

**STATE OF CALIFORNIA
DEPARTMENT OF GENERAL SERVICES
OFFICE OF FLEET ADMINISTRATION**

**INJURY AND ILLNESS
PREVENTION PLAN (IIPP)**

FOR

**Office of Fleet Administration (OFA) –
Headquarters
800 Q Street
Sacramento, CA 95814**

**OFA – Sacramento Garage
1416 10th Street
Sacramento, CA 95814**

**OFA – Capitol Garage
State Capitol - Basement
Sacramento, CA 95814**

**OFA – Davis Auction Lot
5950 Chiles Road
Davis, CA 95618**

**OFA – Fresno Garage
1025 P Street
Fresno, CA 93721**

**OFA – Los Angeles Garage
1645 N Main Street
Los Angeles, CA 90012**

**OFA – Oakland Garage
401 27th Street
Oakland, CA 94612**

**OFA – San Diego Garage
5878 Autoport Mall
San Diego, CA 92121**

IN CASE OF EMERGENCY

DIAL 9 + 9-1-1

GIVE BUILDING ADDRESS

August 30, 2006



**Elizabeth Stumpf, Safety Coordinator
(916) 322-1733**



State of California • Arnold Schwarzenegger, Governor
State and Consumer Services Agency

DEPARTMENT OF GENERAL SERVICES
Office of Fleet Administration

INJURY AND ILLNESS PREVENTION PROGRAM (IIPP)

SAFETY GUIDE FOR THE

OFFICE OF FLEET ADMINISTRATION

August 2006

All Office of Fleet Administration (OFA) Employees:

Safety is the responsibility of all employees. It is our goal to provide and maintain a safe and healthy work environment.

The attached Injury and Illness Prevention Program policies and guidelines were developed to assist us in achieving this goal. Compliance with these policies will help us create an accident-free workplace.

Observance of unsafe practices as well as recommendations for improvement should be brought to the immediate attention of a supervisor.

Safety is a team effort and I encourage suggestions for improvement. Please feel free to discuss safety matters with me or Elizabeth Stumpf, OFA Safety Coordinator.

s/ Debra Bouler

Debra Bouler, Chief
Office of Fleet Administration
Department of General Services

DB:EAS

Attachment

Original document on file at the OFA Administration office

INJURY AND ILLNESS PREVENTION PROGRAM (IIPP)

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INJURY AND ILLNESS PREVENTION PROGRAM (IIPP)

DOCUMENTATION SHEET

Established: July 1, 1991

Reviewed: August 30, 2006

Department of General Services:

Office of Fleet Administration

Responsible Person:

Debra Bouler, Chief

Telephone Number:

(916) 327-2007

The following persons have been trained regarding the Office of Fleet Administration IIPP:

Name

Training Date

Debra Bouler, Chief

Richard Shedd, State Fleet Asset Manager

Bryon Rush, Fleet Operations Manager, Garage Services

Mike Scobee, Davis Auction Lot

Joe Nunez, Fresno State Garage

Ramon Gutierrez, Los Angeles State Garage

Daniel Viera, Oakland State Garage

Vacant, Sacramento State Garage

Larry Luna, Capitol Garage, Sacramento

Max Ballesteros, San Diego State Garage

Laurie Sato, Parking/Administration Supervisor

Matt Pietralunga, Fisca/Program Supervisor

Rick Slama, Fleet Analysis/Reporting Supervisor

Herman Showers, Inspection Services

Gary Karl, Inspection Services

Mike Henness, Inspection Services

Elizabeth Stumpf, Safety Coordinator

INJURY AND ILLNESS PREVENTION PROGRAM (IIPP)

KEY DEPARTMENTAL SAFETY RESOURCE STAFF

Departmental Safety Coordinator Greg Sandin	(916) 376-5287
Departmental Emergency Preparedness Manager Greg Sandin	(916) 376-5287
California Highway Patrol Emergency Number	(9) 911
Non-Emergency Number—Dispatch	(916) 445-2895
Workers' Compensation/Return To Work Coordinator Jerry Gibbins	(916) 376-5422
Employee Assistance Program Coordinator Connie Gon	(916) 376-5376
Asbestos Coordinator Vincent Paul	(916) 375-4983
Departmental Hygienist Manager Real Estate Services Development and Building Property Management Vince Paul	(916) 375-4983
Merit Award Administrator Andre Watkins	(916) 376-5373
State First Aid/Cpr Coordinator Greg Sandin	(916) 376-5287
State Driver Training Coordinator Kristine French	(916) 376-5313

INJURY AND ILLNESS PREVENTION PROGRAM (IIPP)

OTHER SAFETY PROGRAMS INCORPORATED BY REFERENCE

	<u>Yes</u>	<u>No</u>
Asbestos Management Program	___	<u> X </u>
Confined Spaces Entry Program	___	<u> X </u>
Continuity of Operations- Continuity of Government	<u> X </u>	___
Emergency Preparedness Plan	<u> X </u>	___
Hazard Communication Program	<u> X </u>	___
Hearing Conservation program	___	<u> X </u>
Medical Surveillance Program	___	<u> X </u>
Respiratory Protection Program	___	<u> X </u>
Emergency Response Program	California Highway Patrol	
Constructive Intervention Program	OHR	
Defensive Driver Training Program	ORIM	
Safety Training Programs	ORIM	
First Aid/CPR Training Program	ORIM	

INTRODUCTION

POLICY STATEMENT

The Department of General Services, Office of Fleet Administration (OFA) developed and implemented this written Injury and Illness Prevention Program (IIPP) as part of its health and safety program. The work performed by OFA personnel is varied, both in nature and location. It is the policy of the OFA to comply with the requirements of SB 198. Accordingly, effective July 1, 1991, the OFA implemented this IIPP. See Labor Code Section 6401.7 and the California Code of Regulations, Title 8, Sections 3203 and 1509. The OFA expects and requires all employees to follow the requirements set forth in this IIPP.

