

**IMPERIAL COUNTY BEHAVIORAL
HEALTH SERVICES**

**INJURY AND ILLNESS
PREVENTION PLAN**

Prepared by:
OSHA Disaster Response Committee
May 2020

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Introduction

The Injury and Illness Prevention Program (IIPP) is required by California Senate Bill 198 and implemented under the California Code of Regulations, Title 8, Chapter 4, Section 3203.

Title 8 of the California Code of Regulations, Section 3203 of the General Industry Safety Orders, outlines the Injury and Illness Prevention Program to include the following elements:

- Management Commitment & Assignment of Responsibilities
- Safety Communications
- Compliance
- Hazard Assessment and Control
- Accident Investigations/Identification
- Hazard Correction
- Safety and Health Training
- Recordkeeping and Documentation

The County of Imperial adopted an Injury and Illness Prevention Program, also known as the “safety program”; the administrator of the program is the Director of Human Resources & Risk Management, who has the responsibility for implementing the provision of this program for the County of Imperial. According to the County’s IIPP, all managers and supervisors are responsible for implementing and maintaining the County’s safety program in their work areas and for answering worker questions about the program. A copy of the County’s IIPP is made available from each manager and supervisor and should be kept in their respective office(s) for immediate reference. According to County’s IIPP, “Departments have the discretion to establish internal safety policies for their employees as required by their specific work areas and/or work assignments. In such cases, the internal policy will supersede the County’s IIPP in as much as said policy at least meets the minimum safety requirements of the county’s Injury and Illness Prevention Program.”

Imperial County Behavioral Health Services (ICBHS) has created this Injury and Illness Prevention Plan, which is intended to supplement the County’s Injury and Illness Prevention Plan. The plan is designed to identify and abate hazards known to be associated with our workplace such as accidents, injuries, and illnesses in order to provide a safe and healthful work place to our employees

This plan outlines safety policies for ICBHS employees as required by their specific work areas and/ or work assignments. The internal safety policies supersede the County’s IIPP.

Imperial County Behavioral Health Services is dedicated to providing a safe and healthful environment for our staff, visitors, and clients receiving services at any of our offices located throughout the Imperial County that will not adversely affect their health or safety nor subject them to avoidable risks of accidental illness or injury. No employee will be required to perform any task that is determined to be unsafe or unreasonably hazardous.

Assignment of Authority and Responsibility

The ICBHS OSHA Compliance Coordinator, designated by the ICBHS Director, shall be responsible for the implementation, coordination, and maintenance of the Injury and Illness Prevention Plan. The ICBHS OSHA Compliance Coordinator shall have the primary authority role in advising and assisting managers and supervisors in executing their safety responsibilities. The OSHA Compliance Coordinator designee/alternative has the role in assisting with advising and assisting managers and supervisors.

OSHA Compliance Coordinator

Sarah Moore

Behavioral Health Manager

Managed Care, Manager

OSHA Compliance Coordinator Designee

Blanca Olmos

Administrative Analyst

Compliance Unit

The OSHA Compliance Coordinator shall be responsible for the following:

- Ensure the plan is reviewed and updated at least annually and whenever
- necessary to reflect new or modified tasks and procedures which may affect
- ICBHS staff members
- Develop and facilitate training(s) for ICBHS staff members (managers,
- supervisors, and line staff) regarding the IIPP
- Assist ICBHS in identifying possible health and safety concerns (via
- safety inspections of ICBHS facilities to identify workplace hazards)
- Assist in implementing a follow-up plan to reduce or eliminate the health and
- safety concern(s) identified
- Investigate any reports of safety and/or health workplace violations
- Supervise any delegated tasks required to be performed under the IIPP
- Ensure the maintenance of all IIPP records

Definition of Responsibilities

Managers are vital figures in ICBHS Injury and Illness Program implementation. It is essential that they establish and maintain safe and healthful working conditions and correct unsafe behaviors and conditions in a timely manner.

In effectively executing their safety responsibilities, managers are responsible for following the requirements of the IIPP through the following actions:

- Familiarize themselves with the safety program and ensure its effective implementation
- Be aware of all safety considerations when introducing a new process, procedure, machine or material to the workplace
- Give maximum support to all programs and committees whose function is to promote safety and health
- Review serious accidents to ensure that proper reports are completed and appropriate action is taken to prevent repetition

Supervisors are responsible for ensuring that staff implements the IIPP through the following actions:

- Familiarize themselves with ICBHS safety policies, procedures and programs
- Maintain good housekeeping practices in all work areas
- Answer employees' questions regarding the IIPP
- Inform and train ICBHS employees regarding job safety and health hazards and practices involving hazardous substances used in the workplace.
- Promptly investigate every accident to determine the cause or causes and take action to prevent repetition
- Document accident reports and work related injuries and/or illnesses by completing the required paperwork within twenty-four (24) hours of receiving notification
- Conduct periodic inspections of their specific work areas to detect unsafe conditions and work practices and initiate prompt corrective actions to eliminate potential accidents
- Provide employees with required safety equipment, devices and clothing
 - The "Individual Employee Personal Protective Equipment and/or Training Documentation" form is to be used to document the receipt of personal protective equipment or training information by an employee
- Submit recommendations from employees to the department for improving safety
- Encourage employees to report all unsafe conditions without fear of reprimand
- Ensure that injured employees receive prompt medical treatment, including transportation if necessary
- Inform the ICBHS OSHA Compliance Coordinator/designee of safety training needs
- Implement and enforce all rules and policies fairly and uniformly

The success of the ICBHS Injury and Illness Program depends on the actions of all employees. Employees' responsibilities for safety include the following actions:

- Learn and follow the safety standards and procedures that apply to the ICBHS employee's job assignment and the specific hazards associated with that specific job assignment.
- Attend established training sessions
- Maintain a neat, clean, work area free of hazards
- Immediately cease any activity that is known to cause, or reasonably suspected to cause possible personal injury, illness, or damage to property and promptly inform their immediate supervisor without fear of reprisal
- Immediately report any occupational injury, illness, or property damage, no matter how minor, to their immediate supervisor
- Ask questions of their supervisor when there is a concern about a hazardous situation
- Use proper protective equipment as required

Safety Communications

In addition to the County's system of communication and in order to manage a healthful environment, it is the department's policy to maintain an environment of open communication that encourages employees to inform their supervisors or managers about workplace hazards without fear of reprisal. Methods for facilitating safety and health communications may include, but is not limited to:

- An initial review of the Illness and Injury Prevention Program with all employees
- New employee orientation which will include a discussion of safety and health policies and procedures
- Annual training programs for all employees
- Posting safety information and the latest labor laws
- System of anonymous communication by employees about hazards
- Staff meetings during which managers and supervisor can update employees of planned changes in response to their concerns and suggestions
- Safety committee meetings
- Material Safety Data Sheets will be made accessible to all employees
- Others means that ensure communication with employees

Receipt Confirmation

All ICBHS staff will receive a copy of the ICBHS Injury and Illness Prevention Plan and the Code of Safe Practices (00-103) upon establishment of the program. New employees will receive a copy of the Code of Safe Practices upon hire and will be required to acknowledge receipt and acceptance of the code. New employees will receive a copy ICBHS Injury and Illness Prevention Plan during the Injury and Illness Prevention and Bloodborne Pathogen Training. The ICBHS Staff Development Unit shall ensure the Receipt Confirmation form (00-104) is signed by the employee and that a copy of this form is kept on file for audit purposes.

Employee Safety Suggestion Form

All employees are encouraged to express safety concerns or suggestions, individually to his or her supervisor, or in writing on the safety suggestion form. The Employee Safety Suggestion form (00-105) shall be available to all ICBHS staff to complete if they feel there is an unsafe condition or practice at their worksite, or any ICBHS worksite. This form can be hand-delivered, faxed, mailed, or sent via inter-office mail (anonymously—if the employee chooses) to the ICBHS OSHA Compliance Coordinator.

OSHA Disaster Response Committee

The Safety Committee known as the OSHA Disaster Response Committee is comprised of management and employees designated by the Director establish to assist in communicating safety and health concerns to all levels of employees. This committee has the ongoing responsibility to monitor the effectiveness of the IIPP, by reviewing safety inspections, hazard workplace assessments, analyze data to determine trends and provide recommendations that will assist management in developing strategies to enhance safety practices at ICBHS facilities and reduce workplace injuries. These committee meets on a quarterly basis or as needed and meeting minutes and supporting documents are maintained for records for at least 3 years.

COMPLIANCE

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

All employees are responsible for using safe and healthful work practices, for following the established work procedures and safety guidelines and for assisting in maintaining a safe work environment.

Our system of ensuring that all employees comply with the safety rules and maintain a safe work environment includes:

- Informing employees of the provisions of the IIPP
- Evaluating the safety performance of all employees
- Recognizing employee who perform safe and healthful work practices
- Providing training to employees whose safety performance is deficient
- Disciplining employees for failure to comply with safe and healthful work practices

Disciplinary Procedures

Employees who fail to comply with safety rules will be subject to disciplinary action up to and including termination as defined in County Ordinance 3.32.020. Accordingly, the disciplinary action may include:

- Verbal warning
- Written reprimand
- Demotion
- Suspension
- Dismissal

Unsafe Practices Notification Form

In the event the employee is not following the safety and health guidelines established by ICBHS, an Unsafe Practices Notification form (00-106) will be completed by the employee's immediate supervisor. This form will be forwarded to ICBHS Human Resources to be placed in the employee's file, as well as, to the ICBHS OSHA Compliance Coordinator.

HAZARD IDENTIFICATION ASSESSMENT AND CONTROL

To maintain a safe and healthful workplace, a hazard assessment and scheduled periodic safety inspections are conducted to identify unsafe conditions and work practices that may result in employee injuries or illness.

Workplace Assessments will be conducted at the frequency described below:

- When the IIPP is first established and annually, thereafter

- Whenever new substances, processes and procedures, or equipment are introduced to the workplace that represent a new occupational safety and health hazard
- When new, or previously unidentified, hazards are recognized
- When occupational injuries occur
- Whenever workplace conditions warrant an inspection

The ICBHS OSHA Compliance Coordinator, or designee, with the assistance of a representative designated by the manager, shall be responsible for conducting a hazard assessment for each ICBHS location utilizing the Workplace Hazard Assessment Survey form (00-107) and provide the Workplace Hazard Assessment Certification form (00-108) upon completion. Records of the hazard assessment must be retained for at least one (1) year.

The ICBHS OSHA Compliance Coordinator, or designee, with the assistance of a representative designated by the manager, shall also be responsible for conducting a safety inspection for each ICBHS location utilizing the Safety Inspection Checklist (00-109). Records of the inspection must be retained for at least one (1) year.

Management and supervisory employees are responsible to inspect the areas under their responsibility on an ongoing basis to identify and correct unsafe conditions or work practices before an accident occurs. As part of this inspection, managers and supervisors should:

- Take immediate action to fix any unsafe condition or work practice
- Take steps to correct unsafe conditions, if they cannot be corrected immediately, by completing a work order.

ACCIDENT INVESTIGATIONS

Occupational injury and illness investigation is an essential element of an Injury and Illness Prevention Program. Supervisors are responsible for making an investigation of all accidents, injuries and occupational illness in their areas of responsibility.

The purpose of the injury and illness investigation is to identify the causal-factors, conditions, and/or practices contributed, so future occurrences are prevented. Additionally, the investigation will be used to prepare reports required by federal and state law as well as the Workers' Compensation Insurance Carrier. A complete injury and illness investigation includes:

- Visiting the accident scene as soon as possible
- Interviewing injured workers and witnesses
- Determining the cause of the accident/exposure
- Taking corrective action to prevent the accident/exposure from re-occurring
- Recording the findings and corrective actions taken

Vehicle Accident Report:

Staff involved in an accident while operating a county vehicle, or finding an incidence of vandalism shall, if possible, call law enforcement immediately to ensure that a police report will be prepared.

To assist the department in obtaining a copy of the report staff should note the following: date of the accident, location of the accident; the law enforcement agency taking the report, and the officer's badge number. Staff must complete the Accident Report card found in the vehicle log binder. Staff must notify his/her program supervisor as soon as possible. Upon notification from staff, the supervisor will notify management and the director's designee. The supervisor will also complete a Supervisor's Accident Investigation Report detailing the circumstances regarding the accident or vandalism and submit it to the director's designee within 24 hours. If the staff involved in the accident is unable to complete the Accident Report card, it will be completed by the program supervisor. Failure to report an accident may