

City of Reedley
Injury and Illness Prevention Program
Adopted September 15, 2017
Revised October 19, 2021

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Policy

We have 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. All employees are required to comply with our safety and health policies and practices. This includes employees at every level and in all positions.

This IIPP includes the following elements:

- Responsibility and Authority
- Compliance
- Communication
- Hazard Assessment
- Accident Investigation
- Hazard Correction
- Training and Instruction
- Record Keeping

Responsibility and Authority

The Assistant City Manager is the designated IIPP Administrator and has the authority and responsibility for implementing and maintaining this IIPP.

Managers and supervisors are responsible for implementing and maintaining the IIPP in their work areas and for answering employee questions about the IIPP. Employees are responsible for understanding and following the requirements of the IIPP and for asking questions when direction is unclear.

The department IIPP supplements provide department-specific information and additional direction. A copy of our IIPP is available from each manager and supervisor.

Compliance

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

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

- Informing employees of the requirements within 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

The department IIPP supplements outline department-specific compliance requirements.

Communication

All managers and supervisors are responsible for communicating with all employees about occupational safety and health in a form readily understandable by all employees. Our communication system encourages all employees to inform their managers and supervisors about workplace hazards without fear of reprisal. Employees can report workplace hazards anonymously by calling the Employee Protection Line at 1-800-576-5262 and entering code 10087 for the City of Reedley.

Our communication system includes:

- New employee orientation including a discussion of safety and health policies and procedures
- Review of our IIPP
- Safety training programs
- Regularly scheduled safety meetings
- Posted or distributed safety information
- A safety committee that includes employee participation from each department

Additional details are outlined in the department IIPP supplements.

Hazard Assessment

Periodic inspections will be conducted to evaluate physical hazards, use of hazardous materials, and safe work practices. The periodic inspection schedule and the responsibility for conducting the inspections are included in the department IIPP supplements.

In addition to the department periodic inspection schedule, inspections will be conducted as required in the following situations:

- When we initially established our IIPP;
- 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; and
- Whenever workplace conditions warrant an inspection

Hazard Correction

When unsafe or unhealthy work conditions, practices, or procedures are observed or discovered, they will be corrected in a timely manner based on the severity of the hazards. When an imminent hazard exists that cannot be immediately corrected, the exposed employees will be removed from the immediate hazard except those needed to correct the condition and to address security issues. Employees who are required to correct the hazardous condition will be provided with the necessary protection.

Accident/Incident Investigations

Procedures for investigating workplace accidents and hazardous substance exposures include:

- Interviewing injured employees 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 reoccurring; and
- Recording the findings and actions taken.

Department-specific investigation and reporting procedures are located in the department IIPP supplements.

Training and Instruction

All employees will participate in safety training on general and job-specific hazards and safe work practices. Each supervisor and manager will be trained on all health and safety hazards to which employees under their immediate direction and control are exposed.

In addition to hazard-specific safety training, training will be provided when:

- The IIPP is first established
- New employees are hired
- Employees are reassigned to a new area or task with no prior training
- New substances, operations, or equipment are introduced

Department-specific training procedures are located in the department IIPP supplements.

Record Keeping

All the following IIPP documentation is maintained for three years:

- Safety training for each employee, including the employee's name, training dates, type of training, and training providers
- Inspections, including the person(s) conducting the inspection; the unsafe conditions and work practices identified; corrective action, and follow up
- Accidents, illnesses, and near-miss inspections that identify the root cause and corrective action taken
- Safety committee meeting minutes
- Annual program reviews

Attachment A

Hazardous/Unsafe Condition Report

Person conducting inspection: _____ Date: _____

Area(s) inspected:

Were any unsafe conditions or work practices identified? ☐ Yes ☐ No

If yes, please describe:

What action(s) have been taken to correct the unsafe conditions or work practices identified?

City Hall

IIPP Supplement

Reedley City Hall

- Administration/City Clerk
- Administrative Services Department
- Community Development Department
- Engineering
- Public Works Administration

Responsibilities

The Assistant City Manager has the overall authority and responsibility for ensuring the department IIPP supplement is effectively implemented throughout departmental operations. Supervisors have program oversight for operations under their direct supervision and control.

Compliance

The following department methods are used to reinforce employee compliance with safety work practices and procedures:

- Distribution of department policies and procedures
 - Administrative Services Department – Human Resources Office
- Communicating IIPP responsibilities with all employees
- Employee training programs
- Recognizing employees who perform safe work practices
- Disciplinary process outlined in Policies and Procedures Manual.

Communication

Effective communications with employees have been established using the following methods:

- | | |
|--|--|
| <input type="checkbox"/> Department safety committee | <input type="checkbox"/> Safety newsletter, handouts |
| <input checked="" type="checkbox"/> Staff meetings every 07 days | <input type="checkbox"/> Employee safety recognition |
| <input type="checkbox"/> Tailgate meetings every 00 days | <input type="checkbox"/> Material safety data sheets |
| <input checked="" type="checkbox"/> Specific policies/procedures | <input checked="" type="checkbox"/> Posters and warning labels |
| <input type="checkbox"/> Department hazard assessment | <input type="checkbox"/> Other |
| <input type="checkbox"/> Employee safety training | (LIST) |

Employees are encouraged to report any potential health and safety hazard that may exist in the workplace. The Hazardous/Unsafe Condition Report form (see Attachment A) is located at the DEPTFILES "Z" drive in the IIPP folder. Forms should be submitted to the Assistant City Manager.

Hazard Assessment and Correction

Periodic Workplace Inspections

Inspections are conducted at the following department facilities or workplaces:

Facilities and Workplaces	Frequency
Reedley City Hall	Annually

Department inspection forms are located at DEPTFILES "Z" Drive in the IIPP folder.

Corrective Action

Supervisors will document corrective actions, including projected and actual completion dates. If an imminent hazard exists, work in the area must cease, and the manager must be contacted immediately. If the hazard cannot be immediately corrected without endangering employees or property, all personnel need to leave the area except those qualified and necessary to correct the condition and notify the Assistant City Manager.

Accident Investigation

Employees will immediately notify their supervisor when an injury or illness occurs on the job. Supervisors will promptly investigate all accidents, injuries, occupational illnesses, and near-miss incidents to determine the cause of the incident. Appropriate corrective actions will be implemented promptly to mitigate the hazards identified during the investigation.

The Accident Report for Workers' Compensation and the Supervisor's Report of Injury form will be completed and a copy retained. The forms are located at DEPTFILES "Z" Drive in the IIPP folder.

Note: Serious occupational injuries and illnesses must be reported to Cal/OSHA within eight hours after they have become known to the supervisor. This includes, but is not limited to, permanent disfigurement or hospitalization. Cal/OSHA notification will be the responsibility of the Assistant City Manager.

Training and Instruction

Health and safety training, covering both general work practices and job-specific hazard training, is the responsibility of the supervisor and the Assistant City Manager.

General and department specific safety training requirements are located at DEPTFILES "Z" Drive in the IIPP folder.

Record Keeping and Documentation

The following documents are located at DEPTFILES "Z" Drive in the IIPP folder and will be maintained within the **Department IIPP Records** for at least the three years.

- Department Hazard Assessment
- Employee Hazard Report Forms
- Inspection Reports

- Accident Investigation Forms
- Hazard Correction Reports
- Employee Safety Training Requirements and Attendance Records

CITY OF REEDLEY - CITY HALL

Physical Hazard Inspection Checklist

Page 1 of 3

Inspector: _____ Date: _____

	OK	*Action Needed	N/A
BUILDING EXTERIOR AND PARKING LOT			
Emergency Readiness			
1. Pathways from exit doors are clear.			
2. Lighting around pathways, stairs and parking lot is adequate. Bulbs in working order.			
3. Fire sprinkler system (water valve open & locked, water pressure, current inspection tag)			
General Environment			
4. Exterior walkways and parking lot in good condition (large cracks, holes, excessive water).			
5. Building windows/doors in good condition.			
OFFICES (Includes small lobby and bathrooms)			
Emergency Readiness			
6. Emergency exits marked and pathways to exits are clear. Illuminated signs tested monthly.			
7. Fire extinguishers marked, on bracket, easily accessible, and inspected monthly.			
8. First Aid supplies stocked per City policy.			
9. Emergency lighting battery tested monthly.			
10. Smoke detectors functioning (battery checked if applicable).			
11. Evacuation maps posted where required.			
General Environment			
12. Walkways are clear of obstructions (debris, cords, wet surface).			
13. Floors are clean and in good condition (carpet, rugs, and tile).			
14. Desks, chairs, cabinets, tables and all furniture in good condition.			
15. Shelves and bookcases secure and not overloaded. No storage within 18" from ceiling.			
16. Step stools (Type I or II rated) available and in good condition.			
17. Bathrooms in sanitary condition.			
Electrical			
18. Electrical cords and plugs in good condition (no exposed or taped wire).			
19. Surge protectors in place for computer equipment.			
20. No multi-extension cord usage.			
21. Lighting is adequate. Light bulbs are in working order and fixtures operate properly.			
22. Electrical panels accessible (36" unobstructed access), breakers identified, and all covers in place.			
23. If permitted, portable heaters in good condition (if not permitted, remove from use).			
Hazardous Materials			
24. Janitor closet is clean and orderly.			
25. Hazardous material containers are labeled with content and hazards.			
26. Safety Data Sheets are available for all hazardous chemicals.			
Machinery/Equipment/Tools			
27. Paper cutter in good condition with guard in place.			
28. Hand/power tools in good condition (hammer, screw driver, drill, etc.).			

CITY OF REEDLEY - CITY HALL

Physical Hazard Inspection Checklist

Page 2 of 3

	OK	*Action Needed	N/A
COUNCIL CHAMBERS			
Emergency Readiness			
29. Emergency exits marked and pathways to exits are clear.			
30. Fire extinguishers marked, on bracket, easily accessible, and inspected monthly.			
31. Emergency lighting battery tested monthly.			
32. Smoke detectors functioning (battery checked if applicable).			
33. Evacuation maps posted where required.			
General Environment			
34. Walkways are clear of obstructions (debris, cords, wet surface).			
35. Floors are clean and in good condition (carpet, rugs, and tile).			
36. Chairs, cabinets, tables and all furniture in good condition.			
37. Shelves and bookcases secure and not overloaded. No storage within 18" from ceiling.			
38. Suspended objects are securely attached (pictures, screens, projectors, speakers).			
Electrical			
39. Electrical cords and plugs in good condition (no exposed or taped wire).			
40. Surge protectors in place for computer equipment.			
41. No multi-extension cord usage.			
42. Lighting is adequate. Light bulbs are in working order and fixtures operate properly.			
43. Electrical panels accessible (36" unobstructed access), breakers identified, and all covers in place.			
44. If permitted, portable heaters in good condition (if not permitted, remove from use).			

Additional hazards identified during inspection	*Action Needed
45.	
46.	
47.	
48.	
49.	
50.	
51.	
52.	
53.	
54.	

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Reviewed by: _____ **Date:** _____

Community Services Department

IIPP Supplement

Community Services Department

Responsibilities

The department manager has the overall authority and responsibility for ensuring the department IIPP supplement is effectively implemented throughout departmental operations. Supervisors have program oversight for operations under their direct supervision and control.

Compliance

The following department methods are used to reinforce employee compliance with safety work practices and procedures:

- Distribution of department policies and procedures
 - Best Operation Practices are located at the Community Center in the front office file cabinet
- Communicating IIPP responsibilities with all employees
- Employee training programs
- Recognizing employees who perform safe work practices
- Disciplinary process outlined in Policies and Procedures Manual.

Communication

Effective communications with employees have been established using the following methods:

- | | |
|--|---|
| <input checked="" type="checkbox"/> Department safety committee | <input type="checkbox"/> Safety newsletter, handouts |
| <input checked="" type="checkbox"/> Staff meetings every 7 days | <input type="checkbox"/> Employee safety recognition |
| <input type="checkbox"/> Tailgate meetings every 00 days | <input checked="" type="checkbox"/> Material safety data sheets |
| <input checked="" type="checkbox"/> Specific policies/procedures | <input checked="" type="checkbox"/> Posters and warning labels |
| <input type="checkbox"/> Department hazard assessment | <input type="checkbox"/> Other |
| <input checked="" type="checkbox"/> Employee safety training | (LIST) |

Employees are encouraged to report any potential health and safety hazard that may exist in the workplace. The Hazardous/Unsafe Condition Report form (see Attachment A) is located at the Community Center in the front office file cabinet. Forms should be submitted to the Community Services Director or Community Services Superintendent.

Hazard Assessment and Correction

Periodic Workplace Inspections

Inspections are conducted at the following department facilities or workplaces:

Facilities and Workplaces	Frequency
Reedley Community Center, 100 North East Ave	Annually
Reedley High School Aquatics Complex, 477 West Manning Ave	Annually

Department inspection forms are located at the Community Center in the front office file cabinet.

Corrective Action

Supervisors will document corrective actions, including projected and actual completion dates. If an imminent hazard exists, work in the area must cease, and the manager must be contacted immediately. If the hazard cannot be immediately corrected without endangering employees or property, all personnel need to leave the area except those qualified and necessary to correct the condition and notify the Community Services Director or Community Services Superintendent.

Accident Investigation

Employees will immediately notify their supervisor when an injury or illness occurs on the job. Supervisors will promptly investigate all accidents, injuries, occupational illnesses, and near-miss incidents to determine the cause of the incident. Appropriate corrective actions will be implemented promptly to mitigate the hazards identified during the investigation.

The Accident Report for Workers' Compensation and the Supervisor's Report of Injury form will be completed and a copy retained. The forms are located at the Community Center in the front office file cabinet.

Note: Serious occupational injuries and illnesses must be reported to Cal/OSHA within eight hours after they have become known to the supervisor. This includes, but is not limited to, permanent disfigurement or hospitalization. Cal/OSHA notification will be the responsibility of the Human Resources Department.

Training and Instruction

Health and safety training, covering both general work practices and job-specific hazard training, is the responsibility of the supervisor and the Community Services Director or Community Services Superintendent.

General and department specific safety training requirements are located at the Community Center front office.

Record Keeping and Documentation

The following documents are located at the Community Center in the front office file cabinet and will be maintained within the **Department IIPP Records** for at least the three years.