The goals of the OFA Safety Program are:

- To aggressively promote the objectives of this IIPP, and to satisfy the obligations of the negotiated contracts with the unions.
- To reduce the number of work-related injuries.

The objectives of the OFA Safety Program are to ensure that:

- All employees receive emergency preparedness training for such events as fires, earthquakes, and bomb threats.
- Employees receive periodic safety training and instruction in general work practices and hazards unique to the job assignment.
- At least one certified first aid and cardiopulmonary resuscitation (CPR) trained staff member is available at every location. These persons are to receive basic first aid and CPR training, as well as at least four hours of refresher CPR training each year.
- Physical inspections of the OFA facilities are conducted at least quarterly to ensure compliance with all applicable rules and regulations.
- Employee suggestions for accident prevention reported to management are responded to as promptly as possible by the supervisor who has the authority to evaluate and implement the suggestion. The Office Safety Coordinator should also be sent a copy of the safety suggestion.

CODE OF SAFE PRACTICES

ASSIGNMENT OF RESPONSIBILITIES

The Chief, Debra Bouler, has appointed Elizabeth Stumpf as the office Safety Coordinator to assist in implementation of the safety program. In addition, the Office Chief, Managers, and Safety Coordinator may seek assistance from the Departmental Safety Coordinator.

MANAGERS-SUPERVISORS ARE RESPONSIBLE FOR:

1. Setting good examples by following all safety rules.
2. Keeping informed of existing safety standards and effective safe work practices.
3. Encouraging employees to suggest improvements.
4. Including safety training or instruction in conjunction with normal training of employees. Providing intensive safety training and educational materials when special problems exist.
5. Inspecting work areas and equipment regularly for conformity to safety standards.
6. Seeing that personal safeguards and safety equipment are provided and used for hazardous work.
7. Reducing or eliminating any hazard found or, where this is not feasible, reporting it to the proper authority with recommended action.
8. Inspecting work operations of employees regularly for conformity with safe work practices. Where employees are following safety regulations, they should be told that they were observed doing work in a safe manner. Conversely, unsafe procedures must be drawn to the attention of employees. Continuous unsafe acts by an employee cannot be tolerated and, therefore, becomes a job performance problem requiring normal disciplinary procedures.
9. Discussing attitude and compliance with the safety program in performance appraisals.
10. Recommending appropriate disciplinary action when personal safeguards and safety equipment are not used in accordance with established procedures.
11. Maintaining records for periodic review and analysis of injury and illness data, with recommendations to address problem areas.

EMPLOYEES ARE RESPONSIBLE FOR:

1. Participating with supervisors to achieve safety goals.
2. Understanding and complying with all safety rules and regulations.
3. Performing all activities using the proper tools and safety devices.
4. Keeping physically fit and mentally alert to accomplish work without injury.
5. Watching for and recognizing potential safety hazards and correcting them if possible. If unable to correct them, report them to a supervisor.
6. Keeping supervisors informed of any limitations that interfere with safe performance of assigned work.
7. Reporting all injuries and accidents to supervisors immediately.

CODE OF SAFE PRACTICES (Cont.)

THIS CODE OF SAFE PRACTICES SHALL BE POSTED AT A CONSPICUOUS LOCATION AT EACH JOB SITE OFFICE AND BE PROVIDED TO EACH SUPERVISORY EMPLOYEE WHO SHALL HAVE IT READILY AVAILABLE.

GENERAL

1. All persons shall follow these safe practices/rules, render every possible aid to safe operations, and report all unsafe conditions or practices to a supervisor.
2. Supervisors shall insist on employees observing and obeying every rule, regulation, and order as is necessary to the safe conduct of the work and shall take such actions as are necessary to obtain observance.
3. Anyone known to be under the influence of drugs or intoxicating substances shall not be allowed on the job while in that condition and is subject to immediate remedial action.
4. Horseplay, scuffling, and other acts which tend to have an adverse influence on the safety or well-being of employees is prohibited.
5. Work activities shall be planned and supervised to prevent injuries in the handling of materials and in working together with equipment.
6. No one shall knowingly be permitted or required to work while his/her ability or alertness is so impaired by fatigue, illness, or other causes that it might unnecessarily expose him/her or others to injury.
7. Employees shall not enter manholes, underground vaults, chambers, tanks, silos, or other similar places that receive little ventilation unless it has been determined that it is safe to enter.
8. Employees shall be instructed to ensure that all guards and other protective devices are in proper places and adjusted and shall report deficiencies promptly to a supervisor.
9. Crowding or pushing when boarding or leaving any vehicle, elevator, or other conveyance is prohibited.
10. Workers shall not handle or tamper with any electrical equipment, machinery, or air/water lines in a manner not within the scope of their duties, unless they have received instructions from the supervisor.
11. All injuries shall be reported promptly to the supervisor so that arrangements can be made for medical or first aid treatment.
12. When lifting heavy objects, the large muscles of the leg, instead of the smaller muscles of the back, shall be used.

CODE OF SAFE PRACTICES (Cont.)

