



# TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT  
SDLF Gold-Level of Governance



PLATINUM LEVEL

President – Kevin Graves • Vice-President – Ashley Porter • Director – Bryon Gutow • Director – Michael Callahan • Director – Carolyn Graham

**NOTICE OF THE REGULAR MEETING  
OF THE STANDING INTERNAL OPERATIONS COMMITTEE  
OF THE TOWN OF DISCOVERY BAY  
Wednesday, June 1, 2022, 3:30 P.M.**

**NOTICE  
Coronavirus COVID-19**

In response to the current proclaimed State of Emergency, indoor masking requirements, and recommended measures to promote social distancing imposed by State and local officials, the Town of Discovery Bay Community Services District Board of Directors will take all actions necessary to carry out the intent and purpose of AB 361, including, ensuring that the Directors and meeting attendees may continue to have the option to access and participate in this public meeting by teleconference to avoid imminent risks to the health or safety of the Directors and meeting attendees.

To accommodate the public during this period of time, the Town of Discovery Bay Community Services District Board of Directors has arranged for members of the public to observe and address the meeting telephonically or in person.

**TO ATTEND IN PERSON:** The meeting will be held at the Community Center located at 1601 Discovery Bay Boulevard.

**TO ATTEND BY WEBINAR:**

**Please register for the Internal Operations Committee Meeting by:** *(copy and pasting into your browser the registration URL. You will then be directed to download the webinar to your device and register with LogMeIn, Inc.)*

**Registration URL:** <https://attendee.gotowebinar.com/register/7143328457002488079>  
**Webinar ID#** 237-053-259

After registering, you will receive a confirmation email containing information about joining the webinar by computer or by phone.

**For listen only mode dial:** (415) 655-0060 **ID#** 272-827-666

Download Agenda Packet and Materials at [www.todb.ca.gov](http://www.todb.ca.gov)

**Internal Operations Committee Members**

*Chair Michael Callahan  
Vice-Chair Carolyn Graham*

**A. ROLL CALL**

1. Call business meeting to order 3:30 p.m.
2. Roll Call.

**B. PUBLIC COMMENTS (Individual Public Comments will be limited to a 3-minute time limit)**

During Public Comments, the public may address the Committee on any issue within the District's jurisdiction which is not on the Agenda. The public may comment on any item on the Agenda at the time the item is before the Committee for consideration. Any person wishing to speak will have 3 minutes to make their comment. There will be no dialog between the Committee and the commenter as the law strictly limits the

ability of Committee members to discuss matters not on the agenda. We ask that you refrain from personal attacks during comment, and that you address all comments to the Committee only. Any clarifying questions from the Committee must go through the Chair. Comments from the public do not necessarily reflect the viewpoint of the Committee members.

**C. DRAFT MINUTES TO BE APPROVED**

1. Approve Regular Internal Operations Committee DRAFT Meeting minutes of April 6, 2022.

**D. PRESENTATIONS**

1. None.

**E. UPDATES**

**F. DISCUSSION**

1. Injury and Illness Prevention Program.

**G. FUTURE DISCUSSION/AGENDA ITEMS**

**H. ADJOURNMENT**

1. Adjourn to the next Standing Internal Operations Committee meeting on August 3, 2022, at the Community Center located at 1601 Discovery Bay Boulevard.

"This agenda shall be made available upon request in alternative formats to persons with a disability, as required by the American with Disabilities Act of 1990 (42 U.S.C. § 12132) and the Ralph M. Brown Act (California Government Code § 54954.2). Persons requesting a disability related modification or accommodation in order to participate in the meeting should contact the Town of Discovery Bay, at (925) 634-1131, during regular business hours, at least forty-eight hours prior to the time of the meeting."

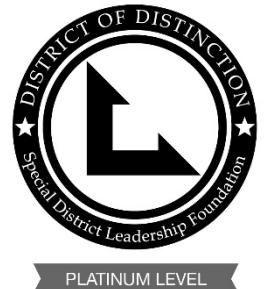
"Materials related to an item on the Agenda submitted to the Town of Discovery Bay after distribution of the agenda packet are available for public inspection in the District Office located at 1800 Willow Lake Road during normal business hours."



# TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

**SDLF Platinum-Level of Governance**



President – Kevin Graves • Vice-President – Ashley Porter • Director – Bryon Gutow • Director – Michael Callahan • Director – Carolyn Graham

**NOTICE OF THE REGULAR MEETING  
MINUTES OF THE INTERNAL OPERATIONS COMMITTEE  
OF THE TOWN OF DISCOVERY BAY  
Wednesday April 6, 2022**

**Internal Operations Committee Board Members**

*Chair Michael Callahan  
Vice-Chair Carolyn Graham*

**A. ROLL CALL**

1. Call business meeting to order 3:30 p.m.
2. Roll Call – all members are present.

**B. PUBLIC COMMENTS (Individual Public Comments will be limited to a 3-minute time limit)**

None.

**C. DRAFT MINUTES TO BE APPROVED**

1. None.

**D. PRESENTATIONS**

1. None.

**E. DISCUSSION ITEMS**

1. Internal Covid 19 SB114 Directive.  
Presented by Assistant General Manager, Mike Davies.
  - Internal administrative directive, once the Town reaches 26 employees those employees must be provided 40 hours of supplemental paid sick leave for one set of Covid related circumstances and another bank of sick leave of 40 hours for another set of Covid related circumstances.
  - Directive Items 1-7: Quarantine for you or a family member, you or a family member are experiencing symptoms of Covid and need to make medical appointment, or you and a family member need to receive vaccination or having symptoms from having a vaccine. Or, if you or a family member tests positive for Covid 19.
  - Employees have the right to decide which bank of hours to choose, they may receive up to a maximum of \$510 per day this may be supplemented with vacation or sick time. Working with payroll to ensure this is addressed.

No public comment.

**F. FUTURE DISCUSSION / AGENDA ITEMS**

None.

**G. ADJOURNMENT**

1. Meeting adjourned at 3:37 p.m. to the next Internal Operations Committee meeting at the Community Center located at 1601 Discovery Bay Boulevard.

“This agenda shall be made available upon request in alternative formats to persons with a disability, as required by the American with Disabilities Act of 1990 (42 U.S.C. § 12132) and the Ralph M. Brown Act (California Government Code § 54954.2). Persons requesting a disability related modification or accommodation in order to participate in the meeting should contact the Town of Discovery Bay, at (925) 634-1131, during regular business

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//ag 04-25-22



# **Injury and Illness Prevention Program (IIPP)**

**2022**

TOWN OF DISCOVERY BAY  
INJURY AND ILLNESS PREVENTION PROGRAM





# Town of Discovery Bay

<b>PROGRAM AREA:</b> Administrative	<b>POLICY NAME:</b> Injury and Illness Prevention Program	<b>POLICY NUMBER:</b> 021
<b>DATE ESTABLISHED:</b> September 17, 2008	<b>DATE AMENDED:</b> June 15, 2022	<b>RESOLUTION:</b>

## **1.0 PURPOSE**

The purpose of the Town of Discovery Bay (TODB) Injury and Illness Prevention Program (IIPP) is to provide employees with a safe and healthy workplace by identifying responsibilities to be followed by management, employees and the employer. Employees have a right to a safe workplace; their employer has a duty to ensure that every manager/supervisor is aware of the TODB's safe work practices, and that they are being followed by each employee.

The TODB has adopted this Injury and Illness Prevention Program to meet or exceed the requirements of California Code of Regulations, Title 8, §3203. It applies to all full and part-time employees, temporary or seasonal employees, and volunteers of the Town of Discovery Bay.

## **2.0 EVALUATING HAZARDS**

Before a task or job is to be started, an evaluation of the hazards associated with that task or job needs to be completed. For example, a supervisor cannot task an employee to enter or even open a manhole cover, without ensuring that the employee has been properly trained on the potential hazards of the task.

