:	*TITLE:*	*DATE:*

SECTION E	CORRECTIVE ACTION	DATE

Department Safety Representative Signature: Date:	*Department Head Signature:* Date:

Department Head ***Executive Director*** ***Safety Committee***

Appendix B

Safety Meeting
&
Safety Training
Report Form

Trindel Insurance Fund

Safety Meeting Report

Department: Date:

Conducted by: Location:

Safety Meeting Topics (in order of priority):

1. Injuries since last meeting?
2. Property damage since last meeting?
3. Near-Misses since last meeting?
4. Identified Hazards?
5. What will we be doing in the next month?
6. Relevant topic other than above?

Safety topic(s) discussed:

Action(s) needed to address safety topics discussed:

Comments:

Forward original to:

_____

Retain a copy for department training records.

Trindel Insurance Fund

Safety Meeting Record

Sign-In Sheet

Department: Date:

Conducted by: Location:

Employees Present:

PRINT NAME	SIGNATURE

PRINT NAME	SIGNATURE

Appendix C

Office Walkthrough Inspection Report Form

Trindel Insurance Fund

Office Walkthrough Inspection

Date		County		Department	
Location		Inspect by:		DSR	

Item	Description	Corrective Action	C.A. Date
Emergency Communication (Postings, evacuation maps, SDS, etc.)			
Housekeeping (Clutter, cleanliness, storage, etc.)			

Trip & Fall Hazards (Carpets, rugs, steps and stairways, walkways, cords, clutter, storage, etc.)			
Electrical (Extension cords, receptacles, GFIs, breaker panels, exposed wiring, appliances, etc.)			
Heating & Ventilation (Registers, filters, recirculation air, temperature, etc.)			

Lighting (Indoor, parking lots, etc.)			
Emergency Exits (Egress, signage, lighting, etc.)			
Janitor Closet (Clutter, chemical & flammable storage, cleaning products, eye wash, Etc.)			
Exterior (Parking lots, sidewalks, walkways, etc.)			

Security (Public access, emergency communication, etc.)			
Rest Rooms, Break Room (Sanitation, leaks, etc.)			
Misc.			

General Comments:

Inspected by:	
Signature	
Inspected by:	
Signature	
Dept Safety Rep.	
Signature	
Department Head	
Signature	

Appendix D

Emergency Action Plan

Emergency Action Plan

For:

Trindel Insurance Fund
51 Arbuckle Avenue
Weaverville, CA 96093

The purpose of an EAP is to facilitate and organize employer and employee actions during workplace emergencies.

Date Prepared: 07/01/2015

EMERGENCY PERSONNEL NAMES AND RESPONSIBLITIES

DESIGNATED RESPONSIBLE OFFICIAL:

David Nelson, Executive Director

EMERGENCY COORDINATOR:

Anita Wheeler, Administrative Assistant

AREA FLOOR MONITOR:

Lacey Farmer, Administrative Assistant

ASSISTANT TO PHYSICALLY CHALLENGED:

Andrew Fischer, Claims Adjuster

EVACUATION ROUTES

Evacuation route maps have been posted in each work area. The following information is marked on evacuation maps.

1. Emergency exits
2. Fire extinguishers
3. Primary and secondary evacuation routes
4. Assembly points

Employees should be aware of all exits and evacuation routes.

EMERGENCY PHONE NUMBERS

EMERGENCY: 911

FIRE DEPARTMENT: 530-623-6156

TRINITY LIFE SUPPORT: 530-623-2614

TRINITY COUNTY SHERIFF DEPARTMENT: 530-623-3740

TRINITY HOSPITAL: 530-623-5541

TRINITY PUBLIC UTILITIES DISTRICT: 530-623-5536

WEAVERVILLE COMMUNITY WATER DISTRICT: 530-623-5051

EMERGENCY REPORTING AND EVACUATION PROCEDURES

Types of emergencies to be reported by site personnel are:

- MEDICAL
- FIRE
- SEVERE WEATHER
- EXTENDED POWER LOSS

MEDICAL EMERGENCY

CALL 911 FOR A MEDICAL EMERGENCY!

PROVIDE THE FOLLOWING INFORMATION:

1. Nature of medical emergency
2. Location of the emergency (address)
3. Your name and phone number from which you are calling

Do not move the victim unless absolutely necessary.