GENERAL (continued)

13. Inappropriate footwear or shoes with thin or badly worn soles shall not be worn.
14. Materials, tools, or other objects shall not be thrown from buildings or structures until proper precautions are taken to protect others from falling objects.
15. Employees shall cleanse thoroughly after handling hazardous chemicals and follow special instructions from authorized sources.
16. Work shall be so arranged that employees are able to face ladder and use both hands while climbing.
17. Gasoline shall not be used for cleaning purposes.
18. No running in the office or the shop.
19. Be careful when making sudden changes in direction.
20. Refrain from "do-it-yourself" maintenance; refer it to a supervisor.
21. When working with or around chemicals, employees are to use proper procedures by following instructions of the supervisor, the Hazard Communication Program Manual, and the material safety data sheets.
22. Telephone and machine cords must be kept clear of aisles.
23. VDT screen lighting and background should be compatible and adjustable.
 - a. Provide "no glare" screens.
 - b. Provide eye care and rest periods as necessary.
 - c. Adjust screen position.
 - d. Provide "ergonomic" chairs.
 - e. Provide adjustable keyboards.
 - f. Train employees to recognize and avoid musculoskeletal problems.
24. All file drawers are to be closed when not in use.
25. Never pull out the top drawer of a file cabinet and the one underneath it at the same time.
26. All desk drawers are to be closed when not in use.
27. No obstacles are to be left where a person could trip over them.
28. Nothing is to be stacked to the extent that it might fall on someone.
29. Trained staff must be called to clear jams in photocopy or other machinery.
30. Be careful when opening envelopes or packages - paper can cut like a sharp knife.
31. Paper cutter blade must be kept in closed position when not in use.

CODE OF SAFE PRACTICES (Cont.)

SHOP SAFETY RULES AND PROCEDURES

GENERAL HOUSEKEEPING PRACTICES

1. Set a good example in the work area. Pick up trash and litter and put in trash can.
2. A neat work area is to be maintained and accomplished by the group.
3. Make sure trash containers are in strategic locations, and that they are emptied when full.
4. Maintain clear and clean aisles.
5. Do not allow excess materials to be kept in the work area to the point that they become hazards.
6. Report conditions that contribute to disorder.
7. Materials for garage must be clearly labeled and easily accessible.
8. Check equipment for water, oil, and coolant leaks. Use absorbents to soak up spilled liquids. Dispose of used absorbents in accordance with established procedures.
9. Keep all electrical control boxes free of stored items. Be sure they are properly identified as to their function.

HANDLING MATERIALS

1. Inspect materials for slivers, jagged edges, burrs, and rough or slippery surfaces.
2. Wipe off greasy, wet, slippery, or dirty objects before trying to handle them.
3. Keep hands free of oil and grease.
4. Get a firm grip on the object to be lifted.
5. Keep fingers away from pinch points, especially when setting materials down.
6. When handling lumber, pipes, or other long objects, keep hands away from ends to keep them from being pinched.

CODE OF SAFE PRACTICES (Cont.)

PREVENTIVE MAINTENANCE SHOP SAFETY RULES AND PROCEDURES

WORK AREA

1. Floors should be kept dry and free of debris.
2. Water spillage must be cleaned up immediately. Chemical spills must be reported immediately.
3. All oil rags must be disposed of in safety containers.
4. Drip pans are to be wiped free of oil.
5. Immediately report any leaking containers.
6. All containers must be properly labeled.
7. All flammable liquids must be stored in safety cans, according to proper label, and lids replaced after using.
8. Use appropriate containers for chemical and hazardous waste removal from the shop. Consolidate and log all hazardous ingredients according to waste disposal procedures.
9. Dispose of aerosol cans by 1) completely expending contents, 2) remove nozzle, 3) place in trash can. If unable to completely expend, place containers in hazardous waste pick-up.
10. Do not dispose of used razor or knife blades in trashcans. Dispose of them in proper disposal spots. Do not leave blades lying around.
11. Fire extinguishers must be visible and checked regularly.
12. Aisles must be kept clear of cars, skids, pallets, and other blockage items.
13. Equipment must not block emergency exits.
14. Do not stack skids or boxes that create unsafe conditions.
15. Observe yellow and red lined areas -- caution and danger areas.
16. Report any unsafe condition to a supervisor.

CODE OF SAFE PRACTICES (Cont.)

OFFICE SAFETY RULES AND PROCEDURES

1. In attempting to reach items that are on upper shelves, ALWAYS use a safety stool.
2. Use step ladders or step stools for reaching overhead storage areas. Never use a swivel chair or piled-up boxes.
3. There shall be no use of extension cords whereby the cord could become a hazard.
4. No one employee should attempt to move heavy office furniture or files.
5. Pick up objects and wipe spills from the floor.
6. Work areas must be kept clean and orderly. Good housekeeping is part of safety and part of every job.
7. Do not carry loads that cannot be seen over.
8. Avoid leaning back on chairs.
9. Keep fingers away from ejecting slot when loading stapling tools.
10. Do not go into dark places without adequate light.
11. Do not leave open scissors lying on top of desk or in desk drawers. Always close scissors when finished.
12. All injuries, no matter how slight, must be reported immediately to a supervisor.
13. Know the locations of exits and first aid equipment.
14. Know where the fire extinguishers are located and how to operate them.
15. Smoking is permitted only outside of the building.
16. Immediately report any defective tools, equipment, or unsafe conditions or practices that have been observed to a supervisor.
17. Avoid touching moving parts of equipment.
18. Do not bypass any safety feature on equipment.
19. Make sure equipment is in proper operating condition.

CODE OF SAFE PRACTICES (Cont.)

