



CITY OF PACIFIC GROVE
300 Forest Avenue, Pacific Grove, California 93950

AGENDA REPORT

TO: Honorable Mayor and Members of the City Council
FROM: Tori Hannah, Administrative Services Director and Stephen Green,
Administrative Services Manager
MEETING DATE: November 28, 2018
SUBJECT: Workers Compensation Program Update and Report
CEQA STATUS: Does not constitute a “Project” under California Environmental Quality
Act (CEQA) Guidelines

RECOMMENDATION

Receive report.

DISCUSSION

The City established a Council Subcommittee to focus on workplace safety. As part of that effort, the subcommittee met with staff with the goal of instilling a culture of safety, while providing an environment where an employee could go home at the end of the day as healthy as when he/she started. Objectives included creating a comprehensive program that referenced statistical data, best practices, communication, and training to foster the environment. This endeavor was commemorated with the adoption of City Council Policy 300-8 Workplace Safety. A copy of this policy is included in the attached City of Pacific Grove Annual Workplace Safety Report (Attachment 1).

During Fiscal Year 17/18, several initiatives were taken to initiate the program goals. This included the development of revised statistical reports, establishment of a Safety Committee, and revision of the City’s Injury and Illness Prevention Program (IIPP); as well as other accomplishments. Due to key vacancies in the Administrative Services Department, the City retained Bickmore’s Rent a Safety Officer program to assist in kicking off the program, while also providing specialized experience. These services were funded through savings from the vacant Administrative Services Manager position, as well as a partial grant offered through the City’s risk sharing JPA, Public Agency Risk Sharing Authority (PARSAC).

A copy of a report outlining the goals, accomplishments, and statistical information related to workplace safety and risk management is included for review.

FISCAL IMPACT

There is no fiscal impact. This item is informational only.

GOAL ALIGNMENT

Operational Excellence and Fiscal Sustainability

ATTACHMENTS

1. City of Pacific Grove Annual Workplace Safety Report for Fiscal Year 17/18
2. City of Pacific Grove Injury and Illness Prevention Program

RESPECTFULLY SUBMITTED:



Tori Hannah
Administrative Services Director



Stephen Green
Administrative Services Manager

REVIEWED BY:



Ben Harvey
City Manager



CITY OF PACIFIC GROVE ANNUAL WORKPLACE SAFETY REPORT

FISCAL YEAR 2017/18



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2017/18 ANNUAL SAFETY REPORT

Report Overview

November 13, 2018

Welcome to the first annual City of Pacific Grove Workplace Safety Report. This report was developed to assist in meeting the goals outlined in the City Council Workplace Safety Policy, as well as incorporate the objectives of the Council Workplace Safety Subcommittee.

Fiscal Year 17/18 marked the initial phase of efforts to enhance the City's safety program. This was punctuated by the development of Council Policy 300-8 Workplace Safety which demonstrates the City's commitment to employee safety. City staff worked with the Council Subcommittee to develop more meaningful reports, as well as contracted with Bickmore Risk Services for their "Rent a Safety Officer" Program to provide preliminary program support. While the program is early in its inception, initial efforts have focused on a comprehensive and continuous approach to creating a safe work environment and creating a culture of safety. This includes reviewing claims or "near misses" for contributing factors, conducting facility site reviews, establishing training matrices, formalizing information sharing, and evaluating any implemented practices or programs.

This report includes details on program accomplishments, goals for the upcoming year, safety metrics, and related financial information. Please feel free to ask any questions about the data and offer ideas about what you would like to see in the future.



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Commitment to Safety – Workplace Safety Policy

City of Pacific Grove City Council Policy

Subject	Policy Number	Effective Date	Page
Workplace Safety	300-8	February 7, 2018	Page 1 of 1

I. PURPOSE

The City of Pacific Grove (“City”) values its employees, and a safe workplace demonstrates this commitment. The City’s workplace safety policy goal is for every employee to go home at the end of each work day as healthy as when she/he started. Ultimately, the City desires to instill and sustain a culture of safety within the municipal organization.

City employees and their families benefit from a healthy and accident-free workplace. The community benefits due to a reduction in workers’ lost time. And the municipal organization benefits from increased workplace morale and a reduction of Workers’ Compensation expenditures.

II. POLICY

The City commits to a safe workplace environment. In addition, the continual reduction of occupational accidents, injuries, and illnesses is a key City objective.

City staff will publish workplace safety metrics semi-annually to document progress towards this objective. Workplace safety metrics should include benchmarking against peer organizations.

All reasonable precautions will be undertaken in this effort, including the provision of safety training and information, safety equipment, and reinforcement of safe workplace behavior. This effort includes the creation of workplace safety programs, as necessary.

City staff are expected to work in a safe manner at all times. Employees and supervisors share responsibility for ensuring workplace activities will be done safely. No workplace activity shall be undertaken if it cannot be done safely.

The City Manager is expected to reinforce safe working practices at all times and to instill a safety-minded workplace culture within the municipal organization.

Adopted: February 7, 2018

Resolution No. 18-006

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Areas of Focus

SAFETY COMMITTEE

The mission of the City of Pacific Grove's Health and Safety Committee is to develop and promote a healthy and safe environment for all employees and visitors to City facilities through the involvement of all individuals with regards to education, communication, and safe work practices. Safety representatives from each department will meet quarterly to implement and monitor the City's safety program. Select Committee member responsibilities include:



- Support the IIPP and other safety policies and programs
- Actively promote safety activities for City employees
- Communicate, coordinate, and advise on safety activities, trainings, and materials
- Review facility safety inspections/reports to help identify and correct hazards
- Analyze available causation trends and suggest corrective alternatives
- Provide a line of communication between employees and senior management

THREE YEAR RISK ASSESSMENT

The City's workers compensation insurance provider is Public Agency Risk Sharing Authority of California (PARSAC). PARSAC is a joint powers authority (JPA) that is governed by a Board consisting of representatives from municipalities, including Pacific Grove. Every three years, PARSAC provides JPA members with a Risk Assessment. This assessment is designed to assist the City in targeting safety efforts and potential hazards, as well identify any enhancements to the City's general liability program. On October 24th and 25th 2018, PARSAC conducted a risk and safety assessment. This evaluation included meeting with each department and reviewing their processes, policies, and programs; conducting facility safety inspections, and reviewing the City's standard contracts for appropriate language and indemnification clauses. The final report should be available in February and will be used to assist in meeting safety goals.