The employer, manager/supervisor, etc. must be aware of all hazards related to operating equipment, or tasks being performed by their respective employees.

A tool which can be used in identifying and evaluating workplace hazards is the *Job Safety Analysis Form* (Appendix A).

Hazards shall be identified and evaluated when:

1. Safety Orders of the California Code of Regulations that govern the operation or activity (i.e., General Industrial Safety Orders, Construction Safety Orders, etc.) are revised.
2. During the accident investigation process.
3. When revealed during a routine inspection.
4. Whenever new substances, processes, procedures, or equipment are introduced to the workplace that represent a potential new safety hazard.
5. When the TODB is made aware of a new, or previously unrecognized hazard.
6. When employee safety suggestions are made regarding a hazard.

This IIPP is not intended to cover all safety procedures at the TODB. The TODB has developed specific programs that may be found within each applicable department. These programs include, but are not limited to:

- Asbestos Management
- Codes of Safe Practices (or Standard Operating Procedures)
- Concrete Dust Generating Operations
- Confined Spaces
- Emergency Action Plan
- Emergency Operations Center (SIMS/NEMS)
- Ergonomics
- Excavation and Trenching
- Exposure Control for Bloodborne Pathogens
- Fall Protection
- Hazard Communication Program
- Hazardous Waste Management
- Hearing Conservation
- Heat Illness Prevention
- Hot Work
- Lockout/Tagout
- Personal Protective Equipment Policy
- Respiratory Protection
- Workplace Violence



## **3.0 SAFETY RESPONSIBILITIES & JOB SAFETY CLASSIFICATIONS**

### **3.1 EMPLOYER RESPONSIBILITIES**

The TODB is responsible for providing the following under this IIPP:

1. Establish, implement and maintain an effective IIPP and update it periodically to keep employees safe. The IIPP is reviewed annually by management with any employee input taken into consideration.
2. Inspect workplace(s) to identify and correct unsafe and hazardous conditions (Section 5.0 of this IIPP).
3. Identify persons by title with the responsibility and authority to implement and maintain this IIPP.
4. Provide to employees required by this program and other related safety programs to prevent injury or illness.
5. Use color codes, posters, labels or signs to warn employees of potential hazards.
6. Establish or update operating procedures and communicate them so employees follow safety and health requirements (Section 4.0 of this IIPP).
7. Develop systems to investigate workplace accidents/exposures and to provide corrective action(s) to prevent reoccurrence.
8. Report immediately, but no longer than 8 hours, by telephone to the nearest Cal/OSHA Enforcement Unit district office any serious injury or illness, or death, of an employee occurring in a place of employment or in connection with any employment. Serious injury or illness is defined in section 330(h), T8CCR (Section 6.2 of this IIPP).
9. Keep records of work-related injuries and illnesses on the log 300. At the end of the calendar year, copy the totals from the log 300 and transfer the information to the log 300A which must be posted February 1 through April 30 each year.
10. Post, at a prominent location within the workplace, the Cal/OSHA poster informing employees of their rights and responsibilities.

### **3.2 SAFETY COORDINATOR**

The Safety Coordinator has the lead role in advising and assisting supervisors and managers in executing their safety-related responsibilities. The Safety Coordinator for the TODB is Human Resources, the Town's Executive Assistant.

The Safety Coordinator's responsibilities include:

1. Assuming the lead role and the general authority to supervise all aspects of the IIPP and other safety related matters.
2. Utilizing all available resources to ensure hazards are reasonably resolved in a timely manner.
3. Working with Department Safety Coordinators and management to ensure that safety is compliant in all departments by periodic inspections, training or site visits.

4. Coordinating with Du-All Safety and/or other third-party safety consulting company to provide support services.
5. Working with safety committee/department management to ensure that safety training is scheduled. Document and maintain training records for each employee.
6. Working with management and the safety committee to respond to employee safety suggestions and reports of hazardous conditions.
7. Ensure that Cal/OSHA has been notified within 8 hours of any serious injury or death.

### **3.3 SAFETY COMMITTEE**

The safety committee is comprised of the Safety Coordinator and Department Safety Coordinators. There are no term limits for any committee member. The safety committee charter may be found in Appendix B and a list of those individuals serving on the Safety Committee Members may be found in Appendix C.

Along with implementing the program, the safety committee members will, at a minimum, be responsible for the following:

1. Attend safety committee meetings.
2. Disseminate safety related information to their supervisors so that each department is aware of upcoming training, inspection findings, reporting hazards and corrective actions.
3. Relate any safety concerns within their department to the safety committee for remediation and/or compliance. Report any unsafe conditions to their supervisor.
4. Support good housekeeping standards and cleanliness at the TODB.
5. Report to the safety committee any safety suggestion or hazardous condition brought to their attention.
6. Evaluate causes of injuries and what actions need to be taken to protect other employees.
7. Recognize employee who contribute to the safety programs and/or effect positive change through safety suggestions, observations and recommendations for improvement.

### **3.4 DEPARTMENT COORDINATORS**

The department/division coordinators are found in Appendix C. Department Safety Coordinators are responsible for the following:

1. Ensure that there is someone available onsite to assume safety responsibilities in their absence. Ex. Department Safety Coordinator alternate.
2. Be a member of, and active participant in, Safety Committee meetings. Responsibilities include those listed above in Section 3.3.

### **3.5 MANAGERS, SUPERVISORS, FIELD SUPERVISORS, CREW LEAD WORKERS**

All personnel responsible for employee supervision shall:

1. Ensure that his/her employees are following all established and customary safety procedures

and policies.

2. Be current on all safe work practices.
3. Ensure that employees are wearing all required personal protective equipment (PPE).
4. Not direct employees to perform tasks for which they have not received proper training.
5. For those employees who work under construction orders (Section 3.8), conduct “tailgate” or “toolbox” safety meetings at least every 10 working days. These meetings are designed to review hazards associated with upcoming work and communicate systems in place to prevent employee injury or illness.
6. Report any injury or near miss (non-injury incidents) to Human Resources, the Executive Assistant.
7. Ensure that every employee required to attend safety training is in attendance and attentive. If an employee misses a class, coordinate with the Safety Coordinator to ensure that said employee receives make-up training prior to the covered job assignment.
8. Understand and be aware of all hazards associated with all established and customary job assignments.

### **3.6 ADMINISTRATION AND HUMAN RESOURCES**

Administration will be coordinated by the General Manager. Those responsibilities include:

1. Coordinate and ensure that all accident and injury reports have been filled out correctly so if a workers’ compensation claim is made, all documentation is correct.
2. Maintain required OSHA Log 300 form. Post the OSHA 300A form from February 1 through April 30 of the previous year’s accident summary in prominent locations throughout the TODB so that employees may have easy access to the summary.
3. Work with management and the safety committee to ensure that all employees’ safety concerns or suggestions are being handled with due diligence.
4. Provide any forms required to be filled out by managers and employees in the event of an injury or accident.
5. Maintain all medical surveillance and other Cal/OSHA related documentation. Provide medical examinations when required by Cal/OSHA standards and annually tell employees how they may access their medical records.
6. Disciplining employees for failure to comply with safe and healthful work-practices.

### **3.7 EMPLOYEES**

Although the employer and management have the primary responsibility in providing employees with a safe and healthy workplace, employees are ultimately responsible for their own safety. Employees’ responsibilities for safety include:

1. Attend all required safety classes. This includes participating and being attentive.
2. No employee is permitted to do work that they feel is unsafe or for which they have not been properly trained or equipped.
3. Follow the TODB’s established safety policies, procedures and programs.

