

# INJURY AND ILLNESS PREVENTION PROGRAM POLICY

Orland Cemetery District  
P.O. Box 424 (3900 County Road P)  
Orland, CA 95963

Staci K. Buttermore  
District Manager  
(530) 865-3880

## RESPONSIBILITY FOR OUR IIPP (Title 8 California Code of Regulations §3203(a)(1))

Our workplace's Injury and Illness Prevention Program (IIPP) administrator is<sup>1</sup>:  
Staci K. Buttermore, District Manager (530) 865-3880

The responsibilities of our IIPP Administrator include (check all that apply):

- Preparing and updating our workplace's IIPP.
- Implementing the provisions in our IIPP.
- Making sure accidents, injuries, illnesses and exposures in our workplace are investigated.
- Conducting regular workplace inspections for hazard identification.
- Taking action to mitigate identified hazards.
- Providing health and safety training to employees.
- Instituting a Health and Safety Committee.
- Establishing procedures for employee reporting of workplace hazards, accidents, injuries, illnesses and general safety concerns.
- Other: \_\_\_\_\_
- Other: \_\_\_\_\_

All employees have been told who is in charge of health and safety in our workplace.

## INJURY AND ILLNESS INVESTIGATIONS (Title 8 CCR §3203(a)(5))

Investigations of workplace accidents, injuries, illnesses and hazardous substance exposures will be conducted by: Staci K. Buttermore, District Manager (name and job title)

Our procedures for investigating accidents, injuries and illnesses and hazardous substance exposures include:

- Visiting the scene as soon as possible.<sup>1</sup>
- Interviewing injured employees and witnesses.<sup>1</sup>
- Determining the cause(s) of the accident/exposure.<sup>1</sup>
- Taking corrective action to prevent the accident/exposure from reoccurring.<sup>1</sup>

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<sup>1</sup> This item is an activity that is required by Cal/OSHA for compliance with the IIPP standard.

- Taking corrective action to prevent the accident/exposure from reoccurring.<sup>1</sup>
- Identifying and addressing the underlying factors that may have contributed to the incident.
- Investigating "near miss" incidents when they occur.
- Recording the findings and actions taken.
- Taking photos of the accident scene and the employee(s) involved.
- Other: \_\_\_\_\_

**HAZARD ASSESSMENT / INSPECTION** (Title 8 CCR §3203(a)(4))

Periodic inspections to identify and evaluate hazards in our workplace will be performed by the following individual(s): Chris Ollenberger, Grounds Foreman

Periodic inspections are always performed according to the following schedule:

- Whenever new substances, processes, procedures or equipment are introduced into our workplace that present potential new hazards.<sup>1</sup>
- Whenever new, previously unidentified hazards are recognized.<sup>1</sup>
- Whenever occupational injuries and illnesses occur.<sup>1</sup>
- Whenever workplace conditions warrant an inspection.<sup>1</sup>
- When we hire and/or reassign permanent or intermittent employees to processes, operations, or tasks for which a hazard evaluation has not been previously conducted.<sup>1</sup>
- Other times: \_\_\_\_\_

**HAZARD CORRECTION** (Title 8 CCR §3203(a)(6))

Unsafe or unhealthy work conditions, practices or procedures will be corrected in a timely manner based on the severity of the hazards, including:

- When a hazard is observed or as soon as it is discovered.<sup>1</sup>
- When an imminent hazard exists which cannot be immediately abated without endangering employee(s) and/or property, we will remove all exposed employees from the area except those necessary to correct the existing condition. Employees who are required to correct the hazardous condition will be provided with the necessary protection and training.<sup>1</sup>

We have plans/policies (which are attached) for addressing the following specific hazards we have identified in our workplace.

- (list of hazards, for example, chemicals, noise, workplace violence, etc.)
- (plans for addressing these hazards are attached)

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## COMMUNICATION WITH EMPLOYEES ABOUT SAFETY (Title 8 CCR §3203(a)(3))

All supervisors are responsible for communicating with their employees about occupational health and safety hazards and protections in a manner that is easily understandable by all employees.

