

Southern Inyo Fire Protection District Policy Handbook

POLICY TITLE: Injury and Illness Prevention Program

POLICY NUMBER: 3010

APPROVAL DATE: 03/17/09

3010.1 Policy

Southern Inyo Fire Protection District (SIFPD) will maintain a safety and health program conforming to the best practices of other fire districts of this type. To be successful, such a program must embody proper attitudes toward injuries and illness prevention on the part of managers, supervisors, and employees. It also requires cooperation in all safety and health matters, not only between supervisor and employee, but also between each employee and his/her coworkers. Only through such a cooperative effort can a safety program in the best interest of all be established and preserved. All employees are required to comply with the District's safety and health policies and practices. This includes employees at every level and in all positions within the District.

Southern Inyo Fire Protection District (SIFPD) has established this written Injury and Illness Prevention Program (IIPP) in accordance with Title 8, California Code of Regulations, Section 3203, of the General Industry Safety Orders.

3010.2 Responsibility

SIFPD is committed to the safety and health of employees in the course of performing their work. Under the IIPP, the District holds the Board of Directors, Fire Chief, Assistant Chief, Battalion Chiefs and Captains ~~and Lieutenants~~ responsible for the safety of employees and volunteers in their charge.

3010.2.1 Board of Directors

The Board has the ultimate responsibility and authority to:

- Review and formally adopt the IIPP.
- Allocate resources to appropriately implement IIPP elements.
- Monitor IIPP implementation efforts by periodically requesting an update of IIPP activity be included as an agenda item for Board meetings.
- Approve program additions.

3010.2.2 Fire Chief

The Fire Chief has the responsibility to:

- Act as liaison between the day-to-day operations of the safety program and the Board by providing periodic updates of IIPP activity at board meetings.
- Allocate resources to appropriately implement IIPP elements.
- Ensure the IIPP is updated regularly.
- Hold all staff accountable for completing responsibilities outlined below.

3010.2.3 IIPP Administrator

The Fire Chief or Assistant Chief will act as the Safety Officer, who~~Safety Officer~~ is the designated IIPP administrator and has the responsibility to:

- Coordinate and/or conduct safety training related to general safety policies, rules, and work practices.
- Coordinate scheduled workplace inspections of all facilities.
- Review periodic safety inspections of all facilities.
- Evaluate identified hazards and unsafe working conditions.
- Facilitate correction of all identified hazards and unsafe working conditions in a timely manner.
- Ensure accident investigations are completed, and corrective action is followed up in a timely manner.
- Communicate information and updates to employees on any safety concerns.
- Implement and participate in a safety committee, as appropriate.
- Maintain all safety-related documentation including training records, inspections, corrective action, and safety communication.

3010.2.4 Safety Committee Members

Safety Committee Members have the responsibility to:

- Develop general and specific safety guidelines for their department, with help from the appointed IIPP administrator.
- Review completed accident investigations.
- Review completed safety inspections.
- Participate in safety committees, as appropriate.
- Ensure that unsafe conditions and practices are corrected.

3010.2.5 Supervisor/Captain

The Supervisor has the responsibility to:

- Conduct appropriate safety orientation and training.
- Conduct accident investigations immediately upon notification of an injury.
- Conduct safety inspections of their work areas.
- Ensure that personnel know, understand and follow established safety guidelines.
- Correct unsafe conditions and practices.
- Maintain material and equipment in good condition.
- Provide the necessary personal protective equipment and train personnel in its use.

3010.2.6 Employees/Volunteers

Employees/volunteers have the responsibility to:

- Follow all written and verbal safety instructions.
- Report all injuries, no matter how minor, to their supervisors.
- Accomplish their duties using safe work practices.
- Coach fellow employees on safe work practices, whenever appropriate.
- Notify a supervisor in the event of an observed unsafe condition or unsafe act.
- Perform only authorized jobs.

3010.3 Compliance

All employees are responsible for using safe work practices; following all directives, policies, and procedures; and for assisting in maintaining a safe work environment.