4. Immediately report any unsafe or potentially dangerous situation so that the situation may be abated.
5. Immediately report all injuries and near misses to their supervisor.
6. Understand that an employee shall be disciplined for failure to follow safe procedures. (See Section 9.0).
7. Work with management in updating and “fine-tuning” the Code of Safe Practices or any other work practice so that the most up-to-date and comprehensive safety procedure is being followed. (See Section 4.0)
8. Encourage fellow employees to constantly maintain a safety “mindset”.

### **3.8 JOB CLASSIFICATIONS**

At the TODB, employees are protected under the Cal/OSHA California Code of Regulations General Industrial Safety Orders (GISO), or the Construction Safety Orders (CSO), depending on the type of work being performed.

Construction work is: *“When employment exists in connection with the construction, alteration, painting, repairing, construction maintenance, renovation, removal, or demolition of any fixed structure or its parts, that work will be considered construction, and will be regulated by the CSO.”*

OSHA definition of structure: *That which is built or constructed, an edifice or building of any kind, or any piece of work artificially built up or composed of parts joined together in some definite manner.*

Managers, supervisors or any person who has responsibility in directing or supervising an employee should be aware if the work being performed falls under the GISO or CSO. By understanding the work being performed and knowing which set of orders employees fall under, supervisors/managers may train and educate their employees on proper safety procedures regulated by Cal/OSHA.

It is possible that because of the diverse nature of their assignments, field personnel could be governed by either set of orders depending on the task. At construction projects, the CSO take precedence over any other general orders that are inconsistent with them, except for Tunnel Safety Orders or Compressed Air Safety Orders.

Where this distinction is significant, notice shall be made in this and all subordinate programs, practices, and documents.

#### **3.8.1 GENERAL INDUSTRY SAFETY ORDERS (GISO)**

Examples of work that would be considered falling under the GISO may include:

- General Administration
- Custodial Work
- Gardening & Landscaping

- Warehouse / Storage
- General Driving

### **3.8.2 CONSTRUCTION SAFETY ORDERS (CSO)**

Examples of work that would be considered falling under the CSO may include:

- Carpentry
- Electrical
- Painting
- Plastering
- Plumbing

## **4.0 CODE OF SAFE PRACTICES**

Once all hazards are identified and evaluated by using the General Industry Safety Orders (GISO), the Construction Safety Orders (CSO), other pertinent regulations, employee input, and available published statistics, the Code of Safe Practices is then developed. The code includes all the proper preventive measures to work in an environment, or with construction equipment safely.

Note that although under California Code of Regulations, the Term “Code of Safety Practices” pertains only to Construction Safety Orders, for the purposes of the TODB’s IIPP, it will refer to safe work rules used for both Construction and General Industry work.

Some departments at the TODB may have specific work practices that are unique to that department. Supervisors/Managers of each department should evaluate the hazards associated within their department and along with employee input develop a Code of Safe Practice to be followed by all employees to minimize injury while performing each task.

Employees are to receive specific instruction by their supervisor with respect to hazards specific to each employee's job assignment, as found in the Code of Safe Practices.

1. The Code of Safe Practices must be reviewed and updated periodically as new hazards are identified. Each Code of Safe Practice should be reviewed at least annually by each department.
2. When the Code of Safe Practices is updated, workers must be trained and/or alerted by their respective supervisors/managers, etc. to the new hazard, and the new proper safe practice(s) being implemented.

All Code of Safe Practices shall be stored in a binder titled “Code of Safe Practices” at the District Office (1800 Willow Lake Road, Discovery Bay, CA 94505-9376). Department Managers may also have a copy in their possession; the official copy shall always remain at the TODB’s District Office.

## **5.0 PERIODIC INSPECTIONS**

Periodic inspections are designed to ensure that the Code of Safe Practices is being followed and to help identify new or previously unrecognized hazards. Inspection reports will be provided to the appropriate persons responsible for the inspected area(s).

Du-All Safety or a third party safety consultant, shall conduct inspections of all facilities annually. High-hazard areas will be inspected periodically (at least twice a year) to determine if proper procedures and the correct personal protective equipment (PPE) is being used. These inspections should be spontaneous with no advance warning given to the crews.

**Supervisors/Managers are expected to conduct inspections as often as possible, to further ensure safe working conditions at all times.**

When a hazard is identified by any person, all personnel exposed to the hazard are to be warned and notified of the hazard and potential danger. This may be done by any supervisor or employee.

Hazards identified during inspections shall be corrected in a timely manner based on the risk assessment code found later in this section. If a serious hazard cannot be immediately abated without endangering workers and/or property, the TODB will remove all exposed workers from the area except those necessary to correct the existing condition.

1. Workers correcting any hazardous condition shall be provided with the necessary protection.
2. If there is a piece of equipment or a procedure that is immediately dangerous to life and health, the condition is to be corrected immediately. If the condition cannot be corrected immediately, the hazardous equipment should be locked and/or tagged out of service (or procedure discontinued).
3. If any employee fails to follow the Town of Discovery Bay's safety procedures, the employee's supervisor should:
  - a. Inform the employee of the violation.
  - b. Inform or remind the employee of the correct procedure.
  - c. Ask the employee to comply and correct the violation(s).
  - d. Remind the employee of the Town of Discovery Bay's disciplinary policy.
4. All safety violations, hazards and safety concerns will be documented, and a risk assessment code assigned, based on the descriptions given below.
5. A supervisor will designate who will fix the hazard and a completion date is to be established and checked off by the appropriate person.
6. When the problem is fixed, the inspection form (Appendix D) should be signed and dated by the person responsible for the work.

## 5.1 SAFETY RISK ASSESSMENT CODE

The Risk Assessment Code is determined as follows:

- Class 1* CRITICAL (may cause death, serious injury, significant environmental impact, or substantial financial losses) and/or is likely to occur soon.
- Class 2* SERIOUS (may cause injury, occupational illness, or environmental or property damage) and/or probably will occur in time.
- Class 3* MINOR (probably would not significantly affect personnel or environmental safety or health, yet is a violation of specific criteria).

The correction protocol that is used may include one or more of the following:

1. Engineering control (i.e., cones, flags, lights, etc.);
2. Personal Protective Equipment (PPE);
3. Administrative control (i.e. no cell phone use while driving or flagging);
4. New safety rules; and/or
5. Employee training.

## 5.2 REQUIRED INSPECTION FREQUENCY

This is not intended to be a complete list of inspections. There may be other required safety inspections depending on what other hazards and equipment exist (DOT, Cranes, etc.).

REQUIRED INSPECTION	FREQUENCY
Fire Extinguisher	Monthly
Eye Wash Station	Monthly
Emergency Shower	Monthly
Forklift	Pre-shift
Hazardous Waste Containers	Weekly
Fall Protection Equipment	Semi-annually
Confined Space Equipment	Per Equipment Manufacturer

## 6.0 INJURY & ILLNESS INVESTIGATIONS AND RECORD KEEPING

### 6.0 INVESTIGATIONS OF OCCUPATIONAL INJURY OR ILLNESS AND CORRECTIVE ACTIONS

Once an occupational illness, accident, or injury occurs, a report must be completed by the employee and the employee's supervisor immediately. All required and necessary forms are found in the main office, contact Human Resources for these documents. All applicable forms should be completed in a timely manner and given to Human Resources.

The forms that are included in the packet are:

1. Supervisor's Investigation of Employee Injury Form
2. Employee's Report of Job Injury
3. Witness to a Job-Related Injury
4. Employer' Report of Occupational Injury or Illness (5020)
5. Worker's Compensation Claim Form (DWC1)

In the event of a near miss (non-injury incident), the incident is still to be investigated but not all of the above documentation is required.

### **6.1 SERIOUS INJURY REPORTING TO CAL/OSHA**

The TODB shall report immediately by telephone to SDRMA/Worker's Compensation who will submit the report to the nearest District Office of the Division of Occupational Safety and Health. Any serious injury or illness, or death, of an employee occurring in a place of employment or in connection with any employment must be reported *immediately*.