- Department Hazard Assessment
- Employee Hazard Report Forms
- Inspection Reports
- Accident Investigation Forms
- Hazard Correction Reports
- Employee Safety Training Requirements and Attendance Records

CITY OF REEDLEY – COMMUNITY CENTER

Physical Hazard Inspection Checklist

Page 1 of 3

Inspector: _____ Date: _____

	OK	*Action Needed	N/A
BUILDING EXTERIOR AND PARKING LOT			
Emergency Readiness			
1. Pathways from exit doors are clear.			
2. Lighting around pathways, stairs and parking lot is adequate. Bulbs in working order.			
General Environment			
3. Exterior walkways and parking lot in good condition (large cracks, holes, excessive water).			
4. Building windows/doors in good condition.			
5. Stair handrails in good condition.			
OFFICES (Includes small lobby and bathrooms)			
Emergency Readiness			
6. Emergency exits marked and pathways to exits are clear.			
7. Fire extinguishers marked, on bracket, easily accessible, and inspected monthly.			
8. First Aid supplies stocked per City policy.			
9. Emergency lighting battery tested monthly.			
10. Smoke detectors functioning (battery checked if applicable).			
11. Evacuation maps posted where required.			
General Environment			
12. Walkways are clear of obstructions (debris, cords, wet surface).			
13. Floors are clean and in good condition (carpet, rugs, and tile).			
14. Desks, chairs, cabinets, tables and all furniture in good condition.			
15. Shelves and bookcases secure and not overloaded. No storage within 18" from ceiling.			
16. Step stools (Type I or II rated) available and in good condition.			
17. Bathrooms in sanitary condition.			
Electrical			
18. Electrical cords and plugs in good condition (no exposed or taped wire).			
19. Surge protectors in place for computer equipment.			
20. No multi-extension cord usage.			
21. Lighting is adequate. Light bulbs are in working order and fixtures operate properly.			
22. Electrical panels accessible (36" unobstructed access), breakers identified, and all covers in place.			
23. If permitted, portable heaters in good condition (if not permitted, remove from use).			X
Hazardous Materials			
24. Janitor closet is clean and orderly.			
25. Hazardous material containers are labeled with content and hazards.			
26. Safety Data Sheets are available for all hazardous chemicals.			
Machinery/Equipment/Tools			
27. Paper cutter in good condition with guard in place.			
28. Hand/power tools in good condition (hammer, screw driver, drill, etc.).			

* If corrective action is needed, complete the Corrective Action Log on the last page of the inspection checklist.

CITY OF REEDLEY – COMMUNITY CENTER

Physical Hazard Inspection Checklist

Page 2 of 3

	OK	*Action Needed	N/A
MEETING & ACTIVITY AREAS			
Emergency Readiness			
29. Emergency exits marked and pathways to exits are clear.			
30. Fire extinguishers marked, on bracket, easily accessible, and inspected monthly.			
31. Emergency lighting battery tested monthly.			
32. Smoke detectors functioning (battery checked if applicable).			
33. Evacuation maps posted where required.			X
General Environment			
34. Walkways are clear of obstructions (debris, cords, wet surface).			
35. Floors are clean and in good condition (carpet, rugs, and tile).			
36. Chairs, cabinets, tables and all furniture in good condition.			
37. Shelves and bookcases secure and not overloaded. No storage within 18" from ceiling.			
38. Step stools and ladders (Type I or II rated) available and in good condition.			
39. Suspended objects are securely attached (pictures, screens, projectors, speakers).			
Electrical			
40. Electrical cords and plugs in good condition (no exposed or taped wire).			
41. Surge protectors in place for computer equipment.			
42. No multi-extension cord usage.			
43. Lighting is adequate. Light bulbs are in working order and fixtures operate properly.			
44. Electrical panels accessible (36" unobstructed access), breakers identified, and all covers in place.			
45. If permitted, portable heaters in good condition (if not permitted, remove from use).			
Kitchen			
46. Ansul® fire suppression system 6-month certification			
47. Kitchen appliances are clean and in good condition. No frayed electrical cords			
48. Kitchen knives are stored in a knife block or separately from other utensils			
49. Pot holders are available if cooking appliances are used			

Additional hazards identified during inspection	*Action Needed
50.	
51.	
52.	
53.	
54.	
55.	
56.	
57.	
58.	
59.	
60.	
61.	
62.	

* If corrective action is needed, complete the Corrective Action Log on the last page of the inspection checklist.

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Reviewed by: _____ **Date:** _____

CITY OF REEDLEY – REEDLEY HIGH SCHOOL AQUATICS COMPLEX

Physical Hazard Inspection Checklist

Page 1 of 4

Inspector: _____ Date: _____

	OK	*Action Needed	N/A
BUILDING EXTERIOR AND PARKING LOT			
Emergency Readiness			
1. Pathways from exit doors are clear.			
2. Lighting around pathways, stairs and parking lot is adequate. Bulbs in working order.			
General Environment			
3. Exterior walkways and parking lot in good condition (large cracks, holes, excessive water).			
4. Building windows/doors in good condition.			
5. Stair handrails in good condition.			
OFFICES & STORE ROOMS			
Emergency Readiness			
6. Emergency exits marked and pathways to exits are clear.			
7. Fire extinguishers marked, on bracket, easily accessible, and inspected monthly.			
8. First Aid supplies stocked per City policy.			
9. Emergency lighting battery tested monthly.			
10. Smoke detectors functioning (battery checked if applicable).			
11. Evacuation maps posted where required.			
General Environment			
12. Walkways are clear of obstructions (debris, cords, wet surface).			
13. Floors are clean and in good condition (carpet, rugs, and tile).			
14. Desks, chairs, cabinets, tables and all furniture in good condition.			
15. Shelves and bookcases secure and not overloaded. No storage within 18" from ceiling.			
16. Step stools and ladders (Type I or II rated) available and in good condition.			
Electrical			
17. Electrical cords and plugs in good condition (no exposed or taped wire).			
18. Surge protectors in place for computer equipment.			
19. No multi-extension cord usage.			
20. Lighting is adequate. Light bulbs are in working order and fixtures operate properly.			
21. Electrical panels accessible (36" unobstructed access), breakers identified, and all covers in place.			
22. If permitted, portable heaters in good condition (if not permitted, remove from use).			X
Hazardous Materials			
23. Janitor closet is clean and orderly.			
24. Hazardous material containers are labeled with content and hazards.			
25. Safety Data Sheets are available for all hazardous chemicals.			
Machinery/Equipment/Tools			
26. Hand/power tools in good condition (hammer, screw driver, drill, etc.).			

* If corrective action is needed, complete the Corrective Action Log on the last page of the inspection checklist.

CITY OF REEDLEY – REEDLEY HIGH SCHOOL AQUATICS COMPLEX

Physical Hazard Inspection Checklist

Page 2 of 4

	OK	*Action Needed	N/A
POOL AREAS			
Water Quality			
27. Water clean and clear. Main drain(s) clear and visible			
28. No algae in pool water, on sides or bottom, or on tile			
Safety Signs & Life Safety Equipment			
29. Required signs legible and posted in conspicuous locations (No Lifeguard on Duty, artificial respiration schematic, "No Diving" if less than 6 feet)			
30. Life ring with attached rope to span width of pool			
31. Body hook with 12 foot (min.) pole at poolside			
32. Depth markers clearly visible (located at max., middle, min. depth, break in slope on both sides, and at both ends)			
33. Depth markers located on pool deck if pool exceeds 20 feet in width			
Fencing/Decking			
34. Pool enclosed with approved fencing (min. 5 feet high/openings less than 4 inches)			
35. Gates and doors are self-closing and self-latching			
36. Unobstructed 4 foot min. deck is provided around entire pool and around 50% of spa			
37. Pool deck and coping in good repair			
38. Pool tiles and steps are in good repair			
Recirculation System			
39. Effluent and influent gauges for filter installed and operating			
40. Flowmeter installed and operating			
41. Approved automatic chlorination in operation			
42. Properly secured anti-entrapment covers provided for main drain(s), equalizer lines and all suction lines			
43. Skimmers in working order with all parts and skimmer baskets clean			
44. Emergency eyewash & shower station documented monthly flow test and in good working order. Dust caps in place.			X
Restrooms			
45. Sinks, toilets, urinals and showers clean and in good repair.			
46. Floors, walls, and ceilings clean and in good repair.			
47. Hot water provided for sinks and showers.			
48. Soap and single-use hand towels or air dryers in place at hand sinks.			
49. Drinking fountain clean and in good working order.			
General Requirements			
50. Current Health Permit (or copy) posted on site.			X
51. Daily records of pool maintenance are available for review.			
52. Pool light(s) secure and in good operating condition.			
53. Pool is under the supervision of responsible person during operation.			
54. Ladders and handrails available, secure, and in good repair.			
55. Diving boards and platforms are in good repair.			
56. Confined spaces are identified and labeled.			X
57. Hazardous material containers are labeled and stored appropriately.			
58. Accessible pool lift(s) are in good working order.			

* If corrective action is needed, complete the Corrective Action Log on the last page of the inspection checklist.

CITY OF REEDLEY – REEDLEY HIGH SCHOOL AQUATICS COMPLEX

Physical Hazard Inspection Checklist

Page 3 of 4

	OK	*Action Needed	N/A
POOL AREAS (continued)			
59. Step stools and ladders (Type I or II rated) available and in good condition.			
60. Fixed ladders are in good condition			

Additional hazards identified during inspection	*Action Needed
61.	
62.	
63.	
64.	
65.	
66.	
67.	
68.	
69.	
70.	

* If corrective action is needed, complete the Corrective Action Log on the last page of the inspection checklist.

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Reviewed by: _____ **Date:** _____

Fire Department

IIPP Supplement

Fire Department

Responsibilities

The department manager has the overall authority and responsibility for ensuring the department IIPP supplement is effectively implemented throughout departmental operations. Supervisors have program oversight for operations under their direct supervision and control.

Compliance

The following department methods are used to reinforce employee compliance with safety work practices and procedures:

- Distribution of department policies and procedures
 - Best Operating Practices are located at the Reference Desk.
- Communicating IIPP responsibilities with all employees
- Employee training programs
- Recognizing employees who perform safe work practices
- Disciplinary process outlined in City of Reedley Policy and Procedures.

Communication

Effective communications with employees have been established using the following methods:

- | | |
|--|---|
| <input checked="" type="checkbox"/> Department safety committee | <input type="checkbox"/> Safety newsletter, handouts |
| <input checked="" type="checkbox"/> Staff meetings every 14 days | <input type="checkbox"/> Employee safety recognition |
| <input type="checkbox"/> Tailgate meetings every 00 days | <input checked="" type="checkbox"/> Material safety data sheets |
| <input checked="" type="checkbox"/> Specific policies/procedures | <input checked="" type="checkbox"/> Posters and warning labels |
| <input checked="" type="checkbox"/> Department hazard assessment | <input type="checkbox"/> Other |
| <input checked="" type="checkbox"/> Employee safety training | (LIST) |

Employees are encouraged to report any potential health and safety hazard that may exist in the workplace. The Hazardous/Unsafe Condition Report form (see Attachment A) is located at the Fire Department Mail Center located in the office. Forms should be submitted to the Battalion Chief.

Hazard Assessment and Correction

Periodic Workplace Inspections

Inspections are conducted at the following department facilities or workplaces:

Facilities and Workplaces	Frequency
Reedley Fire Department, 1060 D Street	Quarterly

Department inspection forms are located at the Fire Department Mail Center located in the office.

Corrective Action

Supervisors will document corrective actions, including projected and actual completion dates. If an imminent hazard exists, work in the area must cease, and the manager must be contacted immediately. If the hazard cannot be immediately corrected without endangering employees or property, all personnel need to leave the area except those qualified and necessary to correct the condition. Contact the Fire Chief or Battalion Chief.

Accident Investigation

Employees will immediately notify their supervisor when an injury or illness occurs on the job. Supervisors will promptly investigate all accidents, injuries, occupational illnesses, and near-miss incidents to determine the cause of the incident. Appropriate corrective actions will be implemented promptly to mitigate the hazards identified during the investigation.

The Accident Report for Workers' Compensation and the Supervisor's Report of Injury form will be completed and a copy retained. The forms are located at the Fire Department Mail Center located in the office.

Note: Serious occupational injuries and illnesses must be reported to Cal/OSHA within eight hours after they have become known to the supervisor. This includes, but is not limited to, permanent disfigurement or hospitalization. Cal/OSHA notification will be the responsibility of the Human Resources Department.

Training and Instruction

Health and safety training, covering both general work practices and job-specific hazard training, is the responsibility of the supervisor and the Fire Chief and Battalion Chief.

General and department specific safety training requirements are located at the Reference Desk.

Record Keeping and Documentation

The following documents are located at the Fire Department Mail Center located in the office and will be maintained within the **Department IIPP Records** for at least the three years.

- Department Hazard Assessment
- Employee Hazard Report Forms
- Inspection Reports
- Accident Investigation Forms
- Hazard Correction Reports

CITY OF REEDLEY – FIRE STATION

Physical Hazard Inspection Checklist

Page 1 of 5

Inspector: _____ Date: _____

	OK	*Action Needed	N/A
BUILDING EXTERIOR AND PARKING LOT			
Emergency Readiness			
1. Pathways from exit doors are clear.			
2. Lighting around pathways, stairs and parking lot is adequate. Bulbs in working order.			
3. Fire sprinkler system (water valve open & locked, water pressure, current inspection tag)			
General Work Environment			
4. Exterior walkways and parking lot in good condition (large cracks, holes, excessive water).			
5. Building windows/doors in good condition.			
6. Stair handrails in good condition.			X
7. Pallets stored safely (stacked flat on the ground)			
OFFICES AND LOBBY			
Emergency Readiness			
8. Emergency exits marked and pathways to exits are clear.			
9. Fire extinguishers marked, on bracket, easily accessible, and inspected monthly.			
10. First Aid supplies stocked per Town policy.			
11. Battery life for emergency lighting and smoke detectors is adequate.			
12. Evacuation maps posted where required.			
General Environment			
13. Walkways are clear of obstructions (debris, cords, wet surface).			
14. Floors are clean and in good condition (carpet, rugs, and tile).			
15. Desks, chairs, cabinets, tables and all furniture in good condition.			
16. Shelves and bookcases secure and not overloaded. No storage within 18" from ceiling.			
17. Step stools & ladders (Type I or II rated) available and in good condition.			
18. Bathrooms in sanitary condition.			
19. AED(s) are inspected on a monthly basis.			X
Electrical			
20. Electrical cords and plugs in good condition (no exposed or taped wire).			
21. Surge protectors in place for computer equipment.			
22. No multi-extension cord usage.			
23. Lighting is adequate. Light bulbs are in working order and fixtures operate properly.			
24. Electrical panels accessible (36" unobstructed access) and breakers are identified.			
25. If permitted, portable heaters in good condition (if not permitted, remove from use).			
Machinery/Equipment/Tools			
26. Paper cutter in good condition with guard in place.			
27. Hand/power tools in good condition (hammer, screw driver, drill, etc.).			
LIVING AREA/MEETING ROOM			
Emergency Readiness			
28. Emergency exits marked and pathways to exits are clear.			
29. Fire extinguishers marked, on bracket, easily accessible, and inspected monthly.			
30. Battery life for emergency lighting and smoke detectors is adequate.			
31. Evacuation maps posted where required.			