The system to ensure all employees comply with these practices includes the following:

- Informing employees of the provisions of our IIPP in a readily understandable language.
- Training all employees on general safety policies, rules, and work practices.
- Recognizing employees who perform safe and healthful work practices.
- Providing additional training to employees whose safety performance is deficient.
- Disciplining employees for failure to comply with safe and healthful work practices. Disciplinary procedures are outlined in the Standard Operation Procedures
- Ensure employee's are given employee handbook in both print and digital format and ensure that employees sign the appropriate form acknowledging they have received and read the handbook

3010.4 Communication

3010.4.1 SIFPD recognizes that open, two-way communication between management and staff on health and safety issues is essential for an injury-free, productive workplace. The District will use the following systems of communication designed to facilitate a continuous flow of safety and health information between management and staff in a form that is readily understandable.

3010.4.2 Employee Safety Meetings

The IIPP administrator will ensure that employee safety meetings are held on a monthly basis. The main focus of these meetings will be on relevant safety-related information to further inform and educate employees on safe work practices.

Documentation of all safety meetings and a list of employees in attendance will be maintained on file for a period of no less than three years.

3010.4.3 Notification Procedures

It is the responsibility of each employee to immediately inform his/her manager, supervisor, or the IIPP administrator of any hazards, unsafe conditions, or unsafe work practices in the work site. Employees are also encouraged to direct any questions or concerns regarding safety issues to their manager, supervisor, or the

IIPP administrator without fear of reprisal in any form.

3010.4.4 Postings

A safety bulletin board will be used to post safety-related information accessible to all employees. The safety bulletin board consists of:

- Emergency phone numbers (e.g., police, fire, etc.).
- Emergency evacuations maps.
- Names and phone numbers of the IIPP administrator and other designated after-hours contacts.
- Complete set of required federal and state employee posters.

3010.5S Safety Committee

In the event that a Safety Committee is deemed necessary, the Safety Committee will be made up of the Safety Officer and two employees. Each employee will remain on the safety committee for a period of one year, unless they desire to serve longer. This committee will meet a minimum of one time per month. There will be an agenda, minutes and a general informational report to all employees of the District at the regularly scheduled monthly staff meetings, in addition to the duties listed in the "Responsibility" section. Otherwise, the Safety Officer will perform the following duties:

3010.5.1 Hazard Assessment

Periodic inspections provide a method of identifying existing or potential workplace hazards so they can be eliminated or controlled.

The supervisor will ensure completion of documented safety inspections each quarter to help identify hazards and unsafe working condition and practices. These inspections will be performed using a "Safety Inspection Checklist."

In addition, the IIPP administrator will ensure an inspection is conducted when new substances, processes, procedures, or equipment that presents potential new hazards are introduced into the workplace.

Employees are encouraged to report possible hazardous situations and are assured that their reports will be given prompt and serious attention without fear of reprisal. Whenever possible, it is the intent of the District to immediately abate any hazard that gives rise to a risk of imminent harm.

3010.5.2 Accident Investigation

All accidents and injuries must be reported immediately, by telephone or in person, to the ~~employee's manager, supervisor,~~ Fire Chief or the IIPP administrator. Investigation of workplace accidents and hazardous substance exposures will be performed in a timely manner by the ~~employee's supervisor and~~ IIPP administrator.

Investigations will be conducted using an Accident Report Form. The following steps should be taken when performing an accident investigation. :

- Visit the accident scene as soon as possible.
- Interview injured employees and witnesses.
- Examine the workplace for factors associated with the accident/exposure.
- Determine the cause of the accident/exposure.
- Take corrective action to prevent the accident/exposure from recurring.
- Record the findings and corrective actions taken on the "Accident Investigation Form."

All documentation of the accident investigation will be maintained by the **IIPP** administrator.

Thorough investigation of all accidents, illnesses, and near misses will help the District identify causes and needed corrections and can help determine why and where accidents occur and any accident trends. Such information is critical to preventing and controlling hazards and potential accidents.