If personnel trained in first aid are not available, as a minimum, attempt to provide the following:

1. Stop the bleeding with firm pressure on the wound (note: avoid contact with blood or other bodily fluids, gloves are available in the kitchen under the sink).
2. Clear the air passages using the Heimlich maneuver in case of choking.

FIRE EMERGENCY

When fire is discovered:

1. Notify the local Fire Department by calling 911.
2. Verbally notify the Designated Responsible Official and all other employees in the building.

Fight the fire ONLY if:

1. The Fire Department has been notified.
2. The fire is small and is not spreading to other areas.
3. Escaping the area is possible by backing up to the nearest exit.
4. The fire extinguisher is in working condition and personnel are trained to use it.

Upon being notified about the fire emergency, occupants must:

1. Leave the building using the designated escape routes.
2. Assemble in the designated area.
3. Remain outside until the competent authority announces that it is safe to reenter.

Designated Official, Emergency Coordinator or supervisors must:

1. Disconnect utilities and equipment unless doing so jeopardizes his/her safety.
2. Coordinate an orderly evacuation of personnel.
3. Perform an accurate head count of personnel reported to the designated area.
4. Determine a rescue method to locate missing personnel.
5. Provide the fire department personnel with the necessary information about the facility.

Area/Floor Monitor must:

1. Ensure that all employees have evacuated the area/floor.
2. Report any problems to the Emergency Coordinator at the assembly area.

Assistant to Physically Challenged should:

1. Assist all physically challenged employees in emergency evacuation.

In case of wild land fire:

Please use caution and evacuate with guidance from the Designated Responsible Official, and Trinity County Sherriff's Office of Emergency Services.

SEVERE WEATHER AND NATURAL DISASTER

Earthquake:

1. **If you are inside, stay inside.** DO NOT run outside or to other rooms during shaking.
2. In most situations, you will reduce your chance of injury from falling objects and even building collapse if you immediately:
3. **DROP down onto your hands and knees** before the earthquake knocks you down. This position protects you from falling but allows you to still move if necessary.
4. **COVER your head and neck** (and your entire body if possible) under the shelter of a sturdy table or desk. If there is no shelter nearby, get down near an interior wall or next to low-lying furniture that won't fall on you, and cover your head and neck with your arms and hands.
5. **HOLD ON to your shelter** (or to your head and neck) until the shaking stops. Be prepared to move with your shelter if the shaking shifts it around.
6. Stay calm and wait instructions from the Designated Responsible Official.

Blizzard:

If Indoors:

1. Stay calm and await instructions from the Designated Responsible Official.
2. Stay indoors
3. If there is no heat, close off unneeded rooms or areas.
4. Eat and drink, food provides the body with energy and heat.

If outdoors:

1. Find a dry shelter, if shelter is not available, prepare a lean-to wind break or snow cave for protection from the wind.
2. Build a fire for heat and to attract attention. Do not eat snow, it lowers the body temperature. Melt it first.

If stranded in a car:

1. Stay in the vehicle!
2. Run the motor about every ten minutes each hour. Open the windows a little for fresh air and to prevent carbon monoxide poisoning. Make sure the exhaust pipe is not blocked.
3. Make yourself visible to rescuers; turn on a dome light at night when running the engine. Tie a colored cloth to your antenna or door.
4. Make sure to move about in the car, to keep your blood circulating and to keep warm.

Wild land Fire:

In case of wild land fire:

Please use caution and evacuate with guidance from the Designated Responsible Official, and Trinity County Sherriff's Office of Emergency Services.

EXTENDED POWER LOSS

In the event of an extended power loss to the facility certain precautionary measures should be taken depending on the geographical location and environment of the facility.

1. Unnecessary electrical equipment and appliances should be turned off in the event that power restoration would surge causing damage to electronics or other sensitive
2. Verbally notify the Designated Responsible Official and all other employees in the building.

Upon restoration of heat and power electronic equipment should be brought up to ambient temperatures before energizing to prevent condensate from forming on circuitry.

In the event that employees are in the building during an extended power loss, refer to the Designated Responsible Official for additional guidance.

Appendix E

Additional Records