CITY OF REEDLEY – FIRE STATION

Physical Hazard Inspection Checklist

Page 2 of 5

	OK	*Action Needed	N/A
LIVING AREA/MEETING ROOM <i>(continued)</i>			
General Environment			
32. Stair handrails in good condition.			X
33. Stair lighting is adequate.			X
34. Walkways are clear of obstructions (debris, cords, wet surface).			
35. Floors are clean and in good condition (carpet, rugs, and tile).			
36. Desks, chairs, cabinets, tables and all furniture in good condition.			
37. Shelves and bookcases secure and not overloaded. No storage within 18" from ceiling.			
38. Suspended objects are securely attached (pictures, screens, projectors, speakers).			
Electrical			
39. Electrical cords and plugs in good condition (no exposed or taped wire).			
40. Surge protectors in place for computer equipment.			
41. No multi-extension cord usage.			
42. Lighting is adequate. Light bulbs are in working order and fixtures operate properly.			
KITCHEN AREA & DINING ROOM			
General Environment			
43. Walkways are clear of obstructions (food, debris, cords, wet surface).			
44. Floors are clean and in good condition (carpet, rugs, and tile).			
45. Chairs, tables, cabinets and all furniture in good condition.			
46. No storage within 18" from ceiling.			
Electrical			
47. Electrical cords and plugs in good condition (no exposed or taped wire).			
48. No multi-extension cord usage.			
49. Lighting is adequate. Light bulbs are in working order and fixtures operate properly.			
Hazardous Materials			
50. Cleaning chemicals are labeled with content and hazards.			
Machinery/Equipment/Tools			
51. Kitchen appliances clean and in good condition. No frayed electrical cords.			
52. Kitchen knives stored in a knife block or separately from other utensils.			
Personal Protective Equipment			
53. Pot holders readily available.			
SLEEPING QUARTERS			
Emergency Readiness			
54. Fire extinguishers marked, on bracket, easily accessible, and inspected monthly.			
55. Battery life for emergency lighting and smoke detectors is adequate.			
General Environment			
56. Walkways are clear of obstructions (debris, cords, wet surface).			
57. Floors are clean and in good condition (carpet, rugs, and tile).			
58. Beds, desks, chairs, cabinets, tables and all furniture in good condition.			
59. Shelves and bookcases secure and not overloaded. No storage within 24" from ceiling.			
Electrical			
60. Electrical cords and plugs in good condition (no exposed or taped wire).			
61. No multi-extension cord usage.			
62. Lighting is adequate. Light bulbs are in working order and fixtures operate properly.			

CITY OF REEDLEY – FIRE STATION

Physical Hazard Inspection Checklist

Page 3 of 5

	OK	*Action Needed	N/A
TOILET/SHOWER/LOCKER ROOM			
General Environment			
63. Walkways are clear of obstructions (debris, cords).			
64. Floors are clean and in good condition.			
65. Lockers and benches in good condition.			
66. Stalls, sinks, and showers in sanitary condition.			
Electrical			
67. Electrical cords and plugs in good condition (no exposed or taped wire).			
68. Lighting is adequate. Light bulbs are in working order and fixtures operate properly.			
Hazardous Materials			
69. Cleaning chemicals are labeled with content and hazards.			
APPARATUS & EQUIPMENT SERVICE AREAS			
Emergency Readiness			
70. Emergency exits marked and pathways to exits are clear.			
71. Fire extinguishers marked, on bracket, easily accessible, and inspected monthly.			
72. First Aid supplies stocked per City policy.			
73. Battery life for emergency lighting and smoke detectors is adequate.			
74. Emergency eyewash & shower station documented monthly flow test and in good working order. Dust caps in place.			X
General Environment			
75. Walkways are clear of obstructions (cords, wet surface).			
76. Floors are clean and in good condition (carpet, rugs, and tile).			
77. Work areas are clean (minimal dust and debris).			
78. Lockers, chairs, cabinets, work tables and all furniture in good condition.			
79. Shelving secure and not overloaded. No storage within 18" from ceiling.			
Electrical			
80. Electrical cords and plugs in good condition (no exposed or taped wire).			
81. No multi-extension cord usage.			
82. Lighting is adequate. Light bulbs are in working order and fixtures operate properly.			
83. Electrical panels accessible (36" unobstructed access), breakers identified, and all covers in place.			
Hazardous Materials			
84. Hazardous materials/chemicals properly stored.			
85. Flammable/combustible liquids stored in a UL listed flammable liquid storage cabinet.			
86. Hazardous material primary/secondary containers are labeled with content and hazards.			
87. Safety Data Sheets readily available for all hazardous materials.			
88. Hazardous waste containers labeled with content and accumulation start date. Liquids supported by secondary containment.			X
89. Bio-hazard and medical waste containers labeled and closed/sealed at ¾ capacity.			X
Machinery/Equipment/Tools			
90. Hand tools inspected and in good condition (hammers, pliers, wrench, etc.)			
91. Power tools inspected, in good condition, with guards in place (grinders, saws, drills).			
92. Pneumatic tools inspected and in good condition (locking device in place)			
93. Air compressor in good operating condition (CalOSHA pressure vessel certificate posted)			

CITY OF REEDLEY – FIRE STATION

Physical Hazard Inspection Checklist

Page 4 of 5

	OK	*Action Needed	N/A
APPARATUS & EQUIPMENT SERVICE AREAS <i>(continued)</i>			
94. Step stools & ladders (Type I or II rated) available and in good condition.			
95. Machinery and equipment in good condition with guards in place.			
96. All tools and equipment properly stored in designated areas.			
97. Generator room (no storage, clean)			
Personal Protective Equipment (PPE)			
98. PPE requirements posted at exposure areas (hearing, safety glasses, gloves, hard hat, etc.)			X
99. Department specific PPE is clean, in good condition, and properly stored.			
100. SCBA bottles stored properly			
STORAGE GARAGE & BUILDINGS			
General Environment			
101. Walkways are clear of obstructions (food, debris, cords, wet surface).			
102. Floors are clean and in good condition.			
103. Shelves secure and not overloaded. No storage within 18" from ceiling.			
Electrical			
104. Electrical cords and plugs in good condition (no exposed or taped wire).			
105. No multi-extension cord usage.			
106. Lighting is adequate. Light bulbs are in working order and fixtures operate properly.			
TRAINING TOWER			
107. Stair steps & handrails in good condition.			X
108. Pathways free of trip/fall hazards and sharp objects.			X

Additional hazards identified during inspection	*Action Needed
109.	
110.	
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121.	
122.	
123.	

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Reviewed by: _____ **Date:** _____

Police Department

IIPP Supplement

Police Department

Responsibilities

The department manager has the overall authority and responsibility for ensuring the department IIPP supplement is effectively implemented throughout departmental operations. Supervisors have program oversight for operations under their direct supervision and control.

Compliance

The following department methods are used to reinforce employee compliance with safety work practices and procedures:

- Distribution of department policies and procedures
 - Reedley Police Department Common Server
- Communicating IIPP responsibilities with all employees
- Employee training programs
- Recognizing employees who perform safe work practices
- Disciplinary process outlined in Policies and Procedures Manual.

Communication

Effective communications with employees have been established using the following methods:

- | | |
|---|--|
| <input type="checkbox"/> Department safety committee | <input type="checkbox"/> Safety newsletter, handouts |
| <input checked="" type="checkbox"/> Staff meetings every 120 days | <input type="checkbox"/> Employee safety recognition |
| <input type="checkbox"/> Tailgate meetings every 00 days | <input type="checkbox"/> Material safety data sheets |
| <input checked="" type="checkbox"/> Specific policies/procedures | <input type="checkbox"/> Posters and warning labels |
| <input type="checkbox"/> Department hazard assessment | <input type="checkbox"/> Other |
| <input checked="" type="checkbox"/> Employee safety training | (LIST) |

Employees are encouraged to report any potential health and safety hazard that may exist in the workplace. The Hazardous/Unsafe Condition Report form (see Attachment A) is located at Reedley Police Department Common Server. Forms should be submitted to Lt. Hector Aleman.

Hazard Assessment and Correction

Periodic Workplace Inspections

Inspections are conducted at the following department facilities or workplaces:

Facilities and Workplaces	Frequency
Reedley Police Department	Quarterly
Reedley Police Department - Annex	Quarterly

Department inspection forms are located at Reedley Police Department Common Server.

Corrective Action

Supervisors will document corrective actions, including projected and actual completion dates. If an imminent hazard exists, work in the area must cease, and the manager must be contacted immediately. If the hazard cannot be immediately corrected without endangering employees or property, all personnel need to leave the area except those qualified and necessary to correct the condition. Lt. Hector Aleman is designated to determine appropriate action for imminent hazards.

Accident Investigation

Employees will immediately notify their supervisor when an injury or illness occurs on the job. Supervisors will promptly investigate all accidents, injuries, occupational illnesses, and near-miss incidents to determine the cause of the incident. Appropriate corrective actions will be implemented promptly to mitigate the hazards identified during the investigation.

The Accident Report for Workers' Compensation and the Supervisor's Report of Injury form will be completed and a copy retained. The forms are located at Reedley Police Department Common Server.

Note: Serious occupational injuries and illnesses must be reported to Cal/OSHA within eight hours after they have become known to the supervisor. This includes, but is not limited to, permanent disfigurement or hospitalization. Cal/OSHA notification will be the responsibility of the Human Resources Department.

Training and Instruction

Health and safety training, covering both general work practices and job-specific hazard training, is the responsibility of the supervisor and Sgt. Gary Kincaid.

General and department specific safety training requirements are located at Reedley Police Department Common Server.

Record Keeping and Documentation

The following documents are located at Reedley Police Department Server and will be maintained within the **Department IIPP Records** for at least the three years.

- Department Hazard Assessment
- Employee Hazard Report Forms
- Inspection Reports
- Accident Investigation Forms
- Hazard Correction Reports
- Employee Safety Training Requirements and Attendance Records

CITY OF REEDLEY – POLICE STATION

Physical Hazard Inspection Checklist

Page 1 of 3

Inspector: _____ Date: _____

	OK	*Action Needed	N/A
BUILDING EXTERIOR AND PARKING LOT			
Emergency Readiness			
1. Pathways from exit doors are clear.			
2. Lighting around pathways, stairs and parking lot is adequate. Bulbs in working order.			
3. Fire sprinkler system (water valve open & locked, water pressure, current inspection tag)			
General Work Environment			
4. Exterior walkways and parking lot in good condition (large cracks, holes, excessive water).			
5. Building windows/doors in good condition.			
6. Stair handrails in good condition.			X
7. Fixed ladders in good condition.			X
OFFICES/LOBBY/CONFERENCE ROOM			
Emergency Readiness			
8. Emergency exits marked and pathways to exits are clear. Illuminated signs tested monthly.			
9. Fire extinguishers marked, on bracket, easily accessible, and inspected monthly.			
10. Emergency lighting battery tested monthly.			
11. Smoke detectors functioning (battery checked if applicable).			
12. Evacuation maps posted where required.			
General Environment			
13. Walkways are clear of obstructions (debris, cords, wet surface).			
14. Floors are clean and in good condition (carpet, rugs, and tile).			
15. Desks, chairs, cabinets, tables and all furniture in good condition.			
16. Shelves and bookcases secure and not overloaded. No storage within 18" from ceiling.			
17. Step stools (Type I or II rated) available and in good condition.			
18. Bathrooms in sanitary condition.			
Electrical			
19. Electrical cords and plugs in good condition (no exposed or taped wire).			
20. Surge protectors in place for computer equipment.			
21. No multi-extension cord usage.			
22. Lighting is adequate. Light bulbs are in working order and fixtures operate properly.			
23. Electrical panels accessible (36" unobstructed access), breakers identified, and all covers in place.			
24. If permitted, portable heaters in good condition (if not permitted, remove from use).			
Machinery/Equipment/Tools			
25. Paper cutter in good condition with guard in place.			
26. Hand/power tools in good condition (hammer, screw driver, drill, etc.).			
LOCKER ROOM & HOLDING			
General Environment			
27. Walkways are clear of obstructions (debris, cords, wet surface).			
28. Floors are clean and in good condition (carpet, rugs, and tile).			
29. Lockers secured. Lockers and benches in good condition.			
30. Bathrooms and showers in sanitary condition.			

* If corrective action is needed, complete the Corrective Action Log on the last page of the inspection checklist.

CITY OF REEDLEY – POLICE STATION

Physical Hazard Inspection Checklist

Page 2 of 3

	OK	*Action Needed	N/A
LOCKER ROOM & HOLDING (continued)			
Electrical			
31. Electrical cords and plugs in good condition (no exposed or taped wire).			
32. Lighting is adequate. Light bulbs are in working order and fixtures operate properly.			
Hazardous Materials			
33. Hazardous materials/chemicals properly stored (i.e. tear gas).			
34. Hazardous material containers are labeled with content and hazards.			
35. Safety Data Sheets readily available for all hazardous materials.			
Machinery/Equipment/Tools			
36. Hand/power tools in good condition (hammer, screw driver, drill, etc.).			
Personal Protective Equipment			
37. First Aid supplies stocked per City policy.			
38. Latex gloves available (stocked in the first aid kits).			
39. Respirators in good condition and properly stored (gas masks, N95 respirators)			X
GARAGE/EVIDENCE ROOM			
General Environment			
40. Walkways are clear of obstructions (debris, cords, wet surface).			
41. Floors are clean and in good condition (carpet, rugs, concrete and tile).			
42. Shelves secure and not overloaded. No storage within 18" from ceiling.			
43. Step stools & ladders (Type I or II rated) available and in good condition.			
Electrical			
44. Electrical cords and plugs in good condition (no exposed or taped wire).			
45. Lighting is adequate. Light bulbs are in working order and fixtures operate properly.			
46. Electrical panels accessible (36" unobstructed access), breakers identified, and all covers in place.			X
47. No multi-extension cord usage.			