***IMMEDIATELY: means as soon as practically possible, but not longer than 8 hours after a manager/leader is informed, or would have known with diligent inquiry of the death/serious injury/illness, and/or must be before the end of the worker's shift.***

SERIOUS INJURY – *an injury or illness which requires hospitalization for more than 24 hours (for other than medical observation), or in which an employee suffers a loss of any member of the body, or suffers any serious degree of permanent disfigurement.*

EXCEPTION – *an injury is not reportable if it occurs during a crime (penal code violation), or on a public roadway (vehicle accident). When uncertain whether the accident was a "vehicle accident", notification to Cal/OSHA is advised.*

### **6.2 REPORTING PROCEDURE**

Employees are responsible for immediately notifying their supervisor/manager of a serious injury or death to any employee. The supervisor/manager's priority is to provide medical attention to the injured employee. Management will then notify Administration/Human Resources of the injury/illness/fatality. Administration/Human Resources will then determine if the injury/illness is serious and if so, call and report it to Cal/OSHA. If the supervisor/manager is unable to talk with the General Manager, Assistant General Manager, or Human Resources, they are to leave a detailed voice message on their voicemail, and then call Cal/OSHA to report the serious injury/illness or fatality at:

**CAL/OSHA**

**Concord District Office**

1450 Civic Court, Suite 525

Concord, CA 94520

(925) 602-6517



1. If a contract employee is injured while performing work on behalf of the TODB, the contractor's employer must notify Cal/OSHA within statutory reporting guidelines.
2. When making notification, the reporting party shall include the following information (if available):
  - a. Time and date of accident.
  - b. Employer's name, address and telephone number.
  - c. Name and job title, or badge number of person reporting the accident.
  - d. Address of site of accident or event.
  - e. Name of person to contact at site of accident.
  - f. Name and address of injured employee(s).
  - g. Nature of injury.
  - h. Location where injured employee(s) was (were) moved to.
  - i. List and identity of other law enforcement agencies present at the site of accident.
  - j. Description of accident and whether the accident scene or instrumentality has been altered.

### **6.3 CAL/OSHA RECORD KEEPING**

1. Whenever an Employer's Report of Occupational Injury or Illness Form 5020 is filed, an entry must be made in the Cal/OSHA Form 300.
2. Management shall also complete the Cal/OSHA Form 301.

### **6.4 GENERAL SAFETY RECORD KEEPING**

The Safety Coordinator office will keep records of:

1. Documented safety and health training.
2. Documented accident, injury and illness investigations including the completed form(s).
  - a. Copies of all required injury-and illness-related forms.
  - b. Safety Committee meeting minutes.
  - c. Disciplinary records.
  - d. Inspection reports and corrective actions.
  - e. Safety suggestions (Appendix H).
  - f. Accident reports and medical surveillance documents.

### **6.5 RECORDS RETENTION**

The legally mandated minimum records retention durations are provided in Appendix E.

## **7.0 COMMUNICATION**

Communication is an important part of the IIPP. The TODB management believes the best way to maintain the safety "mind set" is through the following means:

1. A safety bulletin board for written communication, relevant safety topics, and posted temporary hazards.
2. Since the employee is often in a better position to spot potential hazards in their work areas, Suggestion Boxes and forms are located in:
  - a. Community Center Staff Room
  - b. District Office
3. *Employee input regarding safety is encouraged.* All suggestions will be reviewed at the Safety Committee Meeting with a response given in a timely manner to the person making the suggestion. In the event of an anonymous suggestion, a response will be written and provided in the safety committee meeting minutes and posted on the safety bulletin board.
4. Safety posters and signs shall be posted in common areas to remind employees of certain hazards and how to protect themselves.
5. The Safety Committee meets on the third Wednesday of each month at 10:30 AM. The Charter for the committee may be found in Appendix B.
6. Since construction work is not typically performed by employees of the TODB, field staff are not required to conduct "toolbox" or "tailgate" safety meetings every 10 working days. The Town's contractor (Veolia Water) provides construction services on Town property. As such, Town Operations employees are encouraged to participate in the Veolia "tailgate" safety meetings if the subject is pertinent to their respective functions.
7. Report any unsafe or potentially dangerous situation to their supervisor so that the situation may be abated.
8. Report any injury or near miss (non-injury related accident) to the next highest supervisor, who will then forward any report to Human Resources.

## **8.0 TRAINING**

Training is the most important part of this program. It is critical that everyone understand their workplace hazards and is trained in:

1. Safety procedures and policies.
2. Procedures to document and record workplace injuries or illnesses.
3. Employee and management responsibilities towards safety.
4. The Town of Discovery Bay's disciplinary policy.

Supervisors and/or Safety Coordinators shall receive training to familiarize them with the health and safety hazards to which employees under their immediate direction and control may be exposed.

Supervisors and/or Safety Coordinators are responsible for ensuring that those under their direction receive training on general workplace safety as well as on health and safety issues specific to their job. Training is provided:

1. To all employees and those given new job assignments for which training has not yet been received.
2. Whenever new substances, processes, procedures, or equipment are introduced to the workplace that represents a new hazard.
3. Whenever the employer is made aware of a new or previously unrecognized hazard.

The Training Log for all employees is to be filled out completely, upon the completion of any training. All training logs, including tailgate meetings, should be forwarded to the Safety Coordinator for record keeping.

## **9.0 ENFORCEMENT PROCEDURES**

Employees who fail to comply with the Town of Discovery Bay's safety policies and procedures will be subject to disciplinary action, up to and including, termination.

Employees are referred to their management or Administration regarding the Town of Discovery Bay's disciplinary policies and procedures, as found in the Personnel Manual.

## **10.0 COVID-19 PREVENTION PROGRAM (CPP)**

### **COVID-19 PANDEMIC**

The novel coronavirus, SARS-CoV-2, causes a viral respiratory illness called COVID-19, which can make people sick with flu-like and other symptoms. The [virus spreads](#) easily when an infected person sneezes, coughs, or speaks, sending tiny droplets into the air. These droplets can land in the nose, mouth, or eyes of someone nearby and cause illness. The virus can also be caught from airborne virus, when small particles of infectious virus remain suspended in the air and people inhale them. People can also become infected if they touch an infectious droplet on a surface and then touch their own nose, mouth, or eyes.

Some of the [symptoms](#) of COVID-19 are cough, fever, shortness of breath, and new loss of taste or smell. Some people with mild cases may have no symptoms at all yet still can spread the virus. Staying at least six feet away from people outside of your household, covering your nose and mouth with a face covering, and washing hands often with soap and water can help stop COVID-19 from spreading in the workplace.

## **COVID-19 PREVENTION PROGRAM (CPP) OVERVIEW**

The Town of Discovery Bay CSD (TOBD) is committed to protecting our employees and preventing the spread of COVID-19 at our workplace. We developed this program to reduce our workers' risk of catching and spreading this virus. We encourage employees to share information about potential COVID-19 hazards at our workplace and assist in evaluating these hazards. We will investigate all workplace illnesses and correct hazards that are identified. We stay informed on the virus presence in our community, as well as recommendations made by national and local health agencies. We review and update this plan as necessary.

Pursuant to an Emergency Temporary Standard in place for COVID-19 (California Code of Regulations (CCR), Title 8, section [3205\(c\)](#), all employers and places of employment are required to establish and implement an effective written COVID-19 Prevention Program (CPP). TOBD will endeavor to keep this program plan up to date and based on the [latest regulations and guidance](#).

The CPP is designed to control exposures to the SARS-CoV-2 virus that may occur in the workplace.