SAFETY INCENTIVE PROGRAM

The effect of rewards on motivation and performance is a well-studied subject in both management and safety literature. A majority of U.S. businesses use some safety incentive, and most safety professionals believe that they are an essential element in any safety and health program.

The City's Safety Committee will begin discussing the implementation of a safety incentive program at their next quarterly meeting. This could involve establishing a baseline incentive for attending safety meetings and required training; with additional recognition for specified safety activities. The program will set defined and measurable goals, establish a recognition structure, and determine the administrative process.

SAFETY COMMUNICATIONS

The Administrative Services Department recently increased safety awareness by emailing monthly safety tips. Thus far, City staff received "Earthquake Ready?" This document listed out the seven steps each person needs to take before an earthquake occurs. Beginning in November, a safety topic will be emailed to each safety committee representative for potential use in monthly meetings. General safety tips will also be distributed to all City employees with information that could be applicable to both personal and professional use.

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Training Information

Training is an indispensable part of the City’s safety and wellness program for protecting employees from injuries and illnesses. Research demonstrates that those who are new on the job have a higher rate of accidents and injuries than more experienced workers. Training will help provide a solution when there is a lack of knowledge of specific job hazards and proper work practices.

Many OSHA standards require that employees be trained in the safety of specific job assignments that are "certified," "competent" or "qualified"—meaning that they have had previous special training, in or out of the workplace. Through the use of Bickmore’s Safety Officer program, the City established training matrices which identify the type of training needed for different employee classifications.



In addition to any required courses, the City plans to use claim statistics to target safety training. Modes of training or developing safety awareness will include the use of online training resources; department and citywide trainings; and sharing of brief safety tips at regular staff meetings.

Training opportunities will occur when:



- Hiring new employees
- Transferring employees between departments
- Assigning new responsibilities
- Changing or implementing new processes, equipment, and substances
- Uncovering hazards that were previously not known
- Working with special hazards (i.e., confined spaces, respiratory, etc.)
- Identified topics listed within the City’s Safety training matrices

Classes conducted in Fiscal Year 17/18, as well as early Fiscal Year 18/19 are listed below:

2018 - Safety Training	# Classes	Attendance
Injury and Illness Prevention Program	5	92
Blood Borne Pathogens	1	24
Hazardous Materials	1	24
Back Safety	1	16
Ergonomic Training ⁽¹⁾	3	30
Public Works Bi-Weekly Safety Training	26	23

One additional first aid class was also conducted.

1. Three ergonomic training sessions were conducted. Staff is working with the Bickmore consultant to obtain final statistics. Attendance is estimated.

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Safety Statistics

INJURY PREVENTION

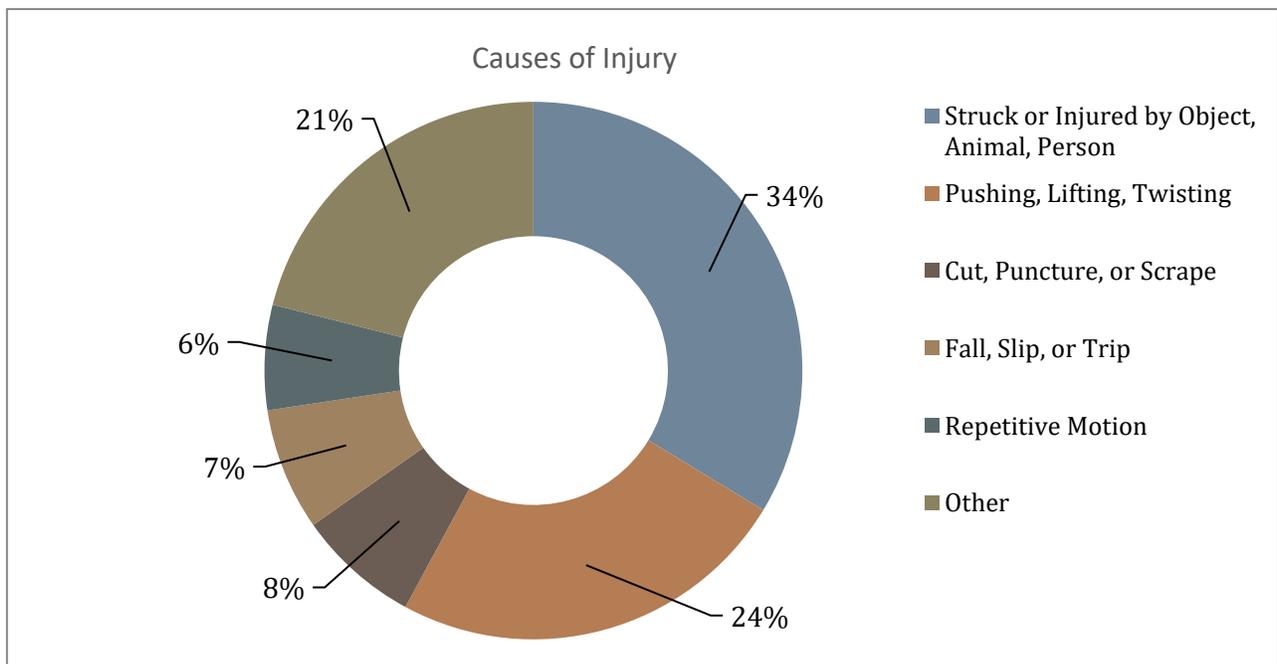
Reporting is an essential part of risk management. Claim data can be analyzed to ensure proper training is in place and assist in preventing future incidents.