Additional hazards identified during inspection	*Action Needed
48.	
49.	
50.	
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Page 3 of 3

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Reviewed by: _____ **Date:** _____

CITY OF REEDLEY – POLICE DEPARTMENT ANNEX

Physical Hazard Inspection Checklist

Page 1 of 3

Inspector: _____ Date: _____

	OK	*Action Needed	N/A
BUILDING EXTERIOR AND PARKING LOT			
Emergency Readiness			
1. Pathways from exit doors are clear.			
2. Lighting around pathways, stairs and parking lot is adequate. Bulbs in working order.			
3. Fire sprinkler system (water valve open & locked, water pressure, current inspection tag)			
General Environment			
4. Exterior walkways and parking lot in good condition (large cracks, holes, excessive water).			
5. Building windows/doors in good condition.			
OFFICES (Includes small lobby and bathrooms)			
Emergency Readiness			
6. Emergency exits marked and pathways to exits are clear. Illuminated signs tested monthly.			
7. Fire extinguishers marked, on bracket, easily accessible, and inspected monthly.			
8. First Aid supplies stocked per City policy.			X
9. Emergency lighting battery tested monthly.			
10. Smoke detectors functioning (battery checked if applicable).			
11. Evacuation maps posted where required.			
General Environment			
12. Walkways are clear of obstructions (debris, cords, wet surface).			
13. Floors are clean and in good condition (carpet, rugs, and tile).			
14. Desks, chairs, cabinets, tables and all furniture in good condition.			X
15. Shelves and bookcases secure and not overloaded. No storage within 18" from ceiling.			X
16. Step stools (Type I or II rated) available and in good condition.			
17. Bathrooms in sanitary condition.			
Electrical			
18. Electrical cords and plugs in good condition (no exposed or taped wire).			
19. Surge protectors in place for computer equipment.			
20. No multi-extension cord usage.			
21. Lighting is adequate. Light bulbs are in working order and fixtures operate properly.			
22. Electrical panels accessible (36" unobstructed access), breakers identified, and all covers in place.			
23. If permitted, portable heaters in good condition (if not permitted, remove from use).			
Hazardous Materials			
24. Janitor closet is clean and orderly.			X
25. Hazardous material containers are labeled with content and hazards.			X
26. Safety Data Sheets are available for all hazardous chemicals.			X
Machinery/Equipment/Tools			
27. Paper cutter in good condition with guard in place.			X
28. Hand/power tools in good condition (hammer, screw driver, drill, etc.).			X

CITY OF REEDLEY – POLICE DEPARTMENT ANNEX

Physical Hazard Inspection Checklist

Page 2 of 3

Additional hazards identified during inspection	*Action Needed
29.	
30.	
31.	
32.	
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34.	
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36.	
37.	
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Public Works Department

IIPP Supplement

Public Works Department

Responsibilities

The department manager has the overall authority and responsibility for ensuring the department IIPP supplement is effectively implemented throughout departmental operations. Supervisors have program oversight for operations under their direct supervision and control.

Compliance

The following department methods are used to reinforce employee compliance with safety work practices and procedures:

- Distribution of department policies and procedures
 - Public Works/Human Resources Office
- Communicating IIPP responsibilities with all employees
- Employee training programs
- Recognizing employees who perform safe work practices
- Disciplinary process outlined in Policies and Procedures Manual.

Communication

Effective communications with employees have been established using the following methods:

- | | |
|---|--|
| <input type="checkbox"/> Department safety committee | <input type="checkbox"/> Safety newsletter, handouts |
| <input checked="" type="checkbox"/> Staff meetings every 90 days | <input type="checkbox"/> Employee safety recognition |
| <input checked="" type="checkbox"/> Tailgate meetings every 07 days | <input type="checkbox"/> Material safety data sheets |
| <input type="checkbox"/> Specific policies/procedures | <input type="checkbox"/> Posters and warning labels |
| <input type="checkbox"/> Department hazard assessment | <input type="checkbox"/> Other |
| <input checked="" type="checkbox"/> Employee safety training | (LIST) |

Employees are encouraged to report any potential health and safety hazard that may exist in the workplace. The Hazardous/Unsafe Condition Report form (see Attachment A) is located at Deptfiles "Z". Forms should be submitted to Division Supervisor.

Hazard Assessment and Correction

Periodic Workplace Inspections

Inspections are conducted at the following department facilities or workplaces:

Facilities and Workplaces	Frequency
WWTP, 1701 W Huntsman Ave, Reedley, CA	Annually
Streets, Parks, and Water, 1108 S. I Street, Reedley, CA	Annually
Water Well Sites	Annually

Department inspection forms are located at Deptfiles "Z" drive in the IIPP folder.

Corrective Action

Supervisors will document corrective actions, including projected and actual completion dates. If an imminent hazard exists, work in the area must cease, and the manager must be contacted immediately. If the hazard cannot be immediately corrected without endangering employees or property, all personnel need to leave the area except those qualified and necessary to correct the condition. Division Supervisor.

Accident Investigation

Employees will immediately notify their supervisor when an injury or illness occurs on the job. Supervisors will promptly investigate all accidents, injuries, occupational illnesses, and near-miss incidents to determine the cause of the incident. Appropriate corrective actions will be implemented promptly to mitigate the hazards identified during the investigation.

The Accident Report for Workers' Compensation and the Supervisor's Report of Injury form will be completed and a copy retained. The forms are located at Deptfiles "Z" Drive in the IIPP folder.

Note: Serious occupational injuries and illnesses must be reported to Cal/OSHA within eight hours after they have become known to the supervisor. This includes, but is not limited to, permanent disfigurement or hospitalization. Cal/OSHA notification will be the responsibility of Assistant City Managers.

Training and Instruction

Health and safety training, covering both general work practices and job-specific hazard training, is the responsibility of the supervisor.

General and department specific safety training requirements are located at Deptfiles "Z" Drive in the IIPP folder.

Record Keeping and Documentation

The following documents are located at Deptfiles "Z" Drive in the IIPP folder and will be maintained within the **Department IIPP Records** for at least the three years.

- Department Hazard Assessment
- Employee Hazard Report Forms
- Inspection Reports
- Accident Investigation Forms
- Hazard Correction Reports
- Employee Safety Training Requirements and Attendance Records

CITY OF REEDLEY – PARKS

Physical Hazard Inspection Checklist

Page 1 of 3

Inspector: _____ Date: _____

	OK	*Action Needed	N/A
BUILDING EXTERIOR AND YARD			
Emergency Readiness			
1. Pathways from exit doors are clear.			
2. Lighting around pathways, stairs and parking lot is adequate. Bulbs in working order			
3. Fire sprinkler system (water valve open & locked, water pressure, current inspection tag)			
General Environment			
4. Exterior walkways and parking lot in good condition (large cracks, holes, excessive water).			
5. Building windows/doors in good condition.			
OFFICES (Includes small lobby and bathrooms)			
Emergency Readiness			
6. Emergency exits marked and pathways to exits are clear. Illuminated signs tested monthly.			
7. Fire extinguishers marked, on bracket, easily accessible, and inspected monthly.			
8. First Aid supplies stocked per City policy.			
9. Emergency lighting battery tested monthly.			
10. Smoke detectors functioning (battery checked if applicable).			
11. Evacuation maps posted where required.			
General Environment			
12. Walkways are clear of obstructions (debris, cords, wet surface).			
13. Floors are clean and in good condition (carpet, rugs, and tile).			
14. Desks, chairs, cabinets, tables and all furniture in good condition.			
15. Shelves and bookcases secure and not overloaded. No storage within 18" from ceiling.			
16. Step stools (Type I or II rated) available and in good condition.			
17. Bathrooms in sanitary condition.			
Electrical			
18. Electrical cords and plugs in good condition (no exposed or taped wire).			
19. Surge protectors in place for computer equipment.			
20. No multi-extension cord usage.			
21. Lighting in rooms and stairway is adequate. Bulbs in working order.			
22. Electrical panels accessible (36" unobstructed access), breakers identified, and all covers in place.			
23. If permitted, portable heaters in good condition (if not permitted, remove from use).			
Hazardous Materials			
24. Janitor closet is clean and orderly.			
25. Cleaning chemicals are labeled with content and hazards.			
26. Safety Data Sheets are available for all hazardous chemicals.			
Machinery/Equipment/Tools			
27. Paper cutter in good condition with guard in place.			
28. Hand/power tools in good condition (hammer, screw driver, drill, etc.).			

* If corrective action is needed, complete the Corrective Action Log on the last page of the inspection checklist.

CITY OF REEDLEY – PARKS

Physical Hazard Inspection Checklist

Page 2 of 3

Additional hazards identified during inspection	*Action Needed
29.	
30.	
31.	
32.	
33.	
34.	
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37.	
38.	

Page 3 of 3

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Reviewed by: _____ **Date:** _____

CITY OF REEDLEY

HAZARD IDENTIFICATION INSPECTION CHECKLIST

Maintenance Shops, and Maintenance Yard

Location: Parks

Area: #10 Chemical Storage

Inspected: _____

Date: _____

This checklist is to be completed annually. Mark potential hazards according to your judgment. Check all items that apply, and make comments where warranted. Place an "X" in the appropriate box to indicate the item is compliant/safe (Yes), non-compliant/hazardous (No), does not apply to the area (NA). Send a copy of this checklist to _____ and retain the original for one year. Document corrective action taken and date of completion - Use the bottom of the second page or attach additional sheets as needed.

Yes	No	N/A	Corrective Action/Date Completed
-----	----	-----	----------------------------------

Required Postings – Posted on bulletin boards or other appropriate locations.

- 1** Up-to-date Labor and Industry workplace posters are displayed (i.e. Safety & Health Protection on the Job, Emergency Telephone Numbers, Workers' Comp Notice to Employees, etc.)
- 2** Safety Data Sheet (SDS) Information available
- 3** Cal/OSHA Powered Industrial Truck Guidelines posters are displayed in the break room adjacent to the vehicles' use area and adjacent to the vehicles' storage
- 4** NFPA Hazardous Materials Diamond signs are posted on the exterior of the building where hazardous materials are used or stored, and the signs display the appropriate hazard ratings

General Work Environment & Housekeeping

- 5** Areas are clean, free of clutter, and provide ample working space
- 6** Shelving and storage cabinets are secured to prevent tipping
- 7** Stored materials are orderly, do not overload the shelves, and do not extend beyond the shelving
- 8** Stairways are in good repair and landings are free of stored materials
- 9** Walking surfaces are in good repair and free from trip/fall hazards
- 10** Walking surfaces are free of wet or oily conditions
- 11** Workshops are free of apparent hazards and safety concerns

Emergency Response and Life Safety

- 12** Emergency evacuation procedures and routes are posted
- 13** Exit doors are free of inappropriate locking devices
- 14** Exits and walkways are unobstructed
- 15** Exits are clearly posted or otherwise identified
- 16** Eyewash/shower stations are accessible, operational & properly maintained
- 17** Fire extinguishers are mounted, accessible, fully-charged & serviced within the last 12-months
- 18** First aid kits are adequately stocked & contain only first aid supplies
- 19** Sawdust collection system is emptied and inspected regularly

Personal Protective Equipment (PPE)

- 20** Employees are wearing appropriate PPE for tasks being completed (gloves, clothing, face shield, etc)
- 21** Eye protection is available (glasses, goggles) & worn when needed
- 22** Hearing protection is provided (ear plugs, ear muffs) & worn appropriately when needed
- 23** Signs warning employees to wear PPE are posted

Hazardous Materials (Raw & Waste)

- 24** Primary & secondary chemical containers are labeled to identify the contents & specific hazard
- 25** Flammable & combustible materials are stored in NFPA-approved containers/cabinets
- 26** Spill containment is provided for stored hazardous & industrial materials
- 27** Spill response kits are available in hazardous & industrial material storage areas
- 28** No noticeable leaks or spills are present
- 29** Waste containers are closed & properly labeled regarding waste & accumulation dates
- 30** Work areas where chemicals are present are free of open beverages & food

Electrical

- 31** A 36-inch clearance is maintained in front of all electrical panels
- 32** Electrical cords and plugs are in good condition (not frayed or taped)

Location: Parks		Area: #10 Chemical Storage	
Inspected:		Date:	
33	Wallplates are in place over outlets and switches		
Tools & Equipment			
34	All guards are in place to prevent contact with point of operation or in-running nip point		
35	Grinding wheel guards are in place & adjusted properly (tool/work rest 1/8 inch, tongue guard 1/4 inch; flanges in place and properly adjusted)		
36	Only Type I & Type II rated ladders are utilized & labels are in place		
37	Tools & equipment are in good condition		
38	Operating permits for all air compressors are current & posted		
Welding Operations			
39	Compressed gas cylinders are secured in an upright position with chains or straps		
40	Welding ventilation systems are operations, clean & filters regularly changed		
41	Welding curtains are available & used when appropriate		
Fueling Area			
42	Emergency shut-off switches are labeled and accessible		
43	The permit to pump fuel is displayed at the pumps or in the office		
Other			
44			
45			
46			

CITY OF REEDLEY – STREETS AND PARKS

Physical Hazard Inspection Checklist

Page 1 of 4

Inspector: _____ Date: _____

	OK	*Action Needed	N/A
BUILDING EXTERIOR AND YARD			
1. Lighting is adequate and bulbs in working order.			
2. Yard ground surface in good condition (no large cracks, holes, excessive water).			
3. Perimeter fencing in good condition and security locks in working order.			
4. Building windows/doors in good condition.			
5. Heavy equipment is parked in the designated areas.			
6. Pallets stored safely (stacked flat on the ground)			
7. Above ground fuel storage tanks in good operating condition.			
8. Forklift Operations (Pre-use inspections, operator training, parking)			
OFFICE/STORAGE ROOM/BREAK ROOM			
Emergency Readiness			
9. Emergency exits marked and pathways to exits are clear. Illuminated signs tested monthly.			
10. Fire extinguishers marked, on bracket, easily accessible, and inspected monthly.			
11. Emergency lighting battery tested monthly.			
12. Smoke detectors functioning (battery checked if applicable).			
General Environment			
13. Stair handrails in good condition.			
14. Walkways are clear of obstructions (debris, cords, wet surface).			
15. Floors are clean and in good condition (carpet, rugs, and tile).			
16. Desks, chairs, cabinets, tables and all furniture in good condition.			
17. Shelves and bookcases secure and not overloaded. No storage within 18" from ceiling.			
18. Bathrooms in sanitary condition.			
Electrical			
19. Electrical cords and plugs in good condition (no exposed or taped wire).			
20. Surge protectors in place for computer equipment.			
21. No multi-extension cord usage.			
22. Lighting in rooms and stairway is adequate. Bulbs in working order.			
23. Electrical panels accessible (36" unobstructed access), breakers identified, and all covers in place.			
24. If permitted, portable heaters in good condition (if not permitted, remove from use).			
Hazardous Materials			
25. Cleaning chemicals are labeled with content and hazards.			
26. Safety Data Sheets are available for all hazardous chemicals.			
Machinery/Equipment/Tools			
27. Kitchen appliances clean and in good condition. No frayed electrical cords.			
28. Kitchen knives stored in a knife block or separately from other utensils.			
Personal Protective Equipment			
29. Pot holders available if cooking appliances are used.			