PERSONNEL SAFETY

1. Be familiar with evacuation routes and command center location.
2. Know which co-workers have current CPR Certification and first aid training.
3. Know where first aid kit, supplies, and fire extinguisher are located.
4. Care should be taken when using sharp pointers and steel-edge rules.
5. Do not carry sharp objects in pockets or mouth when working around machinery.
6. Do not keep loose articles in pockets when working around machinery.
7. If using razor blades or knives, always position blade away from body.
8. Do not sit or stand on glass top tables.
9. Do not climb on bins or shelves; use ladders or stepladders.
10. Avoid touching moving parts of equipment.
11. Stay clear of forklift.
12. Do not lift heavy loads without help. Always lift properly. Request instruction when needed.
13. When moving large items, push, do not pull.
14. Avoid socializing while operating machinery. It is distracting and could cause accidents.
15. Clothing requirements while working on equipment: 1) wear proper clothing, i.e., short sleeves; 2) no tie or scarf; 3) tuck in shirt tails; 4) safe shoes -- no open toe, high heels, or step-in floppy shoes; 5) eliminate jewelry -- tie clips, necklace, rings, chains; 6) do not use loose fitting gloves.
16. Long hair is to be restrained while working on equipment.
17. Continually check work area for safety hazards.
18. Become familiar with hazardous substance inventory list and material safety data sheets of the chemicals in the work area.
19. Do not use new chemicals until the material safety data sheets have been reviewed.
20. Follow all safety precautions on material safety data sheets.
21. Take any and all precautions necessary to avoid chemical spills.
22. When using chemicals, use common sense and avoid getting into eyes or on skin. Wear appropriate gloves.
23. Use goggles, splash apron, and gloves when handling hazardous materials.
24. Request formal hazard communication training.
25. OBEY SAFETY RULES AND PRACTICE SAFE ACTS.

CODE OF SAFE PRACTICES (Cont.)**FIRST AID**

First aid is the assistance provided the sick or injured before medical help is available but only with the express purpose of controlling loss of blood, sustaining breathing, and reducing the effects of shock. Medical diagnosis, treatment, and provision of medicines or drugs (aspirin included) are not appropriate.

DRIVING ON THE JOB

1. Use defensive driving techniques.
 - a. Check before backing any vehicle.
 - b. Use defensive driving techniques as described in State Driver Training procedures.
 - c. Do not drive when tired or using medication that may impair driving ability.
 - d. Use safety restraints and approved safety equipment.
 - e. Obtain assistance when loading heavy materials into vehicles.

2. Battery maintenance.
 Acid used in battery systems is a potential hazard to eyes and skin. Care must be exercised to prevent spilling or splashing acid on oneself or on others.
 - a. Use protective clothing at all times when in the vicinity of battery banks (FACE COVERS, GOGGLES, AND RUBBER APRONS).
 - b. Check eyewash to be sure it is available and ready for use before handling batteries.
 - c. Check availability of soda and other materials for wash down in the event of an accidental spill.
 - d. Handle hydrometers with extreme care to prevent acid splashing.
 - e. Use hand tools with the same care as used around other voltages to prevent sparks.
 - f. Charging causes batteries to develop hydrogen gas. Do not use sparks or open flame around batteries. Avoid smoking around battery area.
 - g. Maintain safe charge rate to keep acid in batteries from boiling and splashing.

All staff should maintain safety awareness at all times:

Be aware of **WHAT** you are doing, **WHERE** you are doing it, and **HOW** you are doing it.

FIRE PROTECTION

1. NO SMOKING in any inside area and in any state vehicle.
2. Know where the fire extinguishers are located and how to operate them.
3. Learn the exits from any area in case of fire or other emergency.
4. Participate seriously in all plant and building fire drills.
5. Passageways and fire doors are to be kept clear and well marked.
6. A minimum of 18" clearance must be maintained below sprinkler heads.
7. Combustible materials should be present in work areas only in quantities required for the job and should be removed to a safe storage area daily.
8. Flammable materials should be stored only in designated locations.
9. Pipes containing flammable liquids must have no leaks.
10. Workers are to guard carefully against any part of their clothing becoming contaminated with flammable liquids, and to change clothing if contaminated.

SAFE WORK CLOTHING

1. Trousers are to cover legs, but not be long enough to trip over.
2. Long or loose sleeves and loose fitting clothing may create a hazard as it is easily caught on pallets, carts, ladders, and in equipment or machinery.
3. Rings, necklaces, bracelets, watches, and key chains are potential hazards around moving machine parts and electrical equipment.

CODE OF SAFE PRACTICES (Cont.)

HAND TOOLS

1. Select the right tool for the job; never use a makeshift.
2. Use only tools in good condition; no tools with cracked or broken handles, none without handles, none with mushroomed or broken heads.
3. Keep keen-edged blades sharp; store them safely when not in use.
4. Do not use a hammer with a hardened face on a highly tempered tool such as a drill, file, die, or jog. Chips may fly.
5. Use wrenches of the right size for the job. Face the jaws of an adjustable wrench in the direction of the pull.
6. Never apply a wrench to moving machinery; stop the machine, then remove all tools before starting it again.
7. See that pipe wrench jaws are sharp and chains in condition so they will not slip.
8. Never use any tool in such a way that you will be injured if it slips.