## **DESIGNATION OF RESPONSIBILITY**

The TOBD General Manager has overall authority and responsibility for implementing the provisions of the CPP plan in our workplace. The Human Resources designee will work under the direction of the General Manager to implement and share the CPP plan with all employees. All supervisors/managers are responsible for implementing this plan in their assigned work areas and ensuring employees' questions are answered, in a language they understand.

All employees are required to follow the policies and procedures laid out in this plan, use safe work practices, and assist in maintaining a safe work environment.

## **IDENTIFICATION AND EVALUATION OF COVID-19 HAZARDS**

We evaluate our workplace and operations to identify tasks that may have exposure to COVID-19. The evaluation includes all interactions, areas, activities, processes, equipment, and materials that could present potential exposure to COVID-19. Assessments include employee interactions with all persons who may be present in the workplace: contractors, vendors, customers, and members of the public. Evaluations include:

- Identification of places and times when people may gather or come in contact with each other, even if they aren't working. Examples: meetings, trainings, workplace entrances, bathrooms, hallways, aisles, walkways, elevators, break or eating areas, cool-down areas, and waiting rooms.
- Employees' potential workplace exposure to all persons at the workplace. We will consider how employees and others enter, leave, and travel through the workplace. Examples: co-workers, employees of other businesses, the public, customers or clients, and independent contractors.
- Existing COVID-19 prevention measures and whether we need different or additional control measures.

**Employee Participation** – We encourage employees to participate in this evaluation. They can contact Human Resources at the District Office to share information on potential COVID-19 hazards at our workplace or to assist in evaluating these hazards.

We will evaluate how to maximize the amount of outdoor air entering our indoor spaces by opening doors and windows when Environmental Protection Agency’s (EPA) Air Quality Index is less than 100. If possible, we will increase the efficiency of our HVAC systems by performing routine testing and maintenance and cleaning of filters.

**Employees may confidentially inform the General Manager or Human Resources if they have a higher risk for severe illness from COVID-19, such as those with conditions like lung disease, obesity, or cancer. The employee and General Manager will engage in the interactive process to determine if any reasonable job accommodations exist to reduce employee chance of exposure.**

The jobs/tasks/activities at the Town of Discovery Bay CSD have been assessed as follows:

**TABLE 1 – RISK ASSESSMENT**

JOB TITLE / TASK	DESCRIPTION OF EXPOSURE RISK
Entering workplace	Numerous employees in close proximity to each other
Designated conference tables	Close interaction with another person for extended period of time

**CORRECTION OF COVID-19 HAZARDS**

We treat all persons, regardless of symptoms or negative test results, as potentially infectious. We select and implement [feasible control measures](#) to minimize or eliminate employee exposure to COVID-19. We review orders and guidance COVID-19 hazards and prevention from the State of California and the local health department, including general information and information specific to our industry, location, and operations. We correct unsafe or unhealthy conditions, work practices, policies, and procedures in a timely manner based on the severity of the hazard.

**TABLE 2 – CONTROLS TO REDUCE EXPOSURE**

We will implement the most current state and local recommendations, guidelines and ordinances to reduce COVID-19 exposure and will inspect periodically to check that controls are current. Any deficiencies are corrected right away, and we update this plan if needed.

**ENGINEERING CONTROLS —Equipment and Building Systems to Minimize Exposures**

Our engineering controls for COVID-19 include:

- Maximizing outdoor air for ventilation as much as feasible except when EPA’s Air Quality Index is greater than 100 or when increasing outdoor air would cause harm to employees, such as excessive heat or cold.

- When open to the Public: installing cleanable solid partitions between workers and customers when 6 feet of distance cannot be maintained.

### **ADMINISTRATIVE CONTROLS — Policies, Procedures, and Practices to Minimize Exposure**

Our administrative controls for COVID-19 could include:

- **Limiting Access** to the workplace to only necessary staff.
- Prohibit any employee/visitor sick or potentially contagious from entering the workplace. Anyone exhibiting any potential symptoms of COVID-19 should contact their supervisor/manager and leave the worksite.
- **Wearing a Face Covering** – We provide face coverings to all employees and require they be worn as required by the local health department or by [orders from CDPH](#). We will not prevent any employee from wearing a face covering when required unless it would create a safety hazard, such as interfering with the safe operation of equipment. The face coverings provided will be cloth/woven material of at least two layers, fit snugly, and completely cover the nose and mouth. Face coverings must be clean and undamaged. **Face coverings are not respiratory protection against hazardous chemicals/dust, and do not replace physical distancing requirements.**

**Employees are not required to wear a face covering in the following situations:**

- a. When an employee is alone in a room.
- b. While eating or drinking at the workplace, provided employees are at least six feet apart and outside air supply to the area has been maximized to the extent possible.
- c. When employees wear respiratory protection in accordance with Section 5144 or other Title 8 safety orders.
- d. When employees cannot wear face coverings due to a medical or mental health condition or disability. This includes a hearing-impaired person or someone using sign language to communicate. Employees exempted from wearing a face covering due to medical conditions, mental health conditions, or disability must wear an effective non-restrictive alternative, such as a face shield with a drape on the bottom that we will provide, if their condition or disability allows.
- e. When a specific task cannot be performed with a face covering. This exception is limited to the time period in which such tasks are being performed, and the unmasked employee shall be at least six feet away from all other persons.

Signs are posted at the entrance to the workplace to communicate the requirement for face coverings by all non-employees entering the workplace. These may be removed if not required by the local health official.

- **Physical Distancing** – If required by the local health official, everyone must keep a six-foot distance from others at all times, except where we can show that it is not possible or for brief times during the movement of people in the workplace. When six feet of distance cannot be maintained, people will be as far apart as possible. Methods for physical distancing include:

- a. Reducing the number of persons in an area at one time (including visitors)
  - b. Visual cues such as signs and floor markings to show employee locations and paths of travel
  - c. Staggered arrival, departure, work, and break times
  - d. Adjusted work processes (such as reducing production speed) to allow greater distance between employees
  - e. Telework or other remote work arrangement
- **Practice Good Hygiene** – Wash hands with soap and water for at least 20 seconds or use an alcohol-based hand sanitizer, with at least 60% alcohol. Hand sanitizer stations are placed throughout the workplace. The designated Safety Coordinator is responsible for ensuring hand hygiene stations are readily accessible and stocked with soap and paper towels, or sanitizer.
  - **Prohibiting the Sharing of PPE or Other Workplace Equipment** – no sharing of phones, computers, or tools. If items must be shared, they shall be disinfected between uses by those using it. The sharing of vehicles should also be minimized as much as possible.
  - **Cleaning and Disinfecting Frequently** – Surfaces, especially frequently touched surfaces, will be disinfected with products that meet the EPA’s criteria for use against coronavirus. Disinfectants are used according to manufacturer’s directions. Employees are trained on the hazards of the disinfectants, to use only in well-ventilated areas, any PPE that is required, and to never mix chemicals. Janitorial services are scheduled twice a week.

### **Personal Protective Equipment (PPE) – Equipment Worn by Employees to Minimize Exposure**

In general, employees WILL NOT use respirators at The Town of Discovery Bay CSD for protection from COVID-19. If a hazard assessment determines respirators are needed, they will be used in accordance with [Title 8, Section 5144](#).

Any PPE used to protect from COVID-19 (i.e. gowns, face masks, gloves), is selected based on function, fit, and availability. Employees are trained when and why PPE is necessary, how to properly put on and take off PPE, and how to clean, maintain, and store reusable PPE. Job hazard assessments are performed by supervisors/managers to identify any PPE required for a specific job. Supervisors/Managers are responsible for ensuring that adequate supplies of PPE are available and accessible.

## **INVESTIGATING AND RESPONDING TO COVID-19 CASES IN THE WORKPLACE**

### **Illness at the Workplace**

We investigate all COVID-19 cases in the workplace. Our investigation includes verifying COVID-19 case status, obtaining information on COVID-19 test results and symptom onset, identifying and recording COVID-19 cases, and reporting when required by the regulations.