* If corrective action is needed, complete the Corrective Action Log on the last page of the inspection checklist.

CITY OF REEDLEY – STREETS AND PARKS

Physical Hazard Inspection Checklist

Page 2 of 4

	OK	*Action Needed	N/A
INTERIOR WORK AREA/MACHINE SHOP/EQUIPMENT STORAGE			
Emergency Readiness			
30. Emergency exits marked and pathways to exits are clear. Illuminated signs tested monthly.			
31. Fire extinguishers marked, on bracket, easily accessible, and inspected monthly.			
32. First Aid supplies stocked per City policy.			
33. Battery life for emergency lighting and smoke detectors is adequate.			
General Environment			
34. Walkways are clear of obstructions (cords, wet surface).			
35. Floors are clean and in good condition (carpet, rugs, and tile).			
36. Work areas are clean (minimal dust and debris).			
37. Lockers, chairs, cabinets, work tables and all furniture in good condition.			
38. Shelving secure and not overloaded. No storage within 18" from ceiling.			
Electrical			
39. Electrical cords and plugs in good condition (no exposed or taped wire).			
40. No multi-extension cord usage.			
41. Lighting is adequate. Light bulbs are in working order and fixtures operate properly.			
42. Electrical panels accessible (36" unobstructed access), breakers identified, and all covers in place.			
Hazardous Materials			
43. Hazardous materials/chemicals properly stored.			
44. Flammable/Combustible liquids stored in a UL listed Flammable Liquid Storage Cabinet.			
45. Hazardous material containers are labeled with content and hazards.			
46. Secondary containers are labeled with content and hazards.			
47. Safety Data Sheets readily available for all hazardous materials.			
48. Gas cylinders properly secured. (Caps on, chained up, spare oxy-acetylene separation)			
Machinery/Equipment/Tools			
49. Hand tools inspected and in good condition (hammers, pliers, wrench, etc.).			
50. Power tools inspected, in good condition, with guards in place (grinders, saws, drills).			
51. Pneumatic tools inspected and in good condition (locking device in place).			
52. Air compressor in good operating condition (Cal/OSHA pressure vessel certificate posted)			
53. Step stools & ladders (Type I or II rated) available and in good condition.			
54. All other machines and equipment in good condition with guards in place.			
55. Tools & equipment designed to be mounted (floor/table) are secured. (Press, drill press, bench grinder, etc.)			
56. All tools and equipment properly stored in designated areas.			
Personal Protective Equipment (PPE)			
57. PPE requirements posted at exposure areas (hearing, safety glasses, gloves, hard hat, etc.)			
58. Department specific PPE is clean, in good condition, and properly stored.			

* If corrective action is needed, complete the Corrective Action Log on the last page of the inspection checklist.

CITY OF REEDLEY – STREETS AND PARKS

Physical Hazard Inspection Checklist

Page 3 of 4

Additional hazards identified during inspection	*Action Needed
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* If corrective action is needed, complete the Corrective Action Log on the last page of the inspection checklist.

Page 4 of 4

[illegible]

Date: _____

CITY OF REEDLEY – STREETS AND PARKS

Physical Hazard Inspection Checklist

Page 1 of 3

Inspector: _____ Date: _____

	OK	*Action Needed	N/A
BUILDING EXTERIOR AND YARD			
1. Pathways from exit doors are clear.			
2. Lighting around pathways, stairs, and parking lot is adequate. Bulbs in working order.			
3. Fire sprinkler system (water valve open & locked, water pressure, current inspection tag)			
General Environment			
4. Exterior walkways and parking lot in good condition (large cracks, holes, excessive water).			
5. Building windows/doors in good condition.			
OFFICE (Includes small lobby and bathrooms)			
Emergency Readiness			
6. Emergency exits marked and pathways to exits are clear. Illuminated signs tested monthly.			
7. Fire extinguishers marked, on bracket, easily accessible, and inspected monthly.			
8. First Aid supplies stocked per City policy.			
9. Emergency lighting battery tested monthly.			
10. Smoke detectors functioning (battery checked if applicable).			
11. Evacuation maps posted where required.			
General Environment			
12. Walkways are clear of obstructions (debris, cords, wet surface).			
13. Floors are clean and in good condition (carpet, rugs, and tile).			
14. Desks, chairs, cabinets, tables and all furniture in good condition.			
15. Shelves and bookcases secure and not overloaded. No storage within 18" from ceiling.			
16. Step stools (Type I or II rated) available and in good condition.			
17. Bathrooms in sanitary condition.			
Electrical			
18. Electrical cords and plugs in good condition (no exposed or taped wire).			
19. Surge protectors in place for computer equipment.			
20. No multi-extension cord usage.			
21. Lighting in rooms and stairway is adequate. Bulbs in working order.			
22. Electrical panels accessible (36" unobstructed access), breakers identified, and all covers in place.			
23. If permitted, portable heaters in good condition (if not permitted, remove from use).			
Hazardous Materials			
24. Janitor closet is clean and orderly.			
25. Hazardous material containers are labeled with content and hazards.			
26. Safety Data Sheets are available for all hazardous chemicals.			
Machinery/Equipment/Tools			
27. Kitchen appliances clean and in good condition. No frayed electrical cords.			
28. Kitchen knives stored in a knife block or separately from other utensils.			

* If corrective action is needed, complete the Corrective Action Log on the last page of the inspection checklist.

CITY OF REEDLEY – STREETS AND PARKS

Physical Hazard Inspection Checklist

Page 2 of 3

Additional hazards identified during inspection	*Action Needed
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* If corrective action is needed, complete the Corrective Action Log on the last page of the inspection checklist.

Page 3 of 3

[illegible]

Reviewed by: _____ **Date:** _____

CITY OF REEDLEY – WATER

Physical Hazard Inspection Checklist

Page 1 of 3

Inspector: _____ Date: _____

	OK	*Action Needed	N/A
BUILDING EXTERIOR AND YARD			
1. Pathways from exit doors are clear.			
2. Lighting around pathways, stairs, and parking lot is adequate. Bulbs in working order.			
3. Fire sprinkler system (water valve open & locked, water pressure, current inspection tag)			
General Environment			
4. Exterior walkways and parking lot in good condition (large cracks, holes, excessive water).			
5. Building windows/doors in good condition.			
OFFICE (Includes small lobby and bathrooms)			
Emergency Readiness			
6. Emergency exits marked and pathways to exits are clear. Illuminated signs tested monthly.			
7. Fire extinguishers marked, on bracket, easily accessible, and inspected monthly.			
8. First Aid supplies stocked per City policy.			
9. Emergency lighting battery tested monthly.			
10. Smoke detectors functioning (battery checked if applicable).			
11. Evacuation maps posted where required.			
General Environment			
12. Walkways are clear of obstructions (debris, cords, wet surface).			
13. Floors are clean and in good condition (carpet, rugs, and tile).			
14. Desks, chairs, cabinets, tables and all furniture in good condition.			
15. Shelves and bookcases secure and not overloaded. No storage within 18" from ceiling.			
16. Step stools (Type I or II rated) available and in good condition.			
17. Bathrooms in sanitary condition.			
Electrical			
18. Electrical cords and plugs in good condition (no exposed or taped wire).			
19. Surge protectors in place for computer equipment.			
20. No multi-extension cord usage.			
21. Lighting in rooms and stairway is adequate. Bulbs in working order.			
22. Electrical panels accessible (36" unobstructed access), breakers identified, and all covers in place.			
23. If permitted, portable heaters in good condition (if not permitted, remove from use).			
Hazardous Materials			
24. Janitor closet is clean and orderly.			
25. Hazardous material containers are labeled with content and hazards.			
26. Safety Data Sheets are available for all hazardous chemicals.			
Machinery/Equipment/Tools			
27. Kitchen appliances clean and in good condition. No frayed electrical cords.			
28. Kitchen knives stored in a knife block or separately from other utensils.			

* If corrective action is needed, complete the Corrective Action Log on the last page of the inspection checklist.

CITY OF REEDLEY – WATER

Physical Hazard Inspection Checklist

Page 2 of 3

Additional hazards identified during inspection	*Action Needed
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* If corrective action is needed, complete the Corrective Action Log on the last page of the inspection checklist.

Page 3 of 3

[illegible]

Reviewed by: _____ **Date:** _____

CITY OF REEDLEY

HAZARD IDENTIFICATION INSPECTION CHECKLIST

Maintenance Shops, and Maintenance Yard

Location: Water

Area: Well sites (5A, 6, 11, 12, 13, 14)

Inspected: _____

Date: _____

This checklist is to be completed annually. Mark potential hazards according to your judgment. Check all items that apply, and make comments where warranted. Place an "X" in the appropriate box to indicate the item is compliant/safe (Yes), non-compliant/hazardous (No), does not apply to the area (NA). Send a copy of this checklist to _____ and retain the original for one year. Document corrective action taken and date of completion - Use the bottom of the second page or attach additional sheets as needed.

Yes	No	N/A	Corrective Action/Date Completed
-----	----	-----	----------------------------------

Required Postings – Posted on bulletin boards or other appropriate locations.

1	Up-to-date Labor and Industry workplace posters are displayed (i.e. Safety & Health Protection on the Job, Emergency Telephone Numbers, Workers' Comp Notice to Employees, etc.)				
2	Safety Data Sheet (SDS) Information available				
3	Cal/OSHA Powered Industrial Truck Guidelines posters are displayed in the break room adjacent to the vehicles' use area and adjacent to the vehicles' storage				
4	NFPA Hazardous Materials Diamond signs are posted on the exterior of the building where hazardous materials are used or stored, and the signs display the appropriate hazard ratings				

General Work Environment & Housekeeping

5	Areas are clean, free of clutter, and provide ample working space				
6	Shelving and storage cabinets are secured to prevent tipping				
7	Stored materials are orderly, do not overload the shelves, and do not extend beyond the shelving				
8	Stairways are in good repair and landings are free of stored materials				
9	Walking surfaces are in good repair and free from trip/fall hazards				
10	Walking surfaces are free of wet or oily conditions				
11	Workshops are free of apparent hazards and safety concerns				

Emergency Response and Life Safety

12	Emergency evacuation procedures and routes are posted				
13	Exit doors are free of inappropriate locking devices				
14	Exits and walkways are unobstructed				
15	Exits are clearly posted or otherwise identified				
16	Eyewash/shower stations are accessible, operational & properly maintained				
17	Fire extinguishers are mounted, accessible, fully-charged & serviced within the last 12-months				
18	First aid kits are adequately stocked & contain only first aid supplies				
19	Sawdust collection system is emptied and inspected regularly				

Personal Protective Equipment (PPE)

20	Employees are wearing appropriate PPE for tasks being completed (gloves, clothing, face shield, etc)				
21	Eye protection is available (glasses, goggles) & worn when needed				
22	Hearing protection is provided (ear plugs, ear muffs) & worn appropriately when needed				
23	Signs warning employees to wear PPE are posted				

Hazardous Materials (Raw & Waste)

24	Primary & secondary chemical containers are labeled to identify the contents & specific hazard				
25	Flammable & combustible materials are stored in NFPA-approved containers/cabinets				
26	Spill containment is provided for stored hazardous & industrial materials				
27	Spill response kits are available in hazardous & industrial material storage areas				
28	No noticeable leaks or spills are present				
29	Waste containers are closed & properly labeled regarding waste & accumulation dates				
30	Work areas where chemicals are present are free of open beverages & food				

Electrical

31	A 36-inch clearance is maintained in front of all electrical panels				
32	Electrical cords and plugs are in good condition (not frayed or taped)				

Location:	Water			Area:	Well sites (5A, 6, 11, 12, 13, 14)		
Inspected :				Date:			
33	Wallplates are in place over outlets and switches						
Tools & Equipment							
34	All guards are in place to prevent contact with point of operation or in-running nip point						
35	Grinding wheel guards are in place & adjusted properly (tool/work rest 1/8 inch, tongue guard 1/4 inch; flanges in place and properly adjusted)						
36	Only Type I & Type II rated ladders are utilized & labels are in place						
37	Tools & equipment are in good condition						
38	Operating permits for all air compressors are current & posted						
Welding Operations							
39	Compressed gas cylinders are secured in an upright position with chains or straps						
40	Welding ventilation systems are operations, clean & filters regularly changed						
41	Welding curtains are available & used when appropriate						
Fueling Area							
42	Emergency shut-off switches are labeled and accessible						
43	The permit to pump fuel is displayed at the pumps or in the office						
Other							
44							
45							
46							

CITY OF REEDLEY – WWTP (CORP YARD)

Physical Hazard Inspection Checklist

Page 1 of 4

Inspector: _____ Date: _____

	OK	*Action Needed	N/A
BUILDING EXTERIOR AND YARD			
1. Lighting is adequate and bulbs in working order.			
2. Yard ground surface in good condition (no large cracks, holes, excessive water).			
3. Perimeter fencing in good condition and security locks in working order.			
4. Building windows/doors in good condition.			
5. Heavy equipment is parked in the designated areas.			
6. Pallets stored safely (stacked flat on the ground)			
7. Above ground fuel storage tanks in good operating condition.			
8. Forklift Operations (Pre-use inspections, operator training, parking)			
OFFICE/STORAGE ROOM/BREAK ROOM			
Emergency Readiness			
9. Emergency exits marked and pathways to exits are clear. Illuminated signs tested monthly.			
10. Fire extinguishers marked, on bracket, easily accessible, and inspected monthly.			
11. Emergency lighting battery tested monthly.			
12. Smoke detectors functioning (battery checked if applicable).			
General Environment			
13. Stair handrails in good condition.			
14. Walkways are clear of obstructions (debris, cords, wet surface).			
15. Floors are clean and in good condition (carpet, rugs, and tile).			
16. Desks, chairs, cabinets, tables and all furniture in good condition.			
17. Shelves and bookcases secure and not overloaded. No storage within 18" from ceiling.			
18. Bathrooms in sanitary condition.			
Electrical			
19. Electrical cords and plugs in good condition (no exposed or taped wire).			
20. Surge protectors in place for computer equipment.			
21. No multi-extension cord usage.			
22. Lighting in rooms and stairway is adequate. Bulbs in working order.			
23. Electrical panels accessible (36" unobstructed access), breakers identified, and all covers in place.			
24. If permitted, portable heaters in good condition (if not permitted, remove from use).			
Hazardous Materials			
25. Cleaning chemicals are labeled with content and hazards.			
26. Safety Data Sheets are available for all hazardous chemicals.			
Machinery/Equipment/Tools			
27. Kitchen appliances clean and in good condition. No frayed electrical cords.			
28. Kitchen knives stored in a knife block or separately from other utensils.			
Personal Protective Equipment			
29. Pot holders available if cooking appliances are used.			