- We have a communication system that includes all of the following checked items:
  - New employee orientation including a discussion of safety and health policies and procedures and a review of our Injury and Illness Prevention Program.<sup>1</sup>
  - A system for employees to anonymously inform management about workplace hazards without fear of reprisal.<sup>1</sup> This system involves: TBD.
  - Posted or distributed safety information.<sup>1</sup>
  - Regularly scheduled safety meetings. Our safety meetings are held on the following schedule: 1<sup>st</sup> Monday of each month. Our safety meetings are held more frequently as deemed necessary by the creation of hazards or the occurrence of injuries and illnesses.
  - Other methods we use to ensure communication with and involvement of employees include: \_\_\_\_\_
  - Our workplace elects to use a labor/management health and safety committee to meet the communication requirements of the IIPP standard. As required, our committee meets regularly (at least quarterly), prepares written records of the safety and health committees' meetings, reviews results of the periodic scheduled inspections, reviews investigations of accidents and exposures and makes suggestions to management for the prevention of future incidents, reviews investigations of alleged hazardous conditions, and submits recommendations to assist in the evaluation of employee safety suggestions.

## TRAINING AND INSTRUCTION (Title 8 CCR §3203(a)(7))

All employees, including supervisors, are provided training and instruction on general and job-specific safety and health practices. Training and instruction are provided according to the following schedule:

- When our IIPP was first established.<sup>1</sup>
- To all new employees.<sup>1</sup>
- To all employees given new job assignments for which training has not previously been provided.<sup>1</sup>
- Whenever new substances, processes, procedures, or equipment are introduced into our workplace and represent a new hazard.<sup>1</sup>
- Whenever anyone is made aware of a new or previously unrecognized hazard.<sup>1</sup>
- To supervisors to familiarize them with the safety and health hazards to which employees under their immediate direction and control may be exposed.<sup>1</sup>
- To all employees about the hazards specific to each employee's job assignment.<sup>1</sup>
- Other: \_\_\_\_\_

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We provide training to employees and supervisors on topics such as but not limited to: TBD

The following is a description of how our training is conducted: TBD

### **EMPLOYEE COMPLIANCE WITH SAFETY PROCEDURES** (Title 8 CCR §3203(a)(2))

Management is responsible for ensuring that all safety and health policies and procedures are clearly communicated and understood by all employees. Supervisors and lead personnel are expected to enforce the rules fairly and uniformly.

All of our employees, including supervisors, are responsible for complying with safe and healthful work practices. Our system of ensuring that all employees comply with these practices includes all of the following checked practices.<sup>1</sup>

- Informing employees of the provisions of our IIPP.<sup>1</sup>
- Recognizing employees who perform safe and healthful work practices.<sup>1</sup> This recognition is accomplished by: TBD
- Fair and consistent disciplining of employees who fail to comply with safe and healthful work practices.<sup>1</sup> The following outlines our disciplinary process: See Orland Cemetery District Disciplinary Policy.
- Evaluating the safety performance of all employees
- Providing training to employees whose safety performance is deficient
- Other systems we have in place to ensure compliance with safety practices: TBD

The responsibilities of all employees include the following checked practices:

- Reporting unsafe conditions, work practices or accidents to their supervisors or the site safety coordinator(s) immediately.
- Following safe work practices.
- Using appropriate personal protective equipment (PPE) as instructed by their supervisors.
- Other: \_\_\_\_\_

### **RECORDKEEPING AND DOCUMENTATION** (Title 8 CCR 3203(b))

- Our workplace has more than ten employees and so maintains the following records to help us effectively implement our IIPP: (If you have checked this box, the following documentation is required.)
  - Records of scheduled and periodic inspections (to identify unsafe conditions and work practices, including the names of the person(s) conducting the inspection, the unsafe conditions and the work practices that have been identified, as well as the action(s) taken to correct the identified unsafe conditions and work practices). These records are maintained for at least one (1) year.<sup>1</sup>

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- Documentation of our safety and health training for each worker, including their name, training date(s), types of training and the name(s) of our training provider(s).<sup>1</sup>
- Our workplace has fewer than ten workers, including managers and supervisors, and so we maintain inspection records only until the hazard is corrected and only maintain a log of instructions to workers with respect to their job assignments when they are first hired or assigned new duties.
- We are a local government entity (county, city district or other public agency) and are therefore not required to keep written records of the steps taken to implement and

The master copy of this IIPP can be found at: Orland Cemetery District, 3900 County Road P, Orland, CA 95963.

Other copies of the IIPP can be found at: \_\_\_\_\_

Policy Adopted on:

Vote:

Ayes: ( )

Nays: ( )

Abstain: ( )

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Staci K. Buttermore, Secretary  
Orland Cemetery District

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Rick Beale, Chairman  
Orland Cemetery District

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