We will not reveal any personally identifiable information or employee medical information to any person or entity unless required by law (such as Cal/OSHA, local health department, and local law

enforcement).

### **Notification**

Employees must alert their manager or supervisor if they are having symptoms of COVID-19, had a possible COVID-19 exposure, were diagnosed with COVID-19, or are awaiting test results. We do not discriminate or retaliate against employees for reporting positive test results or symptoms.

Following notification of a positive test/diagnosis, we will immediately take the appropriate action as required by the local health official.

1. Determine the day and time the COVID-19 case was last present at the workplace, the date

### **Exclusion from the Workplace**

Employees excluded from work due to a positive diagnosis from a workplace exposure, or identified as exposed in the workplace, shall be done in accordance with local health official recommendations and/or mandates. Employees should contact Human Resources for guidance and benefits.

### **Return to Work**

Criteria for returning to work after testing positive for COVID-19 will be based on local health official rules and recommendations.

## **REPORTING, RECORDKEEPING, AND ACCESS**

### **Reporting**

[Reporting to the Local Health Department \(LHD\)](#) – This requirement also complies with AB 685. Within 48-hours of knowledge, Human Resources will notify SDRMA of any workplace outbreak of COVID-19. This is in compliance with SB-1159 Workers' Compensation: COVID-19 Critical Workers.

A reportable outbreak is defined as at least three COVID-19 cases among workers at the same worksite within a 14-day period. We will work with the LHD to carry out contact tracing and follow all LHD recommendations including temporary closure of our business if advised.

[Reporting to our Claims Administrator](#) – [SB 1159](#) (required for employers with five or more employees) Human Resources will report to SDRMA (the TODB's Workers' Compensation claims administrator), when an employee has tested positive for COVID-19. This report will be made within three days of knowledge of an employees' positive test result.

[CAL/OSHA Recording/Reporting](#) – We will record on our 300 log all work-related COVID-19 cases that meet one of the following criteria: death, days away from work, restricted work or transfer to another job, medical treatment beyond first aid, loss of consciousness, significant injury or illness diagnoses by a physician or other licensed health care professional.

We will report any serious COVID-19 illness that required inpatient hospitalization or resulted in death to our local Cal/OSHA office as soon as possible, but in no case more than eight hours after knowledge.



## **Recordkeeping**

The Town of Discovery Bay CSD maintains records of the steps taken to implement this written program. These records include but are not limited to training, inspections, hazard identification, etc.

- We keep a record of and track all COVID-19 cases. These records include the employee's:
- Name
- Contact information
- Occupation
- Location where the employee worked
- Date of the last day at the workplace
- Date of positive COVID-19 test

All medical information will be kept confidential. The log of COVID cases, with names and contact information removed, will be made available to employees, authorized employee representatives, or as otherwise required by law.

## **Access**

This program will be made available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA.

## **COMMUNICATION SYSTEMS**

We ask all employees to confidentially report, without fear of discrimination or retaliation, any symptoms, potential exposures, and possible hazards relating to COVID-19 at the workplace. Employees should make these reports directly to Human Resources at the District Office.

We explain to all employees how we accommodate employees at higher risk of severe COVID-19 illness. An employee can make a confidential report of his/her own high-risk condition to Human Resources.

If an employee is suspected of having a workplace exposure to COVID-19, we will provide information about access to COVID-19 testing at no cost. We will inform affected employees of the reason for testing and the potential consequences of a positive test. Local COVID-19 testing is available in our area through Contra Costa Health Services.

*NOTE* – additional communication requirements may apply depending upon severity of outbreak. See Appendix A for multiple COVID-19 infections and outbreak procedures. See Appendix B for major outbreak procedures.

We communicate information about COVID-19 hazards and our COVID-19 policies and procedures to employees and other employers, persons, and entities that come in contact with our workplace.

Other employers must ensure their employees follow our plan or equivalent to ensure protection of both their and our employees. When our employees are at another worksite, we will verify that procedures at the other worksite are protective of our employees, such as mask wearing and social distancing as may be required by the local health official.

## **EMPLOYEE TRAINING AND INSTRUCTION**

We provide all employees training and instruction on the symptoms of COVID-19 illness and exposure control methods in place at The Town of Discovery Bay CSD including:

- Information on how COVID-19 spreads and infects people.
- Symptoms of COVID-19
- The importance of getting a COVID-19 test and staying out of the workplace if you have symptoms.
- Our symptom screening procedures for employees and all other visitors to the workplace
- Risk of exposure to COVID-19 on the job.
- Cleaning and disinfection schedules and procedures for our workplace.
- Control measures to protect employees from exposure and infection:
  - a. Requiring employees to stay home when sick.
  - b. Physical distancing. Employees must maintain at least 6' of separation from other individuals in the workplace. Since infectious aerosols can travel further than 6', face covering are required along with physical distancing at all indoor workplaces.
  - c. Frequent handwashing with soap and water for at least 20 seconds, or using hand sanitizer when handwashing sinks are not readily accessible.
  - d. Proper use of a face coverings and the fact that a face covering is NOT respiratory protection.
  - e. Covering coughs and sneezes.
- Acceptable PPE and proper use.
- What to do if they are sick and how to obtain a COVID-19 test.
- Information on COVID-19-related leave benefits available under workers' compensation law, the federal Families First Coronavirus Response Act, Labor Code sections 248.1 and 248.5, Labor Code sections 3212.86 through 3212.88, local governmental requirements, the The Town of Discovery Bay CSD leave policies, and leave guaranteed by contract.
- The contents of this plan.



# **SAFETY COMMITTEE CHARTER**

## *INJURY AND ILLNESS PREVENTION PROGRAM*

### **APPENDIX A – J**

**2022**

TOWN OF DISCOVERY BAY  
INJURY AND ILLNESS PREVENTION PROGRAM

## **APPENDIX A — MULTIPLE COVID-19 INFECTIONS AND OUTBREAKS**

The following procedures will be followed whenever there are three or more COVID-19 cases in our workplace within a 14-day period or the workplace has been identified by Contra Costa Public Health as the location of a COVID-19 outbreak. These procedures can be stopped only after no new COVID-19 cases are detected at our workplace for a 14-day period.

### **Testing**

The Town of Discovery Bay CSD will provide testing at no cost or expense to the employee during working hours except for those not present during the outbreak period defined above. This testing will be done immediately after determination of an outbreak, and then again one week later; negative test results will not change the quarantine or health order status of any individual. Following these two tests, we will provide continuous testing to employees in the workplace during the defined outbreak period at least once a week, or more frequently if recommended by the Contra Costa Public Health Order. We will provide additional testing as required by the Division in accordance with any special order from Cal/OSHA.

### **Exclusion from the Workplace**

The following employees will be excluded from the workplace during an outbreak:

- Positive cases until return to work requirements are met.
- Employees that have been exposed to COVID-19 until 10 days after the last known exposure.

Employees excluded from work due to positive diagnosis or exposure but otherwise able and available to work will maintain their earnings, seniority, and all other rights and benefits. Information on available benefits will be provided at the time of exclusion.

### **Workplace Investigation, Review, and Hazard Correction**

We will investigate all workplace illness to determine potential factors in the workplace that could have contributed to the COVID-19 outbreak. Additionally, we will review our relevant COVID-19 policies, procedures, and controls and we will implement changes needed to prevent further virus spread.

All investigations and reviews will be documented to include:

- Investigation of new or continuing COVID-19 hazards.
- Review of our leave policies and practices, including whether employees are discouraged from staying home when sick.
- Review of our COVID-19 testing policies.
- Investigation of the sufficiency of outdoor air.
- Investigation of the sufficiency of air filtration.
- Investigation into feasibility of physical distancing.

