



City Council Staff Report

DATE: December 14, 2011 - CONSENT

SUBJECT: APPROVE REVISED CITY OF PALM SPRINGS' INJURY AND ILLNESS PREVENTION PROGRAM (IIPP) AND AUTHORIZE THE CITY MANAGER TO IMPLEMENT THE IIPP

FROM: David H. Ready, City Manager

BY: Douglas Holland, City Attorney

SUMMARY

Effective July 1, 1991, every employer in the State of California is required to implement and maintain an effective Injury and Illness Prevention Program (IIPP). The City of Palm Springs originally implemented the IIPP in 1991. This resolution updates the IIPP so that it complies with California Code of Regulations, Title 8 of the General Safety Order, Section 3203 as amended by Assembly Bill 1127, effective January 1, 2000, to include a description of plan responsibilities, compliance, communication, hazard assessment, accident/exposure investigations, hazard correction, training and education and record keeping.

RECOMMENDATION:

1. Adopt Resolution No. _____, "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PALM SPRINGS, CALIFORNIA, APPROVING THE CITY'S REVISED INJURY AND ILLNESS PREVENTION PROGRAM (IIPP) AND AUTHORIZING THE CITY MANAGER TO IMPLEMENT THE IIPP."

STAFF ANALYSIS:

The City first adopted an Injury and Illness prevention Program ("IIPP") in 1991 in compliance with Senate Bill 198, mandating employers to provide employees with safe and healthy working conditions. In order to be in compliance with current Cal-OSHA guidelines, the City's IIPP is proposed to be updated and revised to include provisions for providing certain training and instruction as well as conducting workplace inspections to identify and evaluate hazards whenever new substances, previously unrecognized and potentially hazardous processes, procedures, or equipment are introduced to the workplace.

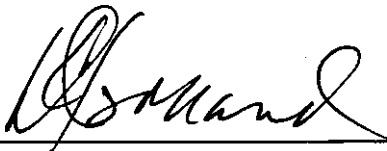
The proposed action approves a revised and updated IIPP for the City and authorizes the City Manager to implement the updated IIPP by updating, revising, and implementing and to update, revise, and implement all regulatory compliance plans subordinate to the IIPP, including:

- Heat Illness Prevention Plan
- Exposure Control Plan for Blood Borne Pathogens
- Hazardous Communication Program
- Hearing Conservation Program
- Repetitive Motion Injury Prevention
- Respiratory Protection Program
- Lock-Out / Tag-Out Program – Control of Hazardous Energy
- Fire Prevention Plan
- Emergency Action Plan
- Asbestos Compliance Plan

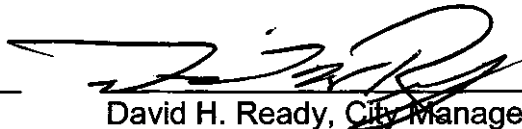
The implementation of a revised injury and illness prevention program will ensure that employees are provided with safe and healthy working conditions and would be in compliance with federal and state laws, including without limitation Cal-OSHA regulations.

FISCAL IMPACT

The cost of the preparation of the IIPP has been provided through a previously approved amendment to an existing agreement with Keenan & Associates. No additional funding is required.



Douglas Holland, City Attorney



David H. Ready, City Manager

Attachments: Resolution

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PALM SPRINGS, CALIFORNIA, APPROVING IMPLEMENT THE REVISED PALM SPRINGS INJURY AND ILLNESS PREVENTION PROGRAM (IIPP) AND AUTHORIZING THE CITY MANAGER TO IMPLEMENT THE IIPP.

WHEREAS, the City Manager, with the assistance of the City Attorney, Human Resources Director, and the City's Safety and Risk Consultant, revised and updated the Injury and Illness Prevention Program (IIPP) effective December 14, 2011; and,

WHEREAS, the revised IIPP document, attached hereto as Exhibit A, complies with California Code of Regulations, Title 8, Section 3203 as amended by Assembly Bill 1127 to include a description of plan responsibilities, compliance, communication, hazard assessment, accident/exposure investigations, hazard correction, training and education and record keeping; and,

WHEREAS, the City of Palm Springs is committed to provide a safe work environment for all city employees; and,

WHEREAS, the City Manager, under the IIPP, has the authority to implement other subordinate compliance plans as the chief executive of the city under this resolution.