PORTABLE ELECTRIC TOOLS

1. Use only equipment that is in good condition. Take good care of equipment.
2. Be sure the tool is properly grounded.
3. Report the following unsafe conditions to a supervisor:
4. Defective or broken insulation on cord.
5. Improper or poorly made connections to terminals.
6. Broken or otherwise defective plug.
7. Loose or broken switch.
8. Brush sparking.
9. Outdated inspection sticker.
10. Do not overstrain the tool, thus overloading the motor.
11. Never use a portable electric tool in the presence of flammable vapors or gases, unless it is designated for such use.
12. Be sure the tool is inspected.
13. No automatic holds are to be used.
14. Read and retain card with safety list that accompanies tool.

EQUIPMENT SAFETY

1. Do not operate equipment if safety guards are not in place.
2. Do not remove safety guards from equipment.
3. Do not bypass safety guards on equipment.
4. Do not touch moving parts of equipment.
5. Do not apply rags to moving parts.
6. Do not connect cords to power sources so that they are exposed on floor.

MISCELLANEOUS

1. Make sure all containers are properly labeled and kept capped at all times.
2. Do not reuse liquid containers to hold a substance other than the original contents.
3. Make sure all vapor-venting systems are operating when spraying liquids or using vapor-producing substances.
4. Properly discard corroded or mislabeled containers.
5. Protective equipment such as gloves, goggles, and respirators are to be used when handling toxic or corrosive substances.
6. Belt guards on power equipment are to be in place at all times.
7. Always wear eye protection when using compressed air.
8. Heated soldering irons must be kept in holders when not in use.

CODE OF SAFE PRACTICES (Cont.)

HAND TRUCKS

1. Two-Wheeled Trucks
 - a. Keep the center of gravity of the load as low as possible. Place heavy objects below lighter ones.
 - b. Place the load well forward so the axle will carry the weight, not by the handles.
 - c. Place the load so that it will not slip, shift, or fall. Load only to a height that will allow a clear view ahead.
 - d. Let the truck carry the load. The operator should only balance and push.
 - e. Never walk backwards with a hand truck on flat surfaces.
 - f. When going down an incline, keep truck ahead.
 - g. When going up an incline, keep truck behind.
 - h. Move trucks at a safe speed. **DO NOT RUN.** Keep truck constantly under control.
2. Four-Wheeled Trucks
 - a. Load trucks evenly to prevent tipping.
 - b. Trucks should be pushed rather than pulled, unless equipped with fifth wheel.
 - c. Load only to a height that will allow a clear view ahead. If there are high racks on the truck, two people should be assigned; one behind, one in front.
 - d. Handles should be placed at protected places on trucks so that passing walls, traffic, or other objects will not crush or scrape operators' hands.
 - e. Truck contents should be placed so they will not fall or be damaged if bumped.

Hand Truck Precautions -- three main hazards:

1. Running wheels on bridge plates or platforms.
2. Colliding with other trucks or obstructions.
3. Jamming hands between truck and other objects.

When not in use, hand trucks should be stored in designated areas, not in aisles or areas where they could be potential hazards.

CODE OF SAFE PRACTICES (Cont.)

RULES FOR SAFE LIFTING

1. If the load seems too heavy to lift safely, get help. Since lifting has been a source of literally millions of on-the-job as well as non-occupational job injuries, use the following tips to help reduce your chance of injury.
 - a. Position yourself close to the load you are about to lift.
 - b. Spread your feet apart -- equal to your shoulder width -- to make yourself more stable.
 - c. Squat down to the load, bending your hips and knees.
 - d. Use the entire hand to achieve a full grasp of the load.
 - e. As you grasp the load, tuck in the chin, retract the shoulders and stick out your chest. This causes you to "lock in" the natural "S" curve in your lower back.
 - f. Maintain this position, including the "S" or swayback curve of the lower back as you lift.

2. When lifting or handling material, keep the following points in mind:
 - a. Before lifting, inspect the material for splinters, sharp edges, slippery surfaces, or other hazards.
 - b. Do not over-reach to grasp, lift, or lower a load.
 - c. If you need to turn with a load, turn with your feet. Never twist your body or bend sideways.
 - d. Do not work continuously in a bent-over position. Change stressful positions frequently.
 - e. Be sure your pathway is clear before carrying an object.
 - f. If you must lift/carry an object higher than your waist or at your shoulders, lift to the waist, then reposition your grip. Check your balance before lifting any higher or before carrying the load.
 - g. Get help if the load is too heavy or contact a supervisor if you are having lifting problems.
 - h. Always remember to maintain the normal "S" curve in your lower back whenever you lift.

3. Task redesign will prevent overexertion injuries resulting from lifting, lowering, pulling, pushing, carrying, holding, and twisting motions by applying the following guidelines:
 - a. Modify the task.
 - b. Reduce weights and forces.
 - c. Keep object close to body.
 - d. Reduce horizontal movement.
 - e. Convert lifts/lowers to pushes/pulls.
 - f. Lift between knuckle to shoulder height.
 - g. Avoid unnecessary movements.

CODE OF SAFE PRACTICES (Cont.)

FORKLIFT OPERATING RULES

WHEN OPERATING A FORKLIFT:

1. NEVER ride on the forks of lift trucks.
2. NEVER ride on the vehicle unless the truck is designed to ride on.
3. NEVER allow any part of your body outside the running lines of the truck, or between mast uprights.
4. NEVER stand, pass, or work under the empty or loaded elevated portion of any industrial truck unless it has been blocked to prevent falling.