These reviews will be updated every 30 days that an outbreak continues with new information, new or previously unrecognized COVID-19 hazards, or as necessary. We will make changes based on investigations and reviews to reduce the spread of COVID-19 and consider such actions as moving work tasks outdoors, allowing employees to work remotely, increasing outdoor air supply to our indoor workplaces, improving air filtration to the highest MERV rating compatible with our air handling system, increasing physical distancing as much as possible, providing respiratory protection, or other possible control measures.

### **Notifications to the Contra Costa Health Services**

As soon as possible but at least within 48-hours of knowledge, Human Resources will notify SDRMA when there are three or more COVID-19 cases. We will work with under the Contra Costa Public Health Order to carry out contact tracing and follow all recommendations including temporary closure of our business if advised. We will provide Contra Costa Public Health the total number of cases and for each case the following:

- Name
- Contact information
- Occupation
- Workplace location
- Business address
- Hospitalization and/or fatality status
- North American Industry Classification System (NAICS) code of the workplace
- Any other information requested

We will continue to update Contra Costa Public Health with additional case information during the outbreak period until there have been no detected COVID-19 cases for 14 days.

### **COVID-19 Hazard Correction**

In addition to the engineering controls, administrative controls, and PPE provisions of our COVID-19 Prevention Program, we will do the following:

- Evaluate the benefits that portable or mounted High Efficiency Particulate Air (HEPA) filtration units, or other air cleaning systems, may offer in reducing the risk of transmission and implementing wherever possible.
- Evaluate the need for respiratory protection or changes to current respiratory protection in use. Any respiratory use will be in accordance with [8CCR5144](#).
- Implement any other control measures necessary by the issuance of an Order to Take Special Action by the Division in accordance with [8CCR332.3](#).

**APPENDIX B — SAFETY COMMITTEE CHARTER**

COMMITTEE NAME	SPONSOR	TEAM LEADER	TEAM MEMBERS
The Town of Discovery Bay Safety Committee	General Manager	Human Resources	Safety Coordinators as identified in the Injury and Illness Prevention Program
Meeting Times/Location:	Third Wednesday of each month at 10:30 PM in the Town Hall.		
Purpose	<p>To help insure a safe and healthful workplace and compliance with federal, state, and local safety regulations through participation in:</p> <ul style="list-style-type: none"> <li>▪ Monthly safety committee meetings per CCR, 8 3203, (c) et. al.</li> <li>▪ Review quarterly safety inspections to help identify and correct hazards</li> <li>▪ Injury and illness investigations to evaluate cause of injury and corrective action to prevent recurrence</li> <li>▪ Communication between employees and management</li> <li>▪ Schedule and review employee safety training</li> </ul>		
Scope/Authority	<ul style="list-style-type: none"> <li>▪ Provide advice and input to individual departments on safety matters</li> <li>▪ Ensure that all employees are provided with a safe and healthy workplace</li> <li>▪ Identify and discontinue unsafe practices and/or use of unsafe equipment</li> <li>▪ Schedule required safety training</li> <li>▪ Recommend corrective actions to address safety hazards</li> <li>▪ Serve as communications conduit between employees and management on safety concerns</li> </ul>		
Success Criteria	<ul style="list-style-type: none"> <li>▪ Compliance with safety regulations and receive no OSHA citations.</li> <li>▪ Provide regularly scheduled employee safety training</li> <li>▪ Fewer accidents and injuries</li> <li>▪ Establishment of required safety programs</li> <li>▪ Improved feedback regarding employees’ sense of safety and well-being</li> </ul>		
Decision-Making Process	<ul style="list-style-type: none"> <li>▪ Strive for consensus; majority vote by area safety coordinators present to pass on recommendations or take action. Roberts Rules of Order will be loosely followed.</li> </ul>		
Product(s)	<ul style="list-style-type: none"> <li>▪ Develop written safety programs in compliance with CCR, 8.</li> <li>▪ Provide safety training and recordkeeping</li> <li>▪ Produce quarterly periodic inspections reports</li> <li>▪ Respond to employee safety concerns and/or suggestions</li> </ul>		
Decision Communication	<ul style="list-style-type: none"> <li>▪ Agenda and minutes of meetings to members and posted at employee worksites</li> <li>▪ Use of internal and external communication tools to disseminate major actions</li> </ul>		
Evaluation	<ul style="list-style-type: none"> <li>▪ Annual review by the Safety Committee and Management on committee effectiveness.</li> </ul>		

## APPENDIX C — DEPARTMENT SAFETY COORDINATORS

DEPARTMENT	EMAIL
Administration	<a href="mailto:dbreitstein@todb.ca.gov">dbreitstein@todb.ca.gov</a>
Human Resources	<a href="mailto:lcueva@tobd.ca.gov">lcueva@tobd.ca.gov</a>
Parks & Recreation	<a href="mailto:mgallo@todb.ca.gov">mgallo@todb.ca.gov</a>
Water & Wastewater	<a href="mailto:agoldsworthy@todb.ca.gov">agoldsworthy@todb.ca.gov</a>
Lighting & Landscaping	<a href="mailto:bengelman@todb.ca.gov">bengelman@todb.ca.gov</a>

**APPENDIX D — INSPECTION AND CORRECTION FORM**

# The Town of Discovery Bay Safety Inspection

**DATE:** \_\_\_\_\_

**INSPECTION CONDUCTED BY:** \_\_\_\_\_

The following are violations of Cal/OSHA regulations, California Fire Code, California Building code, other standards, or are hazardous conditions that may cause injury or illness to employees at the Town of Discovery Bay, or possibly cause negative environmental impact, or interrupt the Town of Discovery Bay’s ability to do business. These conditions require corrective action to ensure a safe and healthful workplace for employees and employer.

Findings which may not be directly traceable to an enforceable code or regulation are given in italics. Note that failure to abate these hazards may still put the Town of Discovery Bay at risk of injury and/or loss, civil litigation, citation under the General Duty Clause (California Labor Code Section 6400), or other action.

*For explanation of Risk Assessment Codes see the last page.*

ITEM #	FINDING(S)	RISK RATING	ASSIGNED TO or WORK ORDER #	DATE FIXED	INITIALS

The following items were previously identified and still need to be resolved.

ITEM #	FINDING(S)	RISK RATING	ASSIGNED TO or WORK ORDER #	DATE FIXED	INITIALS

Please initial and date corrections as they are completed.

**RISK ASSESSMENT CLASS**

- Class 1 - Critical (may cause death, serious injury, significant environmental impact, or substantial financial losses) and/or is likely to occur soon.
- Class 2 - Serious (may cause injury, occupational illness, or environmental or property damage) and/or probably will occur in time.
- Class 3 - Minor (probably would not affect personnel or environmental safety or health, but is a violation of specific criteria).