* If corrective action is needed, complete the Corrective Action Log on the last page of the inspection checklist.

CITY OF REEDLEY – WWTP (CORP YARD)

Physical Hazard Inspection Checklist

Page 2 of 4

	OK	*Action Needed	N/A
INTERIOR WORK AREA/MACHINE SHOP/EQUIPMENT STORAGE			
Emergency Readiness			
30. Emergency exits marked and pathways to exits are clear. Illuminated signs tested monthly.			
31. Fire extinguishers marked, on bracket, easily accessible, and inspected monthly.			
32. First Aid supplies stocked per City policy.			
33. Battery life for emergency lighting and smoke detectors is adequate.			
General Environment			
34. Walkways are clear of obstructions (cords, wet surface).			
35. Floors are clean and in good condition (carpet, rugs, and tile).			
36. Work areas are clean (minimal dust and debris).			
37. Lockers, chairs, cabinets, work tables and all furniture in good condition.			
38. Shelving secure and not overloaded. No storage within 18" from ceiling.			
Electrical			
39. Electrical cords and plugs in good condition (no exposed or taped wire).			
40. No multi-extension cord usage.			
41. Lighting is adequate. Light bulbs are in working order and fixtures operate properly.			
42. Electrical panels accessible (36" unobstructed access), breakers identified, and all covers in place.			
Hazardous Materials			
43. Hazardous materials/chemicals properly stored.			
44. Flammable/Combustible liquids stored in a UL listed Flammable Liquid Storage Cabinet.			
45. Hazardous material containers are labeled with content and hazards.			
46. Secondary containers are labeled with content and hazards.			
47. Safety Data Sheets readily available for all hazardous materials.			
48. Gas cylinders properly secured. (Caps on, chained up, spare oxy-acetylene separation)			
Machinery/Equipment/Tools			
49. Hand tools inspected and in good condition (hammers, pliers, wrench, etc.).			
50. Power tools inspected, in good condition, with guards in place (grinders, saws, drills).			
51. Pneumatic tools inspected and in good condition (locking device in place).			
52. Air compressor in good operating condition (Cal/OSHA pressure vessel certificate posted)			
53. Step stools & ladders (Type I or II rated) available and in good condition.			
54. All other machines and equipment in good condition with guards in place.			
55. Tools & equipment designed to be mounted (floor/table) are secured. (Press, drill press, bench grinder, etc.)			
56. All tools and equipment properly stored in designated areas.			
Personal Protective Equipment (PPE)			
57. PPE requirements posted at exposure areas (hearing, safety glasses, gloves, hard hat, etc.)			
58. Department specific PPE is clean, in good condition, and properly stored.			

* If corrective action is needed, complete the Corrective Action Log on the last page of the inspection checklist.

CITY OF REEDLEY – WWTP (CORP YARD)

Physical Hazard Inspection Checklist

Page 3 of 4

Additional hazards identified during inspection	*Action Needed
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* If corrective action is needed, complete the Corrective Action Log on the last page of the inspection checklist.

Page 4 of 4

[illegible]

Corrective Action
Reviewed by:

Date: _____

CITY OF REEDLEY – LAB WWTP (OFFICE)

Physical Hazard Inspection Checklist

Page 1 of 3

Inspector: _____ Date: _____

	OK	*Action Needed	N/A
BUILDING EXTERIOR AND YARD			
1. Pathways from exit doors are clear.			
2. Lighting around pathways, stairs, and parking lot is adequate. Bulbs in working order.			
3. Fire sprinkler system (water valve open & locked, water pressure, current inspection tag)			
General Environment			
4. Exterior walkways and parking lot in good condition (large cracks, holes, excessive water).			
5. Building windows/doors in good condition.			
OFFICE (Includes small lobby and bathrooms)			
Emergency Readiness			
6. Emergency exits marked and pathways to exits are clear. Illuminated signs tested monthly.			
7. Fire extinguishers marked, on bracket, easily accessible, and inspected monthly.			
8. First Aid supplies stocked per City policy.			
9. Emergency lighting battery tested monthly.			
10. Smoke detectors functioning (battery checked if applicable).			
11. Evacuation maps posted where required.			
General Environment			
12. Walkways are clear of obstructions (debris, cords, wet surface).			
13. Floors are clean and in good condition (carpet, rugs, and tile).			
14. Desks, chairs, cabinets, tables and all furniture in good condition.			
15. Shelves and bookcases secure and not overloaded. No storage within 18" from ceiling.			
16. Step stools (Type I or II rated) available and in good condition.			
17. Bathrooms in sanitary condition.			
Electrical			
18. Electrical cords and plugs in good condition (no exposed or taped wire).			
19. Surge protectors in place for computer equipment.			
20. No multi-extension cord usage.			
21. Lighting in rooms and stairway is adequate. Bulbs in working order.			
22. Electrical panels accessible (36" unobstructed access), breakers identified, and all covers in place.			
23. If permitted, portable heaters in good condition (if not permitted, remove from use).			
Hazardous Materials			
24. Janitor closet is clean and orderly.			
25. Hazardous material containers are labeled with content and hazards.			
26. Safety Data Sheets are available for all hazardous chemicals.			
Machinery/Equipment/Tools			
27. Kitchen appliances clean and in good condition. No frayed electrical cords.			
28. Kitchen knives stored in a knife block or separately from other utensils.			

* If corrective action is needed, complete the Corrective Action Log on the last page of the inspection checklist.

CITY OF REEDLEY – LAB WWTP (OFFICE)

Physical Hazard Inspection Checklist

Page 2 of 3

Additional hazards identified during inspection	*Action Needed
29.	
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* If corrective action is needed, complete the Corrective Action Log on the last page of the inspection checklist.

Page 3 of 3

[illegible]

Reviewed by: _____ **Date:** _____

CITY OF REEDLEY

HAZARD IDENTIFICATION INSPECTION CHECKLIST

Maintenance Shops, and Maintenance Yard

Location: WWTP

Area: Maintenance #1

Inspected: _____

Date: _____

This checklist is to be completed annually. Mark potential hazards according to your judgment. Check all items that apply, and make comments where warranted. Place an "X" in the appropriate box to indicate the item is compliant/safe (Yes), non-compliant/hazardous (No), does not apply to the area (NA). Send a copy of this checklist to _____ and retain the original for one year. Document corrective action taken and date of completion - Use the bottom of the second page or attach additional sheets as needed.

Yes	No	N/A	Corrective Action/Date Completed
-----	----	-----	----------------------------------

Required Postings – Posted on bulletin boards or other appropriate locations.

1	Up-to-date Labor and Industry workplace posters are displayed (i.e. Safety & Health Protection on the Job, Emergency Telephone Numbers, Workers' Comp Notice to Employees, etc.)				
2	Safety Data Sheet (SDS) Information available				
3	Cal/OSHA Powered Industrial Truck Guidelines posters are displayed in the break room adjacent to the vehicles' use area and adjacent to the vehicles' storage				
4	NFPA Hazardous Materials Diamond signs are posted on the exterior of the building where hazardous materials are used or stored, and the signs display the appropriate hazard ratings				

General Work Environment & Housekeeping

5	Areas are clean, free of clutter, and provide ample working space				
6	Shelving and storage cabinets are secured to prevent tipping				
7	Stored materials are orderly, do not overload the shelves, and do not extend beyond the shelving				
8	Stairways are in good repair and landings are free of stored materials				
9	Walking surfaces are in good repair and free from trip/fall hazards				
10	Walking surfaces are free of wet or oily conditions				
11	Workshops are free of apparent hazards and safety concerns				

Emergency Response and Life Safety

12	Emergency evacuation procedures and routes are posted				
13	Exit doors are free of inappropriate locking devices				
14	Exits and walkways are unobstructed				
15	Exits are clearly posted or otherwise identified				
16	Eyewash/shower stations are accessible, operational & properly maintained				
17	Fire extinguishers are mounted, accessible, fully-charged & serviced within the last 12-months				
18	First aid kits are adequately stocked & contain only first aid supplies				
19	Sawdust collection system is emptied and inspected regularly				

Personal Protective Equipment (PPE)

20	Employees are wearing appropriate PPE for tasks being completed (gloves, clothing, face shield, etc)				
21	Eye protection is available (glasses, goggles) & worn when needed				
22	Hearing protection is provided (ear plugs, ear muffs) & worn appropriately when needed				
23	Signs warning employees to wear PPE are posted				

Hazardous Materials (Raw & Waste)

24	Primary & secondary chemical containers are labeled to identify the contents & specific hazard				
25	Flammable & combustible materials are stored in NFPA-approved containers/cabinets				
26	Spill containment is provided for stored hazardous & industrial materials				
27	Spill response kits are available in hazardous & industrial material storage areas				
28	No noticeable leaks or spills are present				
29	Waste containers are closed & properly labeled regarding waste & accumulation dates				
30	Work areas where chemicals are present are free of open beverages & food				

Electrical

31	A 36-inch clearance is maintained in front of all electrical panels				
32	Electrical cords and plugs are in good condition (not frayed or taped)				

Location: WWTP

Area: Maintenance #1

Inspected:

Date:

33	Wallplates are in place over outlets and switches			
Tools & Equipment				
34	All guards are in place to prevent contact with point of operation or in-running nip point			
35	Grinding wheel guards are in place & adjusted properly (tool/work rest 1/8 inch, tongue guard 1/4 inch; flanges in place and properly adjusted)			
36	Only Type I & Type II rated ladders are utilized & labels are in place			
37	Tools & equipment are in good condition			
38	Operating permits for all air compressors are current & posted			
Welding Operations				
39	Compressed gas cylinders are secured in an upright position with chains or straps			
40	Welding ventilation systems are operations, clean & filters regularly changed			
41	Welding curtains are available & used when appropriate			
Fueling Area				
42	Emergency shut-off switches are labeled and accessible			
43	The permit to pump fuel is displayed at the pumps or in the office			
Other				
44				
45				
46				

CITY OF REEDLEY

HAZARD IDENTIFICATION INSPECTION CHECKLIST

Maintenance Shops, and Maintenance Yard

Location: WWTP

Area: SOLID WASTE STORAGE BARN

Inspected: _____

Date: _____

This checklist is to be completed annually. Mark potential hazards according to your judgment. Check all items that apply, and make comments where warranted. Place an "X" in the appropriate box to indicate the item is compliant/safe (Yes), non-compliant/hazardous (No), does not apply to the area (NA). Send a copy of this checklist to _____ and retain the original for one year. Document corrective action taken and date of completion - Use the bottom of the second page or attach additional sheets as needed.

Yes	No	N/A	Corrective Action/Date Completed
-----	----	-----	----------------------------------

Required Postings – Posted on bulletin boards or other appropriate locations.

1	Up-to-date Labor and Industry workplace posters are displayed (i.e. Safety & Health Protection on the Job, Emergency Telephone Numbers, Workers' Comp Notice to Employees, etc.)				
2	Safety Data Sheet (SDS) Information available				
3	Cal/OSHA Powered Industrial Truck Guidelines posters are displayed in the break room adjacent to the vehicles' use area and adjacent to the vehicles' storage				
4	NFPA Hazardous Materials Diamond signs are posted on the exterior of the building where hazardous materials are used or stored, and the signs display the appropriate hazard ratings				

General Work Environment & Housekeeping

5	Areas are clean, free of clutter, and provide ample working space				
6	Shelving and storage cabinets are secured to prevent tipping				
7	Stored materials are orderly, do not overload the shelves, and do not extend beyond the shelving				
8	Stairways are in good repair and landings are free of stored materials				
9	Walking surfaces are in good repair and free from trip/fall hazards				
10	Walking surfaces are free of wet or oily conditions				
11	Workshops are free of apparent hazards and safety concerns				

Emergency Response and Life Safety

12	Emergency evacuation procedures and routes are posted				
13	Exit doors are free of inappropriate locking devices				
14	Exits and walkways are unobstructed				
15	Exits are clearly posted or otherwise identified				
16	Eyewash/shower stations are accessible, operational & properly maintained				
17	Fire extinguishers are mounted, accessible, fully-charged & serviced within the last 12-months				
18	First aid kits are adequately stocked & contain only first aid supplies				
19	Sawdust collection system is emptied and inspected regularly				

Personal Protective Equipment (PPE)

20	Employees are wearing appropriate PPE for tasks being completed (gloves, clothing, face shield, etc)				
21	Eye protection is available (glasses, goggles) & worn when needed				
22	Hearing protection is provided (ear plugs, ear muffs) & worn appropriately when needed				
23	Signs warning employees to wear PPE are posted				

Hazardous Materials (Raw & Waste)

24	Primary & secondary chemical containers are labeled to identify the contents & specific hazard				
25	Flammable & combustible materials are stored in NFPA-approved containers/cabinets				
26	Spill containment is provided for stored hazardous & industrial materials				
27	Spill response kits are available in hazardous & industrial material storage areas				
28	No noticeable leaks or spills are present				
29	Waste containers are closed & properly labeled regarding waste & accumulation dates				
30	Work areas where chemicals are present are free of open beverages & food				

Electrical

31	A 36-inch clearance is maintained in front of all electrical panels				
32	Electrical cords and plugs are in good condition (not frayed or taped)				

Location: WWTP		Area: SOLID WASTE STORAGE BARN	
Inspected:		Date:	
33	Wallplates are in place over outlets and switches		
Tools & Equipment			
34	All guards are in place to prevent contact with point of operation or in-running nip point		
35	Grinding wheel guards are in place & adjusted properly (tool/work rest 1/8 inch, tongue guard 1/4 inch; flanges in place and properly adjusted)		
36	Only Type I & Type II rated ladders are utilized & labels are in place		
37	Tools & equipment are in good condition		
38	Operating permits for all air compressors are current & posted		
Welding Operations			
39	Compressed gas cylinders are secured in an upright position with chains or straps		
40	Welding ventilation systems are operations, clean & filters regularly changed		
41	Welding curtains are available & used when appropriate		
Fueling Area			
42	Emergency shut-off switches are labeled and accessible		
43	The permit to pump fuel is displayed at the pumps or in the office		
Other			
44			
45			
46			

CITY OF REEDLEY

HAZARD IDENTIFICATION INSPECTION CHECKLIST

Maintenance Shops, and Maintenance Yard

Location: WWTP

Area: Storage #2

Inspected

By: _____

Date: _____

This checklist is to be completed annually. Mark potential hazards according to your judgment. Check all items that apply, and make comments where warranted. Place an "X" in the appropriate box to indicate the item is compliant/safe (Yes), non-compliant/hazardous (No), does not apply to the area (NA). Send a copy of this checklist to _____ and retain the original for one year. Document corrective action taken and date of completion - Use the bottom of the second page or attach additional sheets as needed.