SAFE OPERATING PROCEDURES

1. Check the vehicle at least once each shift to ensure the following are operating:
 - a. tires
 - b. lights
 - c. lift system
 - d. battery
 - e. brakes
 - f. fuel system
 - g. horn
 - h. steering
 - i. controller
2. Do not use any vehicle in need of repair, wait until repairs have been made.
3. Look in the direction of travel and do not move until path is clear of people or objects.
4. Do not drive up to anyone standing in front of a bench or other such structure.
5. Do not exceed authorized safe speed.
6. Maintain a safe distance behind other vehicles.
7. Do not pass other trucks traveling in the same direction at intersections, blind spots, or other dangerous locations.
8. Slow down and sound horn at cross aisles and other locations where vision is obstructed.
9. On all grades, proceed with forks pointing up-grade.
10. Carry the forks as low as possible consistent with safe operation.
11. Cross railroad tracks diagonally.

LOADING

1. Do not load trucks in excess of their rated capacity.
2. Do not move a loaded truck until the load is secure.

MOVING LOADS

1. Ascend or descend a grade slowly.
2. Only tilt an elevated load when placing onto a storage area.
3. Only tilt a load backward as is necessary to stabilize the load.
4. Carry a load trailing if the load would obstruct forward view.

PARKING

1. When leaving the vehicle in close proximity:
 - a. fully lower the fork,
 - b. neutralize the controls,
 - c. set the brakes.
2. When leaving the vehicle at a distance:
 - a. drop the fork down,
 - b. bring the mast to a vertical position,
 - c. shut the power off,
 - d. curb the wheels if the vehicle is on an incline,
 - d. set the brakes.

TRAINING AND INSTRUCTION

All employees shall receive training and instruction in the following areas:

1. General safety and health work practices.
2. Specific instruction with respect to hazards unique to the job assignment.

Training of employees regarding this IIPP shall occur:

1. When the program is first established.
2. To all new employees.
3. To all employees given a new job assignment for which training has not previously been received.
4. Whenever new substances, processes, procedures, or equipment are introduced to the workplace and represent a new hazard.
5. Whenever the Office of Fleet Administration is made aware of new or previously unrecognized hazards.
6. To supervisors to familiarize them with the safety and health hazards to which workers under their immediate direction and control may be exposed.
7. To all employees with respect to hazards specific to his/her job assignment.

In accordance with this IIPP, training shall be provided by the supervisor or person designated by the Office Chief. Supervisors will conduct safety training at the job site. The Office of Risk and Insurance Management will provide a Safety Training Program for supervisors annually or as needed.

This IIPP is an integral part of existing occupational safety and health training programs at the Office of Fleet Administration. Additional training shall be provided to supervisors to familiarize them with the safety and health hazards to which employees under their immediate direction and control may be exposed.

DEFENSIVE DRIVER TRAINING

All persons who frequently drive on official state business shall attend an approved defensive driver-training course at least once every four years. State Administrative Manual Section 0750 requires review of employees' driving records from the Department of Motor Vehicles at least once every four years. Those employees who have a record of traffic violations and/or accidents may be required to attend and successfully complete an approved defensive driver-training course at least once every two years.

The State's Defensive Driver Training Program provides a three and one half-hour classroom-training program. Specialized individual driver training programs are also provided upon request. The training programs are conducted by contract instructors at locations throughout the State, convenient to the location of employment.

CLAIMS MANAGEMENT

SUPERVISOR RESPONSIBILITY

Supervisors are responsible for carrying out State, Departmental, and Office injury prevention policies. In case of injury, this responsibility includes initiating action to obtain prompt medical treatment for injured employees. Supervisors include every person having direction, management, control, or custody of any employment, place of employment, or any employee. See State Administrative Manual Section 2580 et seq.

INJURED EMPLOYEE RESPONSIBILITY

Injured employees are responsible for reporting accidents to a supervisor within 24 hours of the time the accident occurred. The employee should obtain first aid for minor injuries or accept medical assistance provided for by the supervisor when the injury is significant. Advise the supervisor of the physician's recommendation concerning the ability to work.

ACCIDENT, INJURY, AND ILLNESS INVESTIGATION

On the job accidents, injuries, or illnesses requiring medical care will be thoroughly investigated by the Office Chief and/or supervisor. The investigation will determine at least the following:

- Who and what was directly involved in the accident.
- Who and what was indirectly involved in the accident.
- Where and when the accident occurred.
- The cause of the accident, if known.
- Steps/procedures to take to prevent recurrence, if known.

The Reviewing Officer or Safety Coordinator shall:

1. Go to the scene of the accident and collect data to reconstruct the circumstance of the accident, if appropriate.
2. Question witnesses and others who have knowledge of the injury.
3. Review the Supervisor's Review Section SCIF Form 3067 (State) to:
 - a. Assure adequate information has been recorded for injury prevention.
 - b. Make initial determination if injury is work-related or not.
 - c. Identify responsibilities for training instructions and supervisory follow-up.
 - d. Reconcile questions and problems raised by either the supervisor or the employee.
 - e. Initiate injury prevention changes that will minimize the potential recurrence of a similar accident. Process the form in accordance with agency procedures.

EMPLOYEE COMPLIANCE - DISCIPLINARY POLICY

All employees are required to follow safe practices and operating procedures. Where applicable, employees will be provided with additional training and information, or retraining to maintain their knowledge. Training will also be given as specified in the TRAINING AND INSTRUCTION section of this IIPP

The disciplinary policy works in conjunction with this IIPP to encourage employee compliance with safety policies and procedures as mandated in California Labor Code Section 6401.7(a)(9). Unsafe actions will be corrected or prevented from recurring. When unsafe actions continue, corrective steps will be taken by the appropriate supervisor in accordance with the Department of General Services Adverse Action Section of the Departmental Manual, applicable laws and rules and/or Memorandum of Understanding.