The City reviews quarterly reports to assist in identifying current safety trends and implementing injury prevention programs. In addition, the causes of injuries are reviewed over a five-year period to determine additional areas of focus. Over the five-year period, there were 95 reported first aid, medical only, or lost time claims. The top six causes of injury by the number of occurrences are listed below:

- Struck or Injured by Object, Animal, or Person 32
- Pushing, Lifting, or Twisting 23
- Cut, Puncture, or Scrape 7
- Fall, Slip, or Trip 7
- Repetitive Motion 6

A five-year overview of claims by nature is presented in the following chart. Based on the number of claims, the City should target safety efforts and review trends associated with injuries by impacts from objects, animals, and persons; and strains from pushing, lifting, and twisting. These categories also include the highest costing individual claims, which could also reflect ongoing medical care and severity.

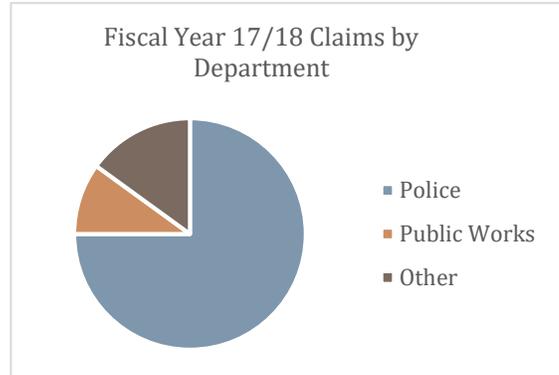
In defining training, consideration should also be given as to whether the injury was preventable.



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CLAIMS BY DEPARTMENT

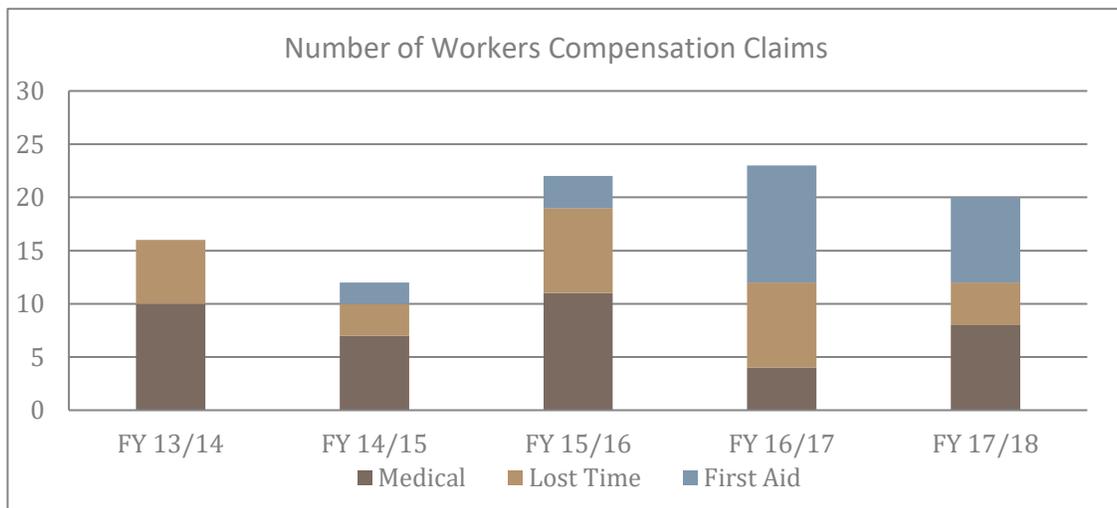
In Fiscal Year 17/18, there were 20 workers compensation claims filed. The Police Department reported 75% of all workers compensation claims, while the Public Works initiated 12% of the claims. Typically, these two departments have the greatest number of incidents due to their exposure to potential hazards. The remaining departments accounted for 15% of all workers compensation claims.



FIVE YEAR TRENDS

The City's number of claims decreased over last year. The following chart indicates the number of workers compensation claims that were filed each year, along with the City's third party administrators estimate of total incurred costs. The incurred costs include previous claim payments; and current and on-going costs. A single claim in Fiscal Year 13/14 and an additional claim in Fiscal Year 16/17, contributed to the higher estimated incurred costs. These two claims were directly or indirectly related to strains.

Over the last few fiscal years, there has been a greater emphasis on reporting claims to assist with prevention. This has resulted in a greater number of first aid claims filed in the last two years. In Fiscal Year 17/18, it is important to note that 85% of all claims filed in Fiscal Year 17/18 were closed at the end of the fiscal year; and that there was a reduction in the number of lost time injuries when compared to the prior two years.



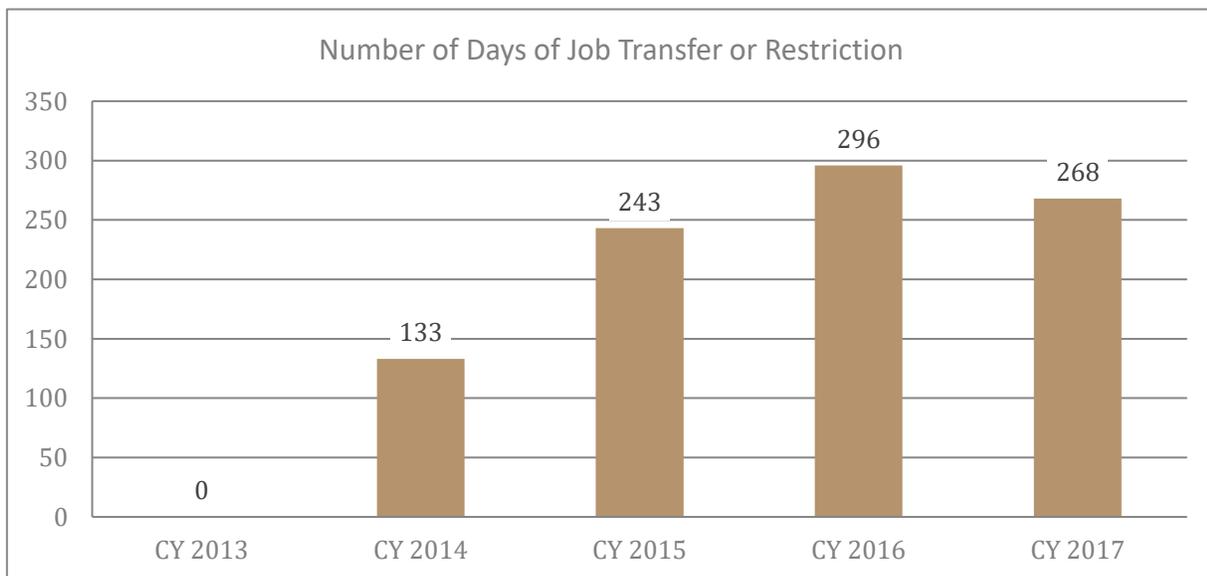
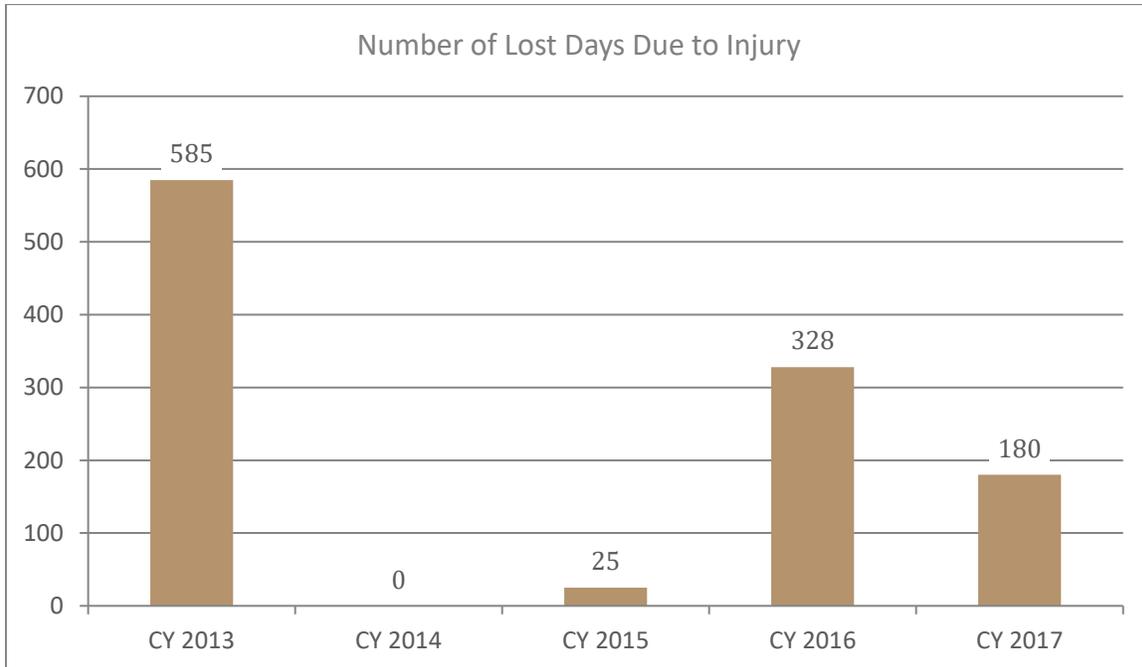
COST OF CLAIMS (1)	FY 13/14	FY 14/15	FY 15/16	FY 16/17	FY 17/18
All Departments	\$436,325	\$116,621	\$72,713	\$358,292	54,021

(1) Includes the total estimated amounts of the claims incurred, which includes payments made by the City and PARSAC; and estimated amounts of future costs for each individual claim

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LOST TIME INCIDENTS

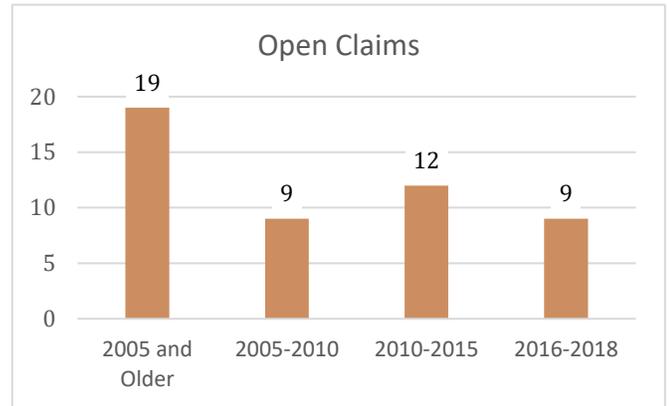
The City aims to reduce the number of working days that are lost due to injuries. This includes efforts to accommodate work restrictions through job transfers, light duties, or modified duties. This allows the employee to remain productive, while recovering from an injury.



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OPEN CLAIMS

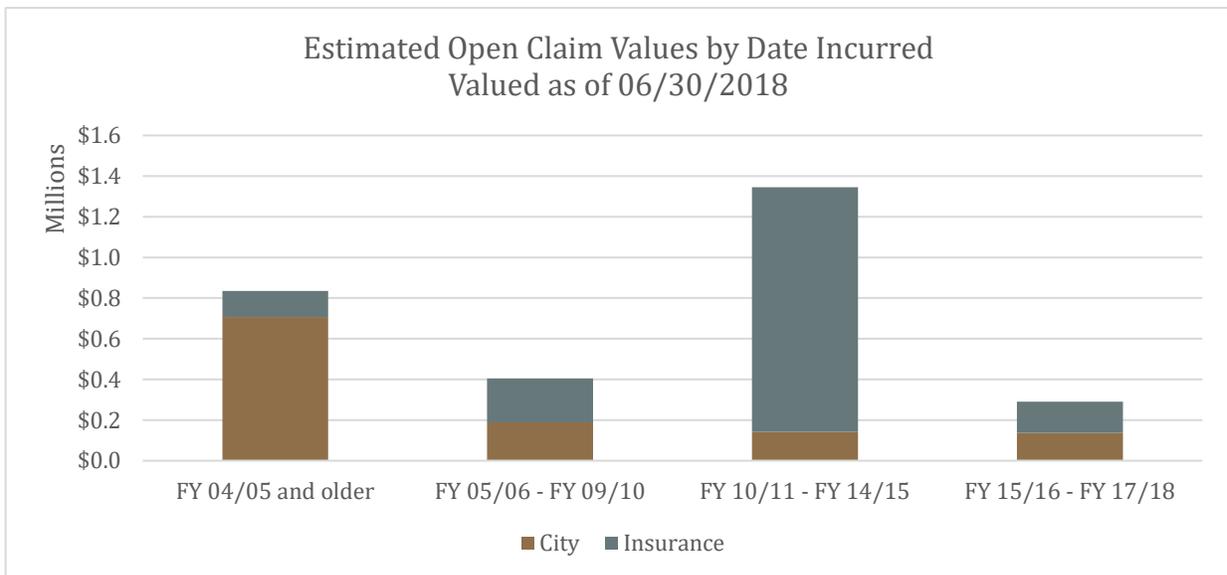
At the close of Fiscal Year 17/18, there were 49 open claims with data going far back as Fiscal Year 1990/91. The adjacent chart represents the number and age of open claims. Claims are held open when there are current medical expenses or estimated costs for on-going medical care.



CLAIMS LIABILITY

Throughout the year, the number of claims, as well as the estimates for incurred costs and future liabilities are provided to the City. At the end of each fiscal year, the City references this data to calculate the estimated Workers Compensation Claim liability on the audited financial statements. The total amount of incurred costs for the open claims was \$7.6 million; however \$4.7 million in costs have been paid over the life of the claim. The City is currently self-insured up to \$100,000 for an occurrence, with excess insurance provided for individual occurrences that exceed the amount. As of June 30, 2018, the estimated amount of outstanding claims was \$2.9 million, with \$1.7 million estimated to be paid through excess insurance, and approximately \$1.2 million applicable to the City. The combined outstanding claim liability is discounted by a 5% factor to reflect an estimate for funds that may not be needed for financial statement purposes.

The amounts presented in the chart below reflect the *remaining* incurred estimates for open claims. It does not include prior amounts paid.



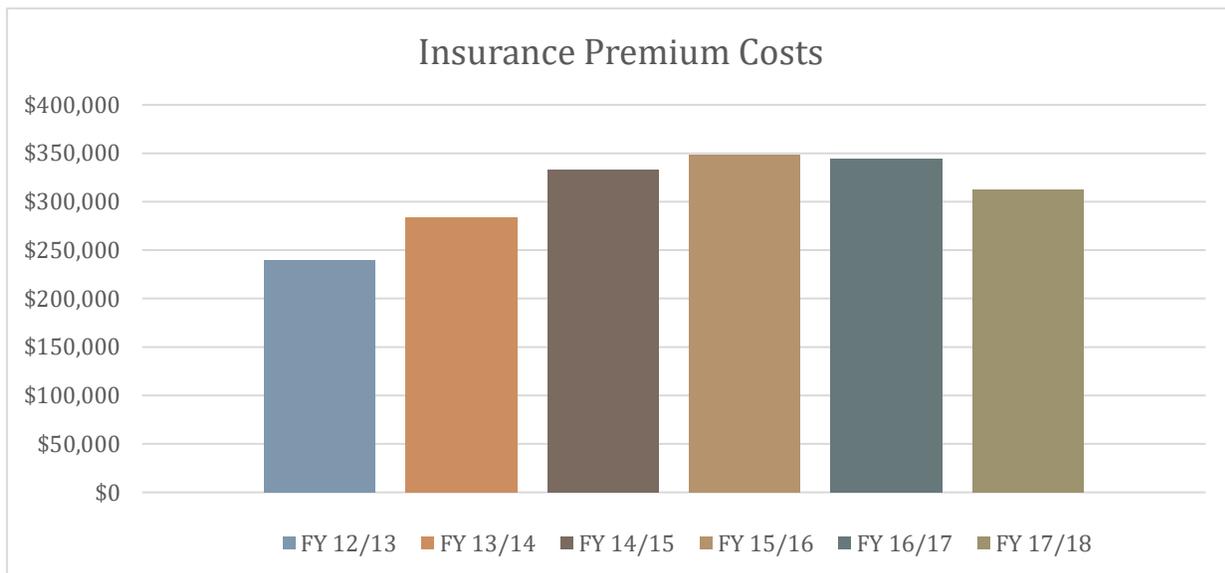
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Insurance Information

The City of Pacific Grove has elected to “self-insure” a portion of potential Workers Compensation losses. This self-insurance retention is similar to the deductible individuals elect to take on personal vehicle and home insurance policies. Like those deductibles, the City retains a portion of the claim costs to save money on premiums, assist with cash flow, and to promote the City's attention to loss prevention.

The City’s workers compensation insurance provider is Public Agency risk Sharing Authority of California (PARSAC). PARSAC provides the excess workers compensation liability claims coverage above the City’s self-insured retention of \$100,000 per occurrence. PARSAC is a joint powers authority that is governed by a board consisting of representatives for municipalities. The board controls the operations of PARSAC, including the selection of management and approval of operating budgets.

The City’s annual premium is based on an actuarial study for the combined PARSAC members, with the City’s share determined by a three-year loss rate, total payroll, and a factor assigned to predict future losses based on past history. The City’s insurance premium for Fiscal Year 17/18 was \$312,044 which represents a slight reduction when compared to the prior year. An annual review of premiums could result in a potential rebate for prior year collections. This rebate is based on a comparison of the estimated versus actual payroll each year. In Fiscal Year 18/19 premiums are anticipated to be under \$250,000, which would be consistent with the downward trend in the City’s experience modification rate (ex-mod). The ex-mod factor is discussed in the subsequent section.

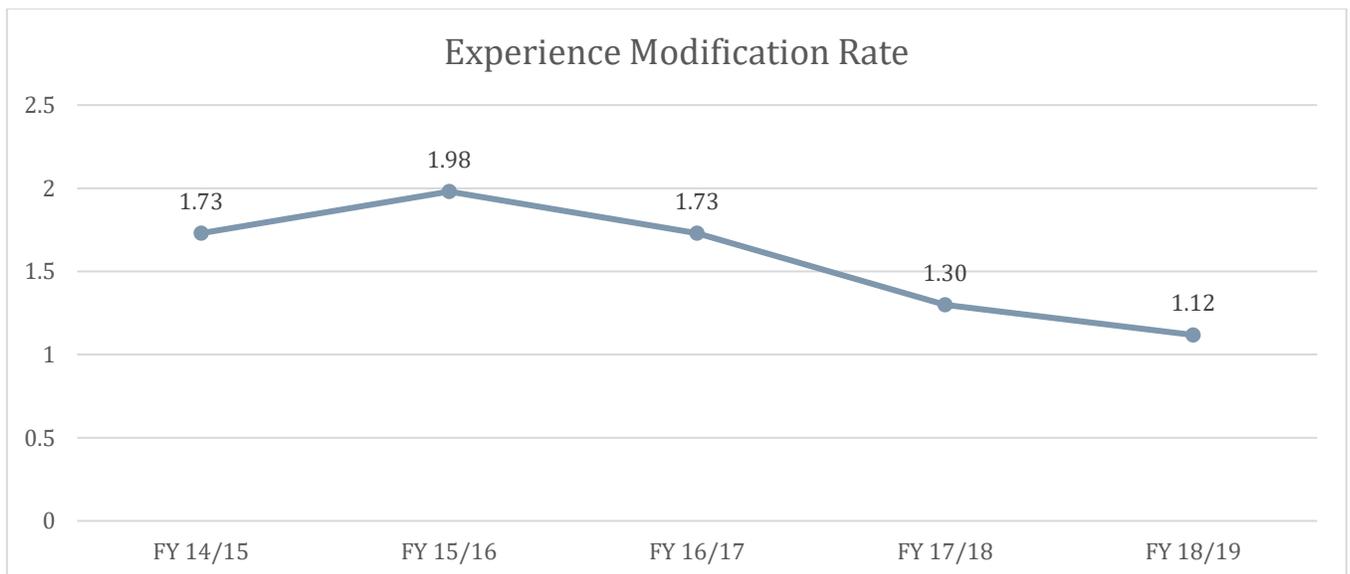


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Experience Modification Factor (Ex-Mod)

Experience modifiers are referenced in relation to workers compensation insurance. The factor compares the City's loss data to other employers with the same class codes. It is used to adjust the annual premium based on prior loss experience. PARSAC references a three-year rolling window when determining insurance premiums. A downward trend in the ex-mod rate, typically results in a reduced insurance premium.

PARSAC allocates insurance premiums based on the performance of the risk pool. A base premium is established for all entities and is modified based on the individual organization's performance. For example, an experience modification factor of 1.00 results in the payment of 100% of the base rate, whereas a member with a factor of 1.25 is charged 25% higher than the base rate. An organization with a .75 ex mod factor reduces the rate by 25%. The lower the ex-mod rate, the better the City is performing in relation to management of workers compensation claims. The chart listed below provides information on the five-year ex-modification rate, along with the rate for the Fiscal Year 18/19. The City is anticipating a reduction in insurance premiums in Fiscal Year 18/19 due to the downward trend in claim experience.



City of Pacific Grove

Injury and Illness Prevention Program



Updated August 2018

INTRODUCTION

It is the policy of the City of Pacific Grove to maintain a safe and healthy work environment for all employees. Managers and employees shall comply with all applicable Federal, State and local safety laws and regulations. Each department shall conduct its operations and activities in a safe manner to minimize the risk of injury to employees and the public. No employee will be required to conduct any task which is determined to be unsafe. The immediate responsibility for preventing accidents belongs to each supervisor, as well as each employee. Managers, supervisors and employees are expected to report potential safety hazards without fear of retaliation, and with confidence that safe and healthful conditions and practices will prevail in the workplace. It is the policy of each City department to identify and minimize potential risks inherent in the operation of various programs, services, facilities, and equipment.

The Injury and Illness Prevention Program (IIPP) establishes the City of Pacific Grove's safety management program as required by Title 8, California Code of Regulations, Section 3203. The objective of the program is to prevent injuries and illnesses in the workplace and to engage City employees in maintaining a safe and healthy work environment. The IIPP includes information on the implementation of the safety program's critical elements:

- Program responsibilities
- Compliance methods to ensure safe work practices
- Communication system on health and safety issues
- Hazard assessment and periodic inspections of work areas
- Health and safety training
- Accident investigation
- Record keeping
- Program evaluation

The IIPP applies to all City of Pacific Grove agencies and departments under the direct control and authority of the City Council. The program includes all City employees providing services at all facilities, workplaces, and events.

RESPONSIBILITY

IIPP PROGRAM ADMINISTRATOR

The City Manager has the ultimate authority and responsibility for the implementation of the City's IIPP, with administration designated to the Administrative Services Director or designee. The Administrative Services Manager has been designated as the IIPP Administrator with responsibility for administering and maintaining this IIPP. The IIPP Program Administrator provides:

- Management oversight of the safety program in collaboration with the Human Resources Department
- Performance goals and accountability for program implementation in collaboration with Department Heads
- Program evaluations and resources to support program implementation

DEPARTMENT HEADS

Department Heads have the authority and responsibility for the implementation of the IIPP. Department Heads provide leadership to develop a strong safety culture and continuous improvement within their organizations. Department Head responsibilities include:

- Providing leadership and adequate funding to ensure the IIPP is effectively implemented
- Assigning clear responsibilities to department supervisors for the implementation of the IIPP
- Integrating safety communication in staff meetings, department meetings, and other forms of department communication
- Providing manager and supervisor training regarding their IIPP responsibilities for program implementation
- Ensuring that managers and supervisors are knowledgeable about health and safety hazards under their supervision and control
- Encouraging employee participation in the IIPP program
- Reviewing annual program evaluations to ensure compliance with the City and Department IIPP requirements

SUPERVISORS

Department managers and supervisors are responsible for the implementation of the IIPP for employees, facilities, and operations under their direct supervision and control. Manager and supervisor responsibilities include, but are not limited to:

- Investigating all accidents and incidents within their area of responsibility to identify root causes and corrective actions
- Conducting regular observations of employee work practices and conducting periodic safety inspections of facilities
- Instructing employees on safe work practices for daily job assignments
- Recognizing employees who demonstrate safe work practices and behaviors.
- Enforcing safe work practices and procedures for employees and operations under direct supervision and control
- Providing job-specific employee safety training initially (before assignment to a task) and periodically
- Attending training to become knowledgeable about hazards and required controls in areas of responsibility

EMPLOYEES

City employees are responsible for their own safety and the safety of others in the workplace. Employee responsibilities critical to the success of the City IIPP include:

- Compliance with the City's IIPP including safe practices, procedures and programs

- Active participation in the IIPP including prompt reporting of safety hazards, participation in periodic inspections, safety training attendance, and other activities as required by the supervisor
- Input during the development of job-specific hazard assessments and during periodic evaluations of the IIPP

SAFETY COMMITTEE

The City's Safety Committee is staffed with an employee from each department. The mission of the City's Safety Committee is to develop and promote a healthy and safe environment for all employees and visitors to the City's facilities through the involvement of all individuals with regards to education, communication, and safe work practices. The Safety Committee charter, which includes responsibilities, can be found in Appendix A.

COMPLIANCE

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

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

The following is our system of ensuring that all employees comply with the rules and maintain a safe work environment:

- Informing employees of the provisions of our IIPP;
- Evaluating the safety performance of all employees;
- Recognizing employees who perform safe and healthful work practices. This recognition is accomplished by: formal recognition at regularly scheduled safety meetings of employees who consistently engage in safe work practices; routine informal recognition of employees' safe work practices by their supervisors and managers; engaging in safe work practices is also an element of the criteria for achieving Employee of the Quarter status;
- Mentoring and providing training to employees whose safety performance is deficient;
- Disciplining employees for failure to comply with safe and healthful work practices. The following outlines our disciplinary process: Employees initially receive documented verbal warnings for unsafe behavior or work practices; written warnings are issued for repeated or severe violations; suspension with or without pay and/or probation may be imposed if verbal or written warnings do not stop the behavior; in cases where multiple warnings have not achieved satisfactory results or in cases of extreme violations of safe practices, termination of employment may be imposed.

COMMUNICATION

The following is our system of communication, designed to facilitate a continuous flow of two-way (management, supervision and employees) safety and health information in a form that is readily understandable to and between all affected site personnel:

- New employee orientation, including a discussion of site-specific safety and health policies and procedures
- Follow-through by supervision to ensure effectiveness
- Workplace-specific safety and health training provided at the time of hire or as new job duties are assigned.
- Safety meetings: The Public Works Department holds weekly tailgate meetings during which recent incidents and/or noted hazards are discussed and brief safety trainings are provided. The Police Department maintains an Illness and Injury Prevention Program that pertains specifically to the operation of the Police Department and has, at minimum, weekly briefings on multiple safety topics. All other departments discuss safety issues periodically and as deemed necessary due to identified hazards or the occurrence of injuries and/or illnesses.
- Effective communication of safety and health concerns between employees and supervisors, including language translation where appropriate.
- Posted and distributed safety information.
- A system for employees to directly or anonymously inform management about workplace hazards. This is accomplished by Managers and supervisors informing employees that any report of hazardous conditions or unsafe activities is welcome and encouraged. Such reporting may be conveyed either verbally or in writing, using a form provided by the City or other format, either directly or anonymously. Safety suggestion boxes are provided at each City location.
- Vehicle and site-specific codes of safe work practices.

Our organization elects to use a labor/management safety and health committee meeting all the requirements of T8CCR 3203 (7) (c) (1) – (7) to comply with the communication requirements of subsection (a) (3) of T8CCR 3203 as stated below.

TCR 3203 (a) (3) “Include a system for communicating with employees in a form readily understandable by all affected employees on matters relating to occupational safety and health, including provisions designed to encourage employees to inform the employer of hazards at the worksite without fear of reprisal. Substantial compliance with this provision includes meetings, training programs, posting, written communications, a system of anonymous notification by employees about hazards, or any other means that ensures communication with employees.”

HAZARD ASSESSMENT

Periodic inspections to identify and evaluate workplace hazards shall be performed by Department Supervisors as assigned according to the following schedule:

- When our Injury and Illness Prevention Program was first established;
- When listed in the table below;
- 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;
- When we hire and/or reassign permanent or intermittent employees to processes, operations, or tasks for which a hazard evaluation has not been previously conducted and whenever workplace conditions warrant an inspection.

Periodic inspections consist of identification and evaluation of workplace hazards utilizing applicable sections of the attached Hazard Assessment Checklist, and any other effective methods to identify and evaluate workplace hazards.

City Hall	Quarterly
Youth Center	Quarterly
Police Department	Quarterly
Public Works Corp Yard	Monthly
Library	Quarterly
Lighthouse	Quarterly

ACCIDENT/EXPOSURE INVESTIGATIONS

Investigation of workplace accidents, hazardous substance exposures and near-accidents will be done by Department Supervisors and/or Managers, and will include:

- Visiting the scene as soon as possible;
- Interviewing affected employees and witnesses;
- Examining the workplace for factors associated with the accident/exposure/near-accident;
- Determining the causes of the accident/exposure/near-accident;
- Taking corrective action to prevent the accident/exposure/near-accident from reoccurring; and
- Recording the findings and corrective actions taken on the attached OSHA Form 301.

HAZARD CORRECTION

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

- When observed or discovered;

- When an imminent hazard exists which cannot be immediately abated without endangering employees and/or property, we will remove all exposed employees from the area except those necessary to correct the existing condition. Employees necessary to correct the hazardous condition shall be provided with the necessary protection; and
- All such actions taken and dates they are completed shall be documented on the attached Identified Hazards and Correction Record.

TRAINING AND INSTRUCTION

All employees, including management, supervisors, and lead personnel shall have training and instruction on general and job-specific safety and health practices. Training and instruction shall be provided as follows:

- To all new employees;
- To all employees given new job assignments for which training has not previously provided;
- Whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard;
- Whenever we become aware of a new or previously unrecognized hazard;
- To supervisors to familiarize them with the safety and health hazards to which employees under their immediate direction and control may be exposed; and
- To all employees with respect to hazards specific to each employee's job assignment (see Safety Training Matrix – Exhibit B).

RECORDKEEPING

Written IIPP and Documentation Requirements:

1. Records of scheduled and periodic inspections including the person(s) conducting the inspection, the workplace hazards (i.e., unsafe conditions and work practices that have been identified) and the action(s) taken to correct the identified unsafe conditions and work practices, are recorded on the Hazard Assessment Checklist and the Identified Hazards and Correction Record and the Investigation/Corrective Action Report. These records are maintained for at least one (3) year.
2. Documentation of safety and health training for each employee, including the employee's name or other identifier, training dates, type(s) of training, and training providers are recorded on the Worker Training and Instruction Record. This documentation is maintained for at least one (3) year.

Health and Safety Committee Charter

Mission Statement:

The mission of the City of Pacific Grove Health and Safety Committee is to develop and promote a healthy and safe environment for all employees and visitors to our facilities through the involvement of all individuals with regards to education, communication and safe work practices.

Activities/Responsibilities:

The health and safety activities of the committee will include, but are not limited to, the following:

- Support the IIPP and other safety programs and policies
- Actively promote safety activities for City employees
- Attend all safety meetings on time or arrange for an alternate to attend
- Communicate, coordinate, and advise on health and safety activities, trainings, and informational material for his or her department
- Bring safety or health concerns to committee meetings and/or the attention of the affected supervisor
- Assist in Identifying unsafe work practices and conditions and suggest appropriate remedies.
- Review periodic safety inspections or reports to help identify and correct hazards
- Reviews hazardous conditions brought to their condition.
- Provide a line of communication between employees and senior management
- Review accident/incident reports. Types of accidents, causes and trends shall be identified and appropriate corrective action suggested.
- Obtain and analyze available data on past injuries and illnesses and identify trends and suggest appropriate corrective actions.
- Assist in the development and implementation of effective health and safety awareness or incentive programs.

- Encourage feedback from all individuals with regard to health and safety related ideas, problems, and solutions.
- Provide support and serve as a resource in the development, implementation, and maintenance of a comprehensive safety, loss prevention and loss control program.
- Provide reports to the Department Directors on the status of IIPP elements, accident trends, and any hazardous conditions that need corrective action.
- Providing suggestions and recommendations for resolution of health and safety concerns.
- Serve as a liason between the Administrative Services Department and individual departments on safety-related items.

Members:

Committee members shall be comprised from each department, with appointments made by the Department Head

Meetings:

- Meetings will initially be held every other month during the implementation period. After six (6) months, regular meetings of the committee will be held every quarter.
- The minutes of the meeting will be given to each committee member, department heads, and posted within each facility or in a shared file or internal website.

EMPLOYEE SAFETY TRAINING MATRIX	Training Frequency	Cal/OSHA Section Reference	Administration	Code Enforcement Inspectors	LIBRARY	Police Officers	Public Works	Recreation
Aerial Devices	I/(3yr)	3646, 3648					X	
Asbestos Awareness	I/A	1529, 5208		X			X	
Battery Handling & Maintenance	I	5185						
Bloodborne Pathogens	I/A	5193		X	X	X	X	X
Compressed Gas Safety	I	3301, 3304					X	
Confined Space Awareness	I/U	5157, 5158		X		X	X	
Confined Space Entry	I/U	5157, 5158					X	
Defensive Driving (staff who drive while at work)	I	3203	X	X	X	X	X	X
Electrical Safety (General Awareness)	I/U	3203	X	X	X		X	X
Electrical Safety (Industrial High/Low Voltage)	I	2299 - 2974					X	
Emergency Action/Fire Prevention	I/U	3220, 3221	X	X	X	X	X	X
Emergency Eye Wash	I	5162					X	
Equipment Operation Safety (department specific)	I/U	Title 8 Index					X	
Ergonomics - Office	I	5110	X	X	X	X	X	X
Ergonomics – Back Safety	I	5110	X	X	X	X	X	X
Excavation/Trenching/Shoring	I	1540					X	
Fall Protection	I	1670		X			X	
First Aid/CPR (designated staff)	I/C (2yr)	3400						X
Forklift	I/C (3yr)	Article 24					X	
Hazard Communication (General)	I/U	5194	X	X	X	X	X	X
Hazardous Waste/HAZWOPER (designated staff)	A	5192					X	
Hearing Conservation	I/A	5095				X	X	
Heat Illness Prevention	A-Spring	3395		X		X	X	X
Heavy Equipment Operations	I/U	1590 - 1596					X	
Injury & Illness Prevention Program	I/U	3203	X	X	X	X	X	X

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

Appendix B

EMPLOYEE SAFETY TRAINING MATRIX	Training Frequency	Cal/OSHA Section Reference	Administration	Code Enforcement Inspectors	LIBRARY	Police Officers	Public Works	Recreation
Ladder Safety	I	3276		X	X	X	X	X
Lead Awareness	I/A	5216		X		X		
Lockout/Tag Out	I/U	3314					X	
Machine Shop Safety	I	3940					X	
New Employee Safety Orientation/Specific Job Hazards	I	3203	X	X	X	X	X	X
Outdoor Hazards (plants, animals, insects)	A-Spring	3203		X		X	X	X
Personal Protective Equipment Requirements (PPE)	I/U	3380, 3385		X		X	X	
Pesticide Use Safety	I/U	5194					X	
Respiratory Protection	I/A	5144				X	X	
Rigging/Hoisting	I	5006					X	
Scaffold Safety	I/U	1637						
Substance Abuse Awareness for Supervisors	I/U	3203	X	X	X	X	X	X
Supervisor Safety Training (designated employees)	I/U	3203	X	X	X	X	X	X
Tools – Hand & Power (department specific)	I/U	Article 20		?			X	
Traffic Control & Flagger Training	I	1599					X	
Welding & Cutting Safety/Fire Watch/Hot Work	I	4799, 4848					X	
Workplace Violence	I	3203	X	X	X	X	X	X
Playground Inspections (designated employees)							X	
Water Front Safety								X
USA							X	
Tree Services							X	
Fueling and Spill Clean Up							X	
Trailer Towing							X	