3010.5.3 Hazard Correction

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

3010.5.3.1 When Observed or Discovered

The District will let employees know that a hazardous situation was corrected (or was not hazardous), thereby creating a system by which employees continue to report hazards promptly and effectively.

3010.5.3.2 When an Imminent Hazard exists that cannot be immediately abated without Endangering Employee(s) and/or Property

The District will remove all exposed employees from the area except those necessary to correct the existing condition. Employees necessary to correct the hazardous condition shall be provided with the necessary personal protective equipment.

All actions taken for hazard correction shall be dated, documented, and maintained for a period of no less than **three** years.

3010.5.4 Training and Instruction

Awareness of occupational safety and health hazards and knowledge of how to prevent or control such hazards is essential to a safe and healthful work environment in this District, and the policy of this District requires that safety training be given to the following:

- All employees when the IIPP is first established.
- All new employees thereafter.

- All employees given a new job assignment for which training has not previously been provided.
- Any employee affected by the introduction of new substances, procedures, or equipment into the workplace.
- All affected employees when new or previously unrecognized hazards are discovered.
- Supervisors to familiarize them with safety and health hazards to which employees under their immediate direction and control may be exposed.

Safety and health training will be designed to instruct all employees on the potential hazards associated with particular jobs, job practices, and operations. All safety and health training will be documented. Documentation will include:

- Employee's name
- Training date
- Type of training
- Person, company, or organization providing the training

The District will maintain all safety-related training documentation for a period of no less than ~~three~~five years.

Training and instruction will be provided to groups or individually in the following ways:

- Formal and informal safety meetings and discussions.
- Distribution and review of the IIPP.
- Other written communications, programs, and postings.
- Other methods as applicable to providing instruction in a form readily understandable to all affected employees.

3010.5.5 Record Keeping

The District documents the implementation and maintenance of the IIPP in the following manner:

- Documentation of all safety and health training for each employee, including the employee's name, training dates, type of training, and training providers, is maintained on file for a period of no less than ~~three~~five years.
- Documentation of inspections, including the person(s) conducting the inspection and the unsafe conditions and work practices that have been identified, is maintained on file for a period of no less than ~~three~~five years.
- Documentation of the action taken to correct the identified unsafe conditions and work practices is maintained on file for a period of no less than ~~three~~five years.
- Documentation of accidents, illnesses, and near-misses that identify the root cause and corrective action taken is maintained on file for a period of no less than ~~three~~five years.

3010.5.5.1 Cal/OSHA Logs

It is the policy of the District to maintain a log of all recordable occupational injuries and illnesses as required by the Occupational and Safety and Health Act of 1970.

3010.5.5.2 Cal/OSHA 300 Logs

Cal/OSHA 300 logs will be maintained and retained for five years following the end of the calendar year to which they relate. They will be made available for inspection and copying by representatives of the Department of Labor, or the Department of Health and Human Services. Also, employees and former employees and/or their representatives will be allowed access to the log. The Cal/OSHA 300A Summary will be posted each year in the District office from February 1 through April 30.

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POLICY TITLE: Expense Authorization

POLICY NUMBER: 3040

APPROVAL DATE: 07/21/09

- 3040.1** All purchases made for the District by staff shall be authorized by the ~~General-Manager~~/Fire Chief and District Administrator, and shall be in conformance with the approved District Budget.
- 3040.2** Any commitment of District funds for a purchase or expense greater than \$500.00 shall first be submitted to the Board of Directors for approval, or shall be in conformance with prior Board action and/or authorizations. Maximum \$1500.00 per vehicle for purchase or maintenance is pre-authorized by the Board of Directors.
- 3040.3** A "petty cash" fund shall be maintained by the District office having a balance on-hand maximum of \$300.00.
- 3040.3.1** Petty cash may be advanced to District staff or Directors upon their request and the execution of a receipt for same, for the purpose of procuring item(s) appropriately relating to District business. After said item(s) or service(s) have been obtained, a receipt for same shall be submitted to the ~~District Administrator~~General Manager, and any remaining advanced funds shall be returned. Receipt showing debit of advanced funds signed by requesting party shall be kept by the District4 Administrator~~General Manager~~ until reconciliation.
- 3040.3.2** No personal checks shall be cashed in the petty cash fund.
- 3040.3.3** The petty cash fund shall be included in the District'-s independent accounting audit.
- 3040.4** Whenever employees or Directors of the District incur "out-of-pocket" expenses for item(s) or service(s) appropriately relating to District business as verified by a valid receipt, said expended cash may be reimbursed upon request from the District'-s petty cash fund. Others shall be reimbursed ~~through~~via County warrants~~purchase-orders~~ through regular payment procedures.