FOR GUIDANCE ON HANDLING DISCIPLINARY ACTION

REFER TO THE DGS TRAINING AND PERFORMANCE ENHANCEMENT SECTION WEB PAGE at <http://hr.dgs.ca.gov/TrainingPerformanceEnhancement/Constructive+Intervention.htm>

COMMUNICATION OF SAFETY MATTERS

To communicate safety policies, the Department of General Services established a Departmental Safety Committee composed of the following persons:

1. Departmental Safety Coordinator (Office of Risk and Insurance Management)
2. Return to Work Coordinator
3. Personnel Manager
4. Training Officer
5. Office Safety Coordinators of the following offices:
 - a. Administrative Hearings
 - b. Building and Property Management
 - c. California Highway Patrol
 - d. Energy Assessment]
 - e. Executive Office
 - f. Fiscal Services
 - g. Fleet Administration
 - h. Human Resources
 - i. Legal Services
 - j. Procurement Division
 - k. Real Estate Services Division
 - l. Small Business Certification and Resources
 - m. State Architect
 - n. State Publishing
 - o. Telecommunications Division

The Departmental Safety Committee meets periodically to discuss Departmental and Office safety issues and to disseminate safety information.

No employee shall be held liable for any act or omission in connection with the safety committee. Membership on the Departmental Safety Committee is determined in accordance with Departmental policy.

EMERGENCIES

In the event of fires, earthquakes, bomb threats, or medical emergency, the OFA developed an Emergency Preparedness Plan to coordinate emergency actions.

ASBESTOS NOTIFICATION

State agencies occupying buildings constructed prior to 1979 and knowing of the presence of asbestos materials in the building are required to provide written notification to employees within 15 days of knowledge. Notices shall be made annually to all employees working in such buildings (Health and Safety Code Section 25915 et seq.).

All existing asbestos information, specific to the building, shall be made available to employees or their representatives upon request. This information shall be kept within the building and be available at times convenient and accessible to employees and their representatives for review and photocopying.

The head of the Department of General Services is responsible for asbestos notification to employees (SAM Section 2591. The Office of Risk and Insurance Management may also provide information and assistance.

COMMUNICATION OF SAFETY MATTERS (Cont.)

GOVERNOR'S EMPLOYEE SAFETY AWARDS PROGRAM

The Governor's Employee Safety Award program recognizes exemplary performance by state employees in promoting high standards of job safety. The program is designed to:

1. Encourage and recognize employees who develop safety devices and safe practices in the area in which they work.
2. Establish procedures to officially recognize employees who have an outstanding record of accident and injury free work performance.

MERIT AWARDS

Merit Award Board rules and regulations permit the Department to make the following awards when appropriate:

1. Superior Accomplishment -- An act by an individual employee or a group of employees who make an exceptional contribution to the efficiency or economy of State government or its operation.
2. Special Act -- An extraordinary act of heroism by a State employee extending far above and beyond the normal call of duty or service performed at great risk to his/her own safety or life in an effort to save human life.
3. Special Services -- An act of heroism by a State employee extending above and beyond the normal call of duty or service performed at personal risk to save property.

When an employee performs an act that would qualify for one of these awards, the Office Chief should contact the Merit Award Administrator as soon as possible to arrange for preparing recommendation forms and obtaining approval of the Merit Award Board.

METHODS FOR CORRECTING UNSAFE CONDITIONS

All unsafe or unhealthy work conditions or work practices will be corrected in a timely manner, as determined by the severity of the hazard. Under no conditions will OFA personnel be required to, or permitted to work under conditions that pose a clear or imminent hazard.

Problems that cannot be corrected immediately will be referred to the Office Chief to ensure completion of the corrective action. Once corrected, written documentation of the action taken will be developed or obtained by the Office Chief.

When an imminent hazard exists which cannot be immediately corrected without endangering employees and/or property, the following steps will be followed:

1. Remove all potentially endangered employees.
2. Provide employees responsible for correcting the condition with necessary safeguards.
3. Correct the problem.
4. Document the corrective action and date corrected in accordance with this section.

Unsafe work conditions or unsafe work practices needing corrective action will be documented by using an audit checklist (see page 28).

Engineering controls will be used first to eliminate or minimize unsafe or unhealthy work conditions. If engineering controls are impractical or infeasible, administrative controls will be used. If engineering controls alone, or in combination with administrative controls cannot adequately minimize the hazard, personal protective equipment shall be used.

Unsafe work practices will be immediately corrected by providing the affected employees with retraining by a supervisor or other designated person.

HEALTH AND SAFETY GRIEVANCES

It is the policy of the Department of General Services to afford employees an effective means of obtaining prompt consideration of grievances or complaints. An employee who has a problem or complaint should first, without undue delay, try to settle the matter through discussion with the immediate supervisor. Every effort should be made to find an acceptable solution by informal means at the lowest possible level of supervision. If the employee is not in agreement with the decision reached through these discussions, a formal grievance or complaint may be filed in writing pursuant to the procedure and time limits set forth in the appropriate Memorandum of Understanding. An employee representative may initiate a grievance or complaint without revealing the name of the employee concerned.

No reprisal or threat of reprisal for using the grievance or complaint procedure is permitted. Lack of observance of this firm rule can result in adverse action by the Department or the State Personnel Board against the offending party.

MAINTENANCE OF RECORDS

The OFA retains records of the actions taken to implement and maintain this IIPP. The records are maintained on file for a minimum of three (3) years. The records will not adversely affect the retention of medical and exposure records retained by the Return-to-Work Coordinator in accordance with Title 8, California Code of Regulations, Section 3204 -- "Access to Employee Exposure and Medical Records."