NOW, THEREFORE LET IT BE RESOLVED that the City Council of the City of Palm Springs hereby approves the revised Palm Springs Injury and Illness Prevention Program (IIPP) and authorizes the City Manager and/or the City Manager's designees to implement the same.

ADOPTED THIS 14TH DAY OF DECEMBER, 2011.

David H. Ready, City Manager

ATTEST:

James Thompson, City Clerk

CERTIFICATION

STATE OF CALIFORNIA)
COUNTY OF RIVERSIDE) ss.
CITY OF PALM SPRINGS)

I, JAMES THOMPSON, City Clerk of the City of Palm Springs, hereby certify that Resolution No. _____ is a full, true and correct copy, and was duly adopted at a regular meeting of the City Council of the City of Palm Springs on _____, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

James Thompson, City Clerk
City of Palm Springs, California



Injury and Illness Prevention Program

RESPONSIBILITY

The Injury and Illness Prevention Program (IIPP) administrator, the City Manager, or the City Manager's designee, has the authority and the responsibility for implementing and maintaining this IIPP for the City of Palm Springs.

Managers and supervisors are responsible for implementing and maintaining the IIPP in their work areas and for answering worker questions about the IIPP. A copy of this IIPP is available from each manager and supervisor.

COMPLIANCE

All workers, including managers and supervisors, are responsible for complying with safe and healthful work practices. Our system of ensuring that all workers comply with these practices includes:

- Evaluating the safety performance of all workers.
- Providing training to workers whose safety performance is deficient.
- Disciplining workers for failure to comply with safe and healthful work practices.

COMMUNICATION

All managers and supervisors are responsible for communicating with all workers about occupational safety and health in a form readily understandable by all workers. Our communication system encourages all workers to inform their managers and supervisors about workplace hazards without fear of reprisal. Our communication system includes:

- Review of our IIPP.
- Training programs.

HAZARD ASSESSMENT

Periodic inspections to identify and evaluate workplace hazards shall be performed by a competent observer in our workplace. Periodic inspections are performed according to the following schedule:

- When we initially established our IIPP; and
- When new substances, processes, procedures or equipment which present potential new hazards are introduced into our workplace; and
- When new, previously unidentified hazards are recognized; and
- When occupational injuries and illnesses occur; and
- Whenever workplace conditions warrant an inspection.

ACCIDENT/EXPOSURE INVESTIGATIONS

Procedures for investigating workplace accidents and hazardous substance exposures include:

- Interviewing injured workers and witnesses.
- Examining the workplace for factors associated with the accident/exposure.
- Determining the cause of the accident/exposure.
- Taking corrective action to prevent the accident/exposure from recurring.
- Recording the findings and actions taken.

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:

- When observed or discovered; and
- 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 who are required to correct the hazardous condition shall be provided with the necessary protection.

TRAINING AND INSTRUCTION

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

- When the IIPP is first established.
- To all new workers, except for construction workers who are provided training through a construction industry occupational safety and health training program approved by Cal/OSHA.
- 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 the employer is made 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.
- To all workers with respect to hazards specific to each employee's job assignment.

General workplace safety and health practices include, but are not limited to, the following:

- Implementation and maintenance of the IIPP.
- Emergency action and fire prevention plan.
- Provisions for medical services and first aid including emergency procedures.
- Prevention of musculoskeletal disorders, including proper lifting techniques.
- Proper housekeeping, such as keeping stairways and aisles clear, work areas neat and orderly, and promptly cleaning up spills.
- Prohibiting horseplay, scuffling, or other acts that tend to adversely influence safety.
- Proper storage to prevent stacking goods in an unstable manner and storing goods against doors, exits, fire extinguishing equipment and electrical panels.
- Proper reporting of hazards and accidents to supervisors.
- Hazard communication, including worker awareness of potential chemical hazards, and proper labeling of containers.
- Proper storage and handling of toxic and hazardous substances including prohibiting eating or storing food and beverages in areas where they can become contaminated.

RECORDKEEPING

We are a local governmental entity (county, city, district, or and any public or quasi-public corporation or public agency) and we are not required to keep written records of the steps taken to implement and maintain our IIPP.