## APPENDIX E — RECORDS RETENTION REQUIREMENTS

RECORD	MINIMUM RETENTION (YRS)	CODE CITATION
Workplace inspections	1	8CCR3203(b)(1)
Training records (See below for exceptions)	1	8CCR3203(b)(2)
Safety committee meeting records	1	8CCR3203(c)(2)
Accident investigation records	None	
OSHA300, 300A, 301	5	8CCR14300.33
Employee medical records	Termination of employment + 30 yrs.	8CCR3204(d)(1)(A)
Employee exposure records (Includes all workplace monitoring data, MSDSs, Chemical inventories)	"At least" 30 yrs.	8CCR3204(d)(1)(B)
Bloodborne Pathogens Training	3	8CCR5193(h)(2)(B)
Sharps injury log	5	8CCR5193(h)(3)
Hazwaste manifest receipts	3	HSC25160.2(b)(3) & (4)
Asbestos training records	Termination of employment + 1 year	8CCR1529(n)(4)
Notification of identification, location and quantity of asbestos	Duration of ownership of building; must be transferred to new owner	8CCR1529(n)(6)
Noise exposure measurements	2	8CCR5100(d)(1)
Audiometric test records	Duration of employment	8CCR5100(d)(2)
Maintenance of fire extinguishing systems	5	19CCR904.1(b)
Fire Alarm systems acceptance tests & as-builts	Life of system	NFPA 72, 7-5.1
Fire Alarm systems annual maintenance, inspection & testing	1 year past next test (e.g., 2 years)	NFPA 72, 7-5.2.1
Fire Sprinkler Maintenance & Service Reports	5 yrs.	19 CCR 904.1 & 904.2
Fire Sprinkler Maintenance & Service Reports	1 year past next test (e.g., 2 years)	NFPA 25, 4.3.5
Reports of testing on mechanical ventilation systems such as fume hoods	5 yrs.	8 CCR 5143
Reports of testing on HVAC systems for building ventilation	5 yrs.	8 CCR 5142(b)(2)



**APPENDIX G —MASTER AGENDA**

<b>Town of Discovery Bay Safety Committee Agenda</b>	
DATE	TIME

**Agenda Topics**

- ▶ Approval of Minutes
- ▶ Action Items
- ▶ Du-All Update
  - 1.
  - 2.
  - 3.
- ▶ Training
  1. Conducted:
  2. Conducted:
  3. Upcoming:
  4. Upcoming:
- ▶ Accident/Near Misses Report
- ▶ Open Discussion/Safety Suggestions
- ▶ Next Meeting:

**APPENDIX H — SAFETY SUGGESTION FORM**



**SAFETY SUGGESTION FORM**

**This form is for use by employees who wish to make suggestions or report an unsafe condition or practice.**

Area of Unsafe Condition or Action: \_\_\_\_\_

What Unsafe Condition or Action Did You See? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What Do You Think Might Have Caused This? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

How Would You Suggest Improving Safety? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Has This Been Reported to the Safety Coordinator? \_\_\_\_\_

Name (optional): \_\_\_\_\_ Date: \_\_\_\_\_

THE TOWN OF DISCOVERY BAY ENCOURAGES EMPLOYEES TO PARTICIPATE IN COMMUNICATIONS INVOLVING SAFETY.

THE TOWN OF DISCOVERY BAY WILL INVESTIGATE EVERY SUGGESTION AND ADVISE THE EMPLOYEE OF THE RESPONSE IN A TIMELY MANNER.

**Anonymous Suggestions: A response will be written and posted on the safety bulletin Board.**

**APPENDIX I — NEW HIRE ORIENTATION CHECKLIST**

**Safety Program & Training Checklist**

*For all employees: at hire, transfer and annual performance review*

Employee Name: \_\_\_\_\_

Hire/Review Date: \_\_\_\_\_

Job Title: \_\_\_\_\_

Department/Division/Unit: \_\_\_\_\_

*Initial and date each item when completed, updated and reviewed*

**Injury and Illness Prevention Program (IIPP):**

- \_\_\_\_\_ Identify the Safety Coordinator and review the coordinators duties
- \_\_\_\_\_ Review the safety inspection and accident investigation procedures
- \_\_\_\_\_ Review avenues of safety communication
- \_\_\_\_\_ Review the safety discipline procedures (if not compliant with regulations, etc.)
- \_\_\_\_\_ Review of Codes of Safe Practices specific to the employee's area
- \_\_\_\_\_ Identification of necessary employee training on specific equipment:
- \_\_\_\_\_ Spill Equipment, Forklift, Respirator, Lifts, Power Tools, etc.

**Personal Protective Equipment (PPE):**

- \_\_\_\_\_ PPE Hazard Assessment (what to wear, how to properly use, limitations, etc.)

Provided: \_\_\_\_\_

---

**Hazardous Materials:**

- \_\_\_\_\_ Review the Hazard Communication program and chemical inventory
- \_\_\_\_\_ Review Material Safety Data Sheets (MSDS) and locations(s)
- \_\_\_\_\_ Review labeling requirements and the NFPA placard numbering system
- \_\_\_\_\_ Review how to safely handle chemicals on site
- \_\_\_\_\_ Review the spill procedures and spill equipment (location, etc.)
- \_\_\_\_\_ Review what to do in the event of an emergency or exposure
- \_\_\_\_\_ HAZWOPER Training
- \_\_\_\_\_ Emergency Response Program and Drills

**Fire and Evacuation:**

- \_\_\_\_\_ Review the primary and secondary evacuation routes
- \_\_\_\_\_ Review evacuation relocation area
- \_\_\_\_\_ Review evacuation Do's and Don'ts
- \_\_\_\_\_ Drill procedures
- \_\_\_\_\_ Plant Emergency Plan and Contact Phone Numbers

**Fleet & Equipment Program**

- \_\_\_\_\_ Commercial/Non-Commercial Driver License(s) & Certification
  - \_\_\_\_\_ Pre & Post Trip Vehicle Inspection: (Training, Defensive Driving, Documentation, etc.)
  - \_\_\_\_\_ Seatbelt Use & Requirements
  - \_\_\_\_\_ Radio, Cell Phone Use & Requirements
  - \_\_\_\_\_ Vehicle Accident Process & Reporting
  - \_\_\_\_\_ Equipment Specific Training & Refreshers \_\_\_\_\_
- 

**Emergency Response:**

- \_\_\_\_\_ NIMS/SEMS 100, 200, 300, 700, 800, etc.

**Safety Programs & Training:** (Identify as required for specific job classification/title)

- \_\_\_\_\_ Knowledge, Awareness & Use of all City/Plant Policy/Procedures/Instructions, etc.
- \_\_\_\_\_ Asbestos Awareness Safety Training
- \_\_\_\_\_ Bloodborne Pathogens Program & Training
- \_\_\_\_\_ Confined Space Program/Permit and Entry/Rescue Training & Certification
- \_\_\_\_\_ Driver Safety, Defensive Driving Training
- \_\_\_\_\_ Electrical Safety Program & Training (Non-Electrician & Electrician NFPA 70E)
- \_\_\_\_\_ Ergonomics & Back Safety Training
- \_\_\_\_\_ Fall Protection Program & Training
- \_\_\_\_\_ Fire Extinguisher Training
- \_\_\_\_\_ First Aid/CPR/AED Certification Training
- \_\_\_\_\_ Tree Work & Climbing Safety Training
- \_\_\_\_\_ Forklift Safety Training
- \_\_\_\_\_ Hazard Communication Program & Training
- \_\_\_\_\_ Hazardous Materials Program & Safety Training
- \_\_\_\_\_ Hazardous Waste Operations First Responder Certification (8 hour)
- \_\_\_\_\_ Hearing Conservation Program, Training & Annual Audiometric Testing
- \_\_\_\_\_ Heat Stress & Illness Program & Training
- \_\_\_\_\_ Ladder & Scaffold Safety Training
- \_\_\_\_\_ Lockout/Tagout Program & Training (Equipment Specific Procedures)
- \_\_\_\_\_ Respiratory Protection Program, Medical Evaluation, FIT Testing & Training
- \_\_\_\_\_ Hotwork Program/Permit & Welding Safety Training
- \_\_\_\_\_ Emergency Action Plan
- \_\_\_\_\_ Concrete/Masonry Grinding Safety Training & Program/COSP/SOP
- \_\_\_\_\_ Accident Investigation Training
- \_\_\_\_\_ IIPP Program, Training
- \_\_\_\_\_ Additional Safety Training or Certification (s) identified as required: \_\_\_\_\_

Specific area equipment & safety rules reviewed: \_\_\_\_\_

**Add additional pages as needed to comply with all regulations and as identified on the Training Matrix.**

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