Yes	No	N/A	Corrective Action/Date Completed
-----	----	-----	----------------------------------

Required Postings – Posted on bulletin boards or other appropriate locations.

- 1** Up-to-date Labor and Industry workplace posters are displayed (i.e. Safety & Health Protection on the Job, Emergency Telephone Numbers, Workers' Comp Notice to Employees, etc.)
- 2** Safety Data Sheet (SDS) Information available
- 3** Cal/OSHA Powered Industrial Truck Guidelines posters are displayed in the break room adjacent to the vehicles' use area and adjacent to the vehicles' storage
- 4** NFPA Hazardous Materials Diamond signs are posted on the exterior of the building where hazardous materials are used or stored, and the signs display the appropriate hazard ratings

General Work Environment & Housekeeping

- 5** Areas are clean, free of clutter, and provide ample working space
- 6** Shelving and storage cabinets are secured to prevent tipping
- 7** Stored materials are orderly, do not overload the shelves, and do not extend beyond the shelving
- 8** Stairways are in good repair and landings are free of stored materials
- 9** Walking surfaces are in good repair and free from trip/fall hazards
- 10** Walking surfaces are free of wet or oily conditions
- 11** Workshops are free of apparent hazards and safety concerns

Emergency Response and Life Safety

- 12** Emergency evacuation procedures and routes are posted
- 13** Exit doors are free of inappropriate locking devices
- 14** Exits and walkways are unobstructed
- 15** Exits are clearly posted or otherwise identified
- 16** Eyewash/shower stations are accessible, operational & properly maintained
- 17** Fire extinguishers are mounted, accessible, fully-charged & serviced within the last 12-months
- 18** First aid kits are adequately stocked & contain only first aid supplies
- 19** Sawdust collection system is emptied and inspected regularly

Personal Protective Equipment (PPE)

- 20** Employees are wearing appropriate PPE for tasks being completed (gloves, clothing, face shield, etc)
- 21** Eye protection is available (glasses, goggles) & worn when needed
- 22** Hearing protection is provided (ear plugs, ear muffs) & worn appropriately when needed
- 23** Signs warning employees to wear PPE are posted

Hazardous Materials (Raw & Waste)

- 24** Primary & secondary chemical containers are labeled to identify the contents & specific hazard
- 25** Flammable & combustible materials are stored in NFPA-approved containers/cabinets
- 26** Spill containment is provided for stored hazardous & industrial materials
- 27** Spill response kits are available in hazardous & industrial material storage areas
- 28** No noticeable leaks or spills are present
- 29** Waste containers are closed & properly labeled regarding waste & accumulation dates
- 30** Work areas where chemicals are present are free of open beverages & food

Electrical

- 31** A 36-inch clearance is maintained in front of all electrical panels
- 32** Electrical cords and plugs are in good condition (not frayed or taped)

Location: WWTP		Area: Storage #2	
Inspected:		Date:	
33	Wallplates are in place over outlets and switches		
Tools & Equipment			
34	All guards are in place to prevent contact with point of operation or in-running nip point		
35	Grinding wheel guards are in place & adjusted properly (tool/work rest 1/8 inch, tongue guard 1/4 inch; flanges in place and properly adjusted)		
36	Only Type I & Type II rated ladders are utilized & labels are in place		
37	Tools & equipment are in good condition		
38	Operating permits for all air compressors are current & posted		
Welding Operations			
39	Compressed gas cylinders are secured in an upright position with chains or straps		
40	Welding ventilation systems are operations, clean & filters regularly changed		
41	Welding curtains are available & used when appropriate		
Fueling Area			
42	Emergency shut-off switches are labeled and accessible		
43	The permit to pump fuel is displayed at the pumps or in the office		
Other			
44			
45			
46			

Employee Safety Training Matrix

COMMUNITY SERVICES DEPT EMPLOYEE SAFETY TRAINING MATRIX		Training Frequency	Cal/OSHA Section Reference	CSD Administration	Recreation	Afterschool	Maintenance	Aquatics	
Aerial Devices	I/(3yr)	3646, 3648							
Aerosol Transmissible Diseases	I/A	5199							
Aerosol Transmissible Diseases – Zoonotics (animal control)		5199.1							
Asbestos Awareness	I/A	1529, 5208					X		
Battery Handling & Maintenance	I	5185							
Bloodborne Pathogens	I/A	5193		X	X			X	
Compressed Gas Safety	I	3301, 3304							
Confined Space Awareness	I/U	5157, 5158							
Confined Space Entry	I/U	5157, 5158							
Defensive Driving (staff who drive while at work)	I	3203							
Electrical Safety (General Awareness)	I/U	3203							
Electrical Safety (Industrial High/Low Voltage)	I	2299 - 2974							
Emergency Action/Fire Prevention	I/U	3220, 3221	X		X			X	
Emergency Eye Wash	I	5162		X	X			X	
Equipment Operation Safety (department specific)	I/U	Title 8 Index							
Ergonomics - Office	I	5110	X		X				

COMMUNITY SERVICES DEPT EMPLOYEE SAFETY TRAINING MATRIX	Training Frequency	Cal/OSHA Section Reference	CSD Administration	Recreation	Afterschool	Maintenance	Aquatics	
Ergonomics – Back Safety	I	5110	X		X			
Excavation/Trenching/Shoring	I	1540						
Fall Protection	I	1670				X		
First Aid/CPR (designated staff)	I/C (2yr)	3400		X	X		X	
Forklift	I/C (3yr)	Article 24						
Hazard Communication (General)	I/U	5194				X		
Hazardous Waste/HAZWOPER (Designated employees)	A	5192						
Hearing Conservation	I/A	5095						
Heat Illness Prevention	A-Spring	3395		X	X		X	
Heavy Equipment Operations	I/U	1590 - 1596						
Injury & Illness Prevention Program	I/U	3203						
Ladder Safety	I	3276						
Lead Awareness	I/A	5216						
Lockout/Tag Out	I/U	3314						
Machine Shop Safety	I	3940						
New Employee Safety Orientation/Specific Job Hazards	I	3203						
Outdoor Hazards (plants, animals, insects)	A-Spring	3203						

COMMUNITY SERVICES DEPT EMPLOYEE SAFETY TRAINING MATRIX	Training Frequency	Cal/OSHA Section Reference	CSD Administration	Recreation	Afterschool	Maintenance	Aquatics	
Personal Protective Equipment Requirements (PPE)	I/U	3380, 3385	X	X	X	X	X	
Pesticide Use Safety	I/U	5194				X		
Respiratory Protection	I/A	5144						
Rigging/Hoisting	I	5006						
Scaffold Safety	I/U	1637						
Standard Operating Procedures (department specific)	A	N/A						
Supervisor Safety Training (designated employees)	I/U	3203						
Tools – Hand & Power (department specific)	I/U	Article 20						
Traffic Control & Flagger Training	I	1599						
Tree Work	I	3421						
Welding & Cutting Safety/Fire Watch/Hot Work	I	4799, 4848						
Workplace Violence	I	3203	X		X		X	

Training
Frequency:

I – Initial Exposure/New Employee

A – Annual

U – Update/Change

C – Certification

FIRE DEPARTMENT SAFETY TRAINING MATRIX	Training Frequency	Cal/OSHA Section Reference	Volunteer Fire	Career Fire	General				
Aerial Ladders	I/A/C	3636-3642	X	X					
Airborne Contaminants	I/A	5155	X	X	X				
Airborne Transmissible Diseases	I/A	5199	X	X	X				
Asbestos Awareness	I/A	1529, 5208	X	X					
Blood borne Pathogens	I/A	5157, 5158	X	X					
Driver Operator (EVOC)	I	N/A	X	X					
Electrical Safety (General awareness)	A	3203	X	X	X				
Electrical Safety Industrial High/Low Voltage	A	2299-2974	X	X					
Emergency Eye Wash	I	5162	X	X	X				
Equipment Operation Safety	I/A/U	Title 8 Index	X	X	X				
Ergonomics – Office	I	5110		X	X				
Ergonomics – Back Safety	I	5110	X	X	X				
First Responder Certification (EMR)	I	N/A	X	X					
Fire Hose and Appliances	I/A	N/A	X	X					
Hazard Communication (General, MSDS)	I/U	5194	X	X	X				
Hazardous Materials Awareness	I/A	N/A	X	X					

FIRE DEPARTMENT SAFETY TRAINING MATRIX	Training Frequency	Ca/OSHA Section Reference	Volunteer Fire	Career Fire	General				
Heat Illness Prevention	I/A/U	3203	X	X	X				
Injury and Illness Prevention	I/A	3203	X	X	X				
Ladder Safety	I/A	3276	X	X	X				
Material Safety Data Sheets	I	N/A	X	X	X				
New Employee Safety Orientation/Specific Job Hazards	I	3203	X	X	X				
Outdoor Hazards (plants, animals, insects)	I	3203	X	X	X				
Personal Protective Clothing and Equipment	I/A	3380, 3385	X	X	X				
Respiratory Protection	I/A	5144	X	X					
Standard (Best) Operating Practices	A	N/A	X	X					
Supervisor Safety Training	I/U	3203	X	X	X				
Tools – Hand and Power	I/U	Article 20	X	X	X				
Workplace Violence	I	3203	X	X	X				

Training
Frequency:

I – Initial Exposure/New Employee

A – Annual

U – Update/Change

C – Certification

REEDLEY POLICE DEPARTMENT EMPLOYEE SAFETY TRAINING MATRIX	Training Frequency	Cal/OSHA Section Reference	Support Services	Animal Control Officer	Operations
Aerial Devices	I/(3yr)	3646, 3648			
Aerosol Transmissible Diseases	I/A	5199			
Aerosol Transmissible Diseases – Zoonotics (animal control)	I	5199.1		X	
Asbestos Awareness	I/A	1529, 5208			
Battery Handling & Maintenance	I	5185			
Bloodborne Pathogens	I/A	5193	X		X
Compressed Gas Safety	I	3301, 3304			
Confined Space Awareness	I/U	5157, 5158			
Confined Space Entry	I/U	5157, 5158			
Defensive Driving (staff who drive while at work)	I	3203	X	X	X
Electrical Safety (General Awareness)	I/U	3203			
Electrical Safety (Industrial High/Low Voltage)	I	2299 - 2974	X		X
Emergency Action/Fire Prevention	I/U	3220, 3221			
Emergency Eye Wash	I	5162	X	X	X
Equipment Operation Safety (department specific)	I/U	Title 8 Index			
Ergonomics - Office	I	5110	X	X	X

Training
Frequency:

I – Initial Exposure/New Employee

A – Annual

U – Update/Change

C – Certification

REEDLEY POLICE DEPARTMENT EMPLOYEE SAFETY TRAINING MATRIX	Training Frequency	Cal/OSHA Section Reference	Support Services	Animal Control Officer	Operations
Ergonomics – Back Safety	I	5110	X	X	X
Excavation/Trenching/Shoring	I	1540			
Fall Protection	I	1670			
First Aid/CPR (designated staff)	I/C (2yr)	3400	X	X	X
Forklift	I/C (3yr)	Article 24			
Hazard Communication (General)	I/U	5194			
Hazardous Waste/HAZWOPER (Designated employees)	A	5192			
Hearing Conservation	I/A	5095			
Heat Illness Prevention	A-Spring	3395	X	X	X
Heavy Equipment Operations	I/U	1590 - 1596			
Injury & Illness Prevention Program	I/U	3203	X	X	X
Ladder Safety	I	3276			
Lead Awareness	I/A	5216			
Lockout/Tag Out	I/U	3314			
Machine Shop Safety	I	3940			
New Employee Safety Orientation/Specific Job Hazards	I	3203			
Outdoor Hazards (plants, animals, insects)	A-Spring	3203			

Training
Frequency:

I – Initial Exposure/New Employee

A – Annual

U – Update/Change

C – Certification

REEDLEY POLICE DEPARTMENT EMPLOYEE SAFETY TRAINING MATRIX	Training Frequency	Cal/OSHA Section Reference	Support Services	Animal Control Officer	Operations
Personal Protective Equipment Requirements (PPE)	I/U	3380, 3385			
Pesticide Use Safety	I/U	5194			
Respiratory Protection	I/A	5144			
Rigging/Hoisting	I	5006			
Scaffold Safety	I/U	1637			
Standard Operating Procedures (department specific)	A	N/A			
Supervisor Safety Training (designated employees)	I/U	3203			
Tools – Hand & Power (department specific)	I/U	Article 20			
Traffic Control & Flagger Training	I	1599	X	X	X
Tree Work	I	3421			
Welding & Cutting Safety/Fire Watch/Hot Work	I	4799, 4848			
Workplace Violence	I	3203			

Training
Frequency:

I – Initial Exposure/New Employee

A – Annual

U – Update/Change

C – Certification

PUBLIC WORKS EMPLOYEE SAFETY TRAINING MATRIX	Training Frequency	Cal/OSHA Section Reference	WWTP		Fleet		Collections		Lab		Parks		Streets		Electrician		Water	
			R	C	R	C	R	C	R	C	R	C	R	C	R	C	R	C
Aerial Devices	I/(3yr)	3646 , 3648									X		X		X			
Aerosol Transmissible Diseases	I/A	5199																
Aerosol Transmissible Diseases – Zoonotics (animal control)		5199.1																
Asbestos Awareness	I/A	1529 , 5208															X	
Battery Handling & Maintenance	I/A	5185	X		X		X											
Bloodborne Pathogens	I/A/C	5193	X		X		X		X		X							
Compressed Gas Safety	A	3301 , 3304	X		X		X											
Confined Space Awareness	I/A/C	5157 , 5158	X				X		X				X				X	
Confined Space Entry	I/A/C	5157 , 5158	X				X		X				X				X	
Defensive driving (staff who drive while at work and designated)	I/A	3203	X		X		X		X		X		X		X		X	
Electrical Safety (General Awareness)	I/A/C	3203	X		X		X		X						X		X	

Training Frequency:	I – Initial Exposure/New Employee	A – Annual	U – Update/Change	C – Certification
Training:	R-Required	C-Complete		

PUBLIC WORKS EMPLOYEE SAFETY TRAINING MATRIX	Training Frequency	Cal/OSHA Section Reference	WWTP		Fleet		Collections		Lab		Parks		Streets		Electrician		Water	
			R	C	R	C	R	C	R	C	R	C	R	C	R	C	R	C
Electrical Safety (Industrial High/Low Voltage)	I/U	2299 - 2974											X		X			
Emergency Action/Fire Prevention	A/C	3220 , 3221	X		X		X		X		X		X		X		X	
Emergency Eye Wash	I/A/C	5162	X		X		X		X		X		X		X		X	
Equipment Operation Safety (department specific)	I/U	Title 8 Index	X		X		X		X		X		X		X		X	
Ergonomics - Office	U	5110	X		X		X		X								X	
Ergonomics – Back Safety	U	5110	X		X		X		X		X		X		X		X	
Excavation/Trenching/Shoring	I/U	1540	X				X						X				X	
Fall Protection	I/U	1670	X		X		X		X		X		X		X		X	
First Aid/CPR (designated staff)	I/C (2yr)	3400	X		X		X		X		X		X		X		X	
Forklift	I/C (3yr)	Article 24	X		X		X		X		X		X				X	
Hazard Communication (General)	I/U	5194	X		X		X		X		X		X				X	
Hazardous Waste/HAZWOPER (Designated employees)	A/C	5192	X		X		X		X								X	

Training Frequency:	I – Initial Exposure/New Employee	A – Annual	U – Update/Change	C – Certification
Training:	R-Required	C-Complete		

PUBLIC WORKS EMPLOYEE SAFETY TRAINING MATRIX	Training Frequency	Cal/OSHA Section Reference	WWTP		Fleet		Collections		Lab		Parks		Streets		Electrician		Water	
			R	C	R	C	R	C	R	C	R	C	R	C	R	C	R	C
Hearing Conservation	I/A	5095	X		X		X		X		X		X		X		X	
Heat Illness Prevention	A-Spring	3395	X		X		X		X		X		X		X		X	
Heavy Equipment Operations	I/U	1590 - 1596			X		X				X		X				X	
Injury & Illness Prevention Program	I/U	3203	X		X		X		X		X		X		X		X	
Ladder Safety	I/U	3276	X		X		X		X		X		X		X		X	
Lead Awareness	I/A	5216															X	
Lockout/Tag Out	I/U	3314	X		X		X		X		X		X		X		X	
Machine Shop Safety	I	3940	X		X												X	
New Employee Safety Orientation/Specific Job Hazards	I	3203	X		X		X		X		X		X		X		X	
Outdoor Hazards (plants, animals, insects)	A-Spring	3203	X		X		X		X		X		X		X			
Personal Protective Equipment Requirements (PPE)	I/A/C	3380, 3385	X		X		X		X		X		X		X		X	
Pesticide Use Safety	I/A/C	5194	X				X				X		X				X	

Training Frequency:	I – Initial Exposure/New Employee	A – Annual	U – Update/Change	C – Certification
Training:	R-Required	C-Complete		

PUBLIC WORKS EMPLOYEE SAFETY TRAINING MATRIX	Training Frequency	Cal/OSHA Section Reference	WWTP		Fleet		Collections		Lab		Parks		Streets		Electrician		Water	
			R	C	R	C	R	C	R	C	R	C	R	C	R	C	R	C
Respiratory Protection	I/A	5144									X		X		X		X	
Rigging/Hoisting	I	5006	X				X				X		X		X		X	
Scaffold Safety	I/U	1637									X		X					
Standard Operating Procedures (department specific)	A	N/A	X		X		X		X		X		X		X		X	
Supervisor Safety Training (designated employees)	I/U	3203	X								X		X		X		X	
Tools – Hand & Power (department specific)	I/A	Article 20	X		X		X		X		X		X		X		X	
Traffic Control & Flagger Training	I/A/C	1599					X				X		X		X		X	
Tree Work	I	3421	X								X		X					
Welding & Cutting Safety/Fire Watch/Hot Work	I/A	4799 , 4848	X		X		X						X		X		X	
Workplace Violence	A	3203	X		X		X		X		X		X		X		X	
USA	A		X				X				X		X		X		X	
Pump Procedures	I/A/C		X				X								X		X	

Training Frequency:	I – Initial Exposure/New Employee	A – Annual	U – Update/Change	C – Certification
Training:	R-Required	C-Complete		

PUBLIC WORKS EMPLOYEE SAFETY TRAINING MATRIX	Training Frequency	Cal/OSHA Section Reference	WWTP		Fleet		Collections		Lab		Parks		Streets		Electrician		Water	
			R	C	R	C	R	C	R	C	R	C	R	C	R	C	R	C
Harassment (designated employees)	I/2yrs/C		X		X		X		X		X		X		X		X	
Recognizing Substance Abuse (designated employees)	1/2yrs/C		X														X	
Sampling Procedures	I/U		X						X								X	
Crane Procedures (designated employees)	I/U		X		X		X								X			
Valley Fever	A	342 , 3203 , 5141 , 5144 , 14300	X		X		X		X		X		X		X		X	

Training Frequency:	I – Initial Exposure/New Employee	A – Annual	U – Update/Change	C – Certification
Training:	R-Required	C-Complete		

Master Facility Inspection List

Location	Frequency	Due By
Reedley City Hall	Annual	January 31st
Community Center	Annual	January 31st
Reedley High School Aquatics Complex	Annual	September 30th
Fire Station	Quarterly	July 31st, October 31st, January 31st, April 30th
Reedley Police Department	Quarterly	July 31st, October 31st, January 31st, April 30th
Reedley Police Department - Annex	Quarterly	July 31st, October 31st, January 31st, April 30th
Waste Water Treatment Plant	Annual	September 30th
Streets, Parks, and Water	Annual	September 30th
Water Well Sites	Annual	September 30th

City of Reedley

IIPP - COVID-19 Supplement

Policy

This COVID-19 IIPP Supplement has been established in accordance with the Cal/OSHA [Interim General Guidelines on Protecting Workers from COVID-19](#) and the Injury & Illness Prevention Program ([Title 8 Section 3203](#)) requirements.

Under the IIPP hazard assessment requirements, it has been determined exposure to the COVID-19 virus is a potential hazard in our workplace. Therefore, infection control measures as directed in the Cal/OSHA mandatory guidance have been developed and implemented.

Responsibilities

The Assistant City Manager has the authority and responsibility for:

- Implementing the infection control measures as outlined in this supplement
- Ensuring the outlined sanitation and disinfection efforts are conducted
- Conducting regular inventories to ensure all needed supplies and personal protective equipment (PPE) are available
- Making certain COVID-19 training (as outlined in the training section) is conducted and documented for all employees
- Ensuring our entity is aware of, and complying with, the COVID-19 employee requirements in the [Families First Coronavirus Response Act](#)

Managers & Supervisors

Managers and supervisors are responsible for implementing and maintaining the infection control measures in their work areas. They are responsible for answering employee questions and setting a good example by following the guidance in this supplement.

Employees

All employees are responsible for understanding and following the infection control measures and for asking questions when direction is unclear. Employees are expected to report any unsafe conditions to their supervisor.

Compliance

The City's primary goal is to prevent the spread of COVID-19 and protect employees. All managers, supervisors, and employees are required to strictly adhere to all the outlined infection control measures in this supplement. Our compliance measures include, but are not limited to, the following:

- Informing employees of these requirements
- Training all employees on the infection control measures
- Disciplining employees for failure to comply with the requirements in this supplement

Communication

All employees will be trained on the infection control measures in a form readily understandable by all. Our communication system encourages all employees to inform their managers and supervisors of any unsafe working conditions without fear of reprisal. Employees can report COVID-19 specific or any workplace hazards in any of the following ways:

- 1) Immediate supervisor
- 2) Department head
- 3) Human Resources staff
- 4) Assistant City Manager
- 5) Anonymously by calling the Employee Protection Line at 1-800-576-5262 and entering code 10087 for the City of Reedley

Hazard Assessment & Infection Control Measures

The IIPP regulation requires the City to conduct a hazard assessment to identify, evaluate, and implement control measures whenever the City is made aware of a new or previously unrecognized hazard. It has been determined that exposure to the COVID-19 virus is a potential hazard in the workplace. Therefore, infection control measures as directed in the Cal/OSHA mandatory guidance have been developed and implemented.

Infection Control Measures

Administrative Controls

- All sick employees will be actively encouraged to stay home.
- Employees will be immediately sent home or to medical care, as needed, if they have a frequent cough, fever, difficulty breathing, chills, muscle pain, headache, sore throat, or recent loss of taste or smell.
- Employees who are out ill with fever or acute respiratory symptoms are not allowed to return to work until a return to work clearance is received from a physician.
- Employees who return to work following an illness are required to report any recurrence of symptoms.

Physical Distancing

- Physical distancing will be practiced by limiting in-person meetings and using video or telephonic meetings when possible.
- A distance of at least six feet between persons will be maintained at the workplace when possible.
- Shared workspaces (desks, offices, and cubicles) and work items (phones, computers, other work tools and equipment) will be avoided when possible. If workspaces and work items must be shared, they should be cleaned and disinfected before and after use.

Face Covering

Employees will be provided with cloth face covers or encouraged to use their own face covers whenever they may be in workplaces with other persons. Cloth face coverings are not PPE, but combined with physical distancing of at least six feet, they may help prevent infected persons without symptoms from unknowingly spreading COVID-19.

Cleaning & Disinfection

Procedures have been established to routinely clean and disinfect commonly touched objects and surfaces such as elevator buttons, handrails, copy machines, faucets, and doorknobs. These procedures should include:

- Using disinfectants that are [EPA-Approved](#) for use against the virus that causes COVID-19.
- Following the manufacturer's instructions for all cleaning and disinfection products (e.g., safety requirements, PPE, concentration, contact time).
- Ensuring there are adequate supplies to support cleaning and disinfection practices.

Confirmed Cases of Employee Exposure to COVID-19

If an employee is confirmed to have COVID-19 infection, the following measures will take place:

- Inform employees of their possible exposure to COVID-19 in the workplace, but maintain confidentiality as required by law.
- Temporarily close the general area where the infected employee worked until cleaning is completed.
- Conduct deep cleaning of the entire general area where the infected employee worked and may have been, including breakrooms, restrooms and travel areas, with a cleaning agent approved for use by the EPA against coronavirus.
 - Any person cleaning the area will be equipped with the proper PPE for COVID-19 disinfection (disposable gown, gloves, eye protection, mask, or respirator if required) in addition to PPE required for cleaning products.

Controls for Customer Service Areas

For employees who have frequent contact with the public, the following measures will be implemented that take into account the possibility that the public is a possible contamination source, including:

- Conducting frequent cleaning and disinfection of surfaces touched by the public such as credit card machines, touch screens, doorknobs, etc.
- Where feasible, employees who have frequent interaction with the public will be protected with controls such as Plexiglas screens, tables or other physical barriers, or spatial barriers.
- If exposures to the general public cannot be eliminated with these controls, customers will be required or encouraged to wear face coverings and physical distancing.
- Hand sanitizer stations will be provided, and employees will be encouraged to frequently wash their hands with soap and water for 20 seconds.
- Physical distancing will be enforced by limiting the number of customers in the space, where feasible.
- Disposable gloves will be provided to employees who handle items touched by the public.

Hazard Correction

Any reported COVID-19 related unsafe or unhealthy work conditions, practices, or procedures will be investigated and, if warranted, corrected in a timely manner.

Accident/Incident Investigations

Accident/incident investigations, for potentially work-related COVID 19 illnesses, will be conducted as required by Cal/OSHA.

Cal/OSHA's reporting requirements are outlined at <https://www.dir.ca.gov/dosh/coronavirus/Reporting-Requirements-COVID-19.html>.

Cal/OSHA's Q&A on Executive Order N-62-20 is available at <https://www.dir.ca.gov/dwc/Covid-19/FAQs.html>

Training

All employees will receive training on the following topics:

- General description of COVID-19, symptoms, when to seek medical attention, how to prevent its spread, and the employer's procedures for preventing its spread at the workplace.
- How an infected person can spread COVID-19 to others even if they are not sick.
- How to prevent the spread of COVID-19 by using cloth face covers, including:
 - CDC guidelines that everyone should use cloth face covers when around other persons.
 - How cloth face covers can help protect persons around the user when combined with physical distancing and frequent hand washing.
 - Information that cloth face covers are not protective equipment and do not protect the person wearing a cloth face cover from COVID-19.
 - Instructions on washing and sanitizing hands before and after using face coverings, which should be washed after each shift.
- Cough and sneeze etiquette.
- Washing hands with soap and water for at least 20 seconds after interacting with other persons and after contacting shared surfaces or objects.
- Avoiding touching eyes, nose, and mouth with unwashed hands.
- Avoiding sharing personal items with co-workers (i.e., dishes, cups, utensils, towels).
- Safely using cleaners and disinfectants, which includes:
 - The hazards of the cleaners and disinfectants used at the worksite.
 - Wearing PPE (such as gloves).
 - Ensuring cleaners and disinfectants are used in a manner that does not endanger employees.

Record Keeping

All COVID-19 related training records, inspections, and investigations will be maintained as outlined in the IIPP Recordkeeping section.