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POLICY TITLE: Credit Card Policy

POLICY NUMBER: 3041

APPROVAL DATE: 02/17/09

3041.1 To provide guidelines for personnel while conducting business or training, the use of the Southern Inyo Fire Protection District credit card, and personal credit cards.

3041.2 Scope.

3041.2.1 Elected District officials; and

3041.2.2 All District employees and volunteers.

3041.3 Policy. District Board members and District employees are occasionally required to travel out of town to conduct District business, or to attend training. Out of town travel is usually defined as travel outside of the boundaries of the District.

All District credit card purchases made by board members must be approved in advance by the Board of Directors ~~for Board Directors~~. Necessity, feasibility, cost, and benefit will all be taken into consideration.

3041.4 Procedure. This policy establishes the procedures concerning authorized expenses utilizing a District credit card. ~~Claims for reimbursement are submitted on the applicable form. The District cannot reimburse expenses incurred that are submitted without the original receipt.~~

3041.4.14 Submission of credit card receipts:

Reimbursement for expenses or personal credit card use incurred on behalf of the District shall be itemized on an expense reimbursement form available from the ~~District Administrator~~General Manager/Fire Chief. Individuals are expected to submit expense claims and/or credit card receipts as soon as possible. Each claim or charge receipt must clearly indicate the date, nature of expense, amount claimed or charged, and have your signature.

3041.4.24 The following procedures apply to District credit card transactions:

3041.4.2.1 If the employee is provided a District credit card for expenses, the employee is required to retain and submit original copies of all items charged to the card.

3041.4.2.2 The appropriate manager is responsible for authorizing credit card use in accordance with provisions of this policy and other District policies including expense authorization (Policy #3040).

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3041.4.3 The following are acceptable credit card charges as allowed under 3040:

- 3041.4.3.1** Air (or common carrier) fare for trips involving an appreciable distance;
- 3041.4.3.2** Hotel rooms, reimbursed at the single rate unless all occupants are authorized for travel;
- 3041.4.3.3** Rental cars, airport limousine service, etc. as authorized. Employees are directed to purchase the liability insurance whenever an employee rents a car. The cost for the car rental liability insurance will be covered by the District any time an employee has been authorized to rent a car.
- 3041.4.3.4** Internet purchases for items, services, hotel rooms, air fare, and license fees for district business must be made with prior Board of Director's approval. Reimbursement for all purchases conducted over the Internet must be claimed on the applicable reimbursement form and a transaction receipt must be attached.

3041.4.4 Non-reimbursable Expenses:

- 3041.4.4.1** Purchase of alcoholic beverages or any personal expenditures, i.e. room videos, barber, shoeshine, travel insurance, purchase of toiletries, fines for traffic violations, damages to employee's car, excess of the allowable meal expense;
- 3041.4.4.2** Meals eaten at home or eaten at work facilities at 24-hour District institutions;
- 3041.4.4.3** Personal telephone calls. The District will not reimburse for monthly phone service fee when a personal cellular phone is used;
- 3041.4.4.4** Costs for spouses or other family members accompanying District employees or officials will not be reimbursed;
- 3041.4.4.5** Purchases made for items, services, or fees that are not for District business or are not authorized in this policy;
- 3041.4.4.6** Expenses which are excessive or unreasonable.