Records of scheduled and unscheduled periodic inspections as well as other records including methods used to identify and evaluate work place conditions and work practices shall be retained for a minimum of three (3) years.

Records and documentation of safety and health training shall include, at a minimum, the name of employee and/or employee number, date of training, training topic, and instructor.

HAZARD COMMUNICATION PROGRAM

1. Persons responsible for the Hazard Communication Program are:

Debra Bouler, Chief
Richard Shedd, State Fleet Asset Manager
Bryon Rush, Fleet Operations Manager, Garage Services
Mike Scobee, Davis Auction Lot
Joe Nunez, Fresno State Garage
Ramon Gutierrez, Los Angeles State Garage
Daniel Viera, Oakland State Garage
Vacant, Sacramento State Garage
Larry Luna, Capitol Garage, Sacramento
Max Ballesteros, San Diego State Garage
Laurie Sato, Parking/Administration Supervisor
Matt Pietralunga, Fisca/Program Supervisor
Rick Slama, Fleet Analysis/Reporting Supervisor
Herman Showers, Inspection Services
Gary Karl, Inspection Services
Mike Henness, Inspection Services
Elizabeth Stumpf, Safety Coordinator

2. An inventory of Hazardous Substances is located: 800 Q Street, Sacramento, CA 95814

3. Material Safety Data Sheets (MSDSs) are located at each OFA site:

800 Q Street, Sacramento, CA 95814
1416 10th Street, Sacramento, CA 95814
5950 Chiles Road, Davis, CA 95616
401 Twenty Seventh Street, Oakland, CA 94612
1025 P Street, Fresno, CA 93721
1645 North Main Street, Los Angeles, CA 90012
5878 Autoport Mall, San Diego, CA 92121

4. MSDS Availability and Review

Employees may review MSDSs by a verbal or written request to a supervisor or manager.

Proposition 65 warnings concerning chemicals that pose a cancer or reproductive hazard are provided to employees in the following manner:

5. Update of Hazardous Information: The MSDS file is updated with new information and new hazards identified and reported immediately to Elizabeth Stumpf, OFA Safety Coordinator. Affected employees are notified within 30 days.

6. Labeling

Containers of hazardous materials entering the building will be checked to assure that they are properly labeled with the chemical name of the contents, the appropriate hazard warning and the name and address of the supplier or manufacturer. In-house containers of hazardous materials will be labeled with the appropriate chemical name and hazard.

7. Employee Training

Employee training is provided initially to all employees and for all new employees. This training covers the following areas:

The basic requirements of the Hazard Communication Standard and employee rights to information on chemical hazards.

HAZARD COMMUNICATION PROGRAM (Cont.)

The OFA's program to comply with the standard, and procedures to follow it.

- a. How to interpret and use the labels on containers of hazardous materials.
- b. The potential physical hazards and health effects of hazardous substances in the workplace and how to use MSDSs for more information.
- c. Proposition 65 warnings about chemicals that may pose a cancer or reproductive hazard.
- d. How to handle hazardous substances safely and other protective measures.
- e. What to do in an emergency, release or over-exposure to the chemicals.
- f. How the presence of chemicals can be detected in the work area.

9. New Hazard Training

Training concerning new hazards (new chemicals or new information on MSDS) will be conducted and documented within 30 days.

10. Training Documentation

Training is documented in the following manner:

Sign in sheets including topics (substances) of discussion, date, who conducted the training, and attendee's printed name and signature.

11. Annual Refresher Training

Annual refresher training will be conducted and documented as follows:

Overview of all substances used, sign in sheets including topics (substances) of discussion, date, who conducted the training, and attendee's printed name and signature.

12. Hazard Determination

The employer relies on the information contained in MSDSs as permitted by the CAL/OSHA Hazard Communication Standard and does not perform independent hazard determinations.

CODE OF SAFE PRACTICES

ACKNOWLEDGEMENT OF RECEIPT AND REVIEW FORM

To All Employees:

Attached is a copy of the Department of General Services, Office of Fleet Administration's Code of Safe Practices. These guidelines are provided for your safety.

It is the responsibility of _____ to provide and review this code with each employee. It is the Employee's responsibility to read and comply with this code. The attached copy of the Code of Safe Practices is for you to keep. Please sign and date below and return only this page to:

Elizabeth Stumpf, Safety Coordinator, Office of Fleet Administration, 800 Q Street, Sacramento, CA 95814.

I have read and understand the Code of Safe Practices.

Name: _____

Employee Signature _____ Date _____

REPORT OF SAFETY HAZARD FORM

Name (optional) _____

Location _____

Date _____ Supervisor's Name _____

Describe Substance, Equipment Process, Practice, or Workplace Condition:

Health and/or Safety Hazard:

Suggestion for Minimizing or Abating Hazard; or for Training:

Action:

INSPECTION CHECKLIST AND CORRECTION FORM

Office of Fleet Administration

Address and General Area _____

Date Prepared _____

Preparer _____

Instructions: Checklist should be based on Code of Safe Practices for the area/job.
If corrections are required, distribute copy to responsible person (s).

Safe Work Condition

Corrective Action(s) Needed

Safe Work Practice

Personal Protective Equipment

Area or Employee:

Problem(s):

Corrective action (specify in detail):

Is tag-out/lock-out required due to imminent hazard? _____

Person responsible for correction _____

Copy provided _____

(date/time)

Copy reviewed by management official _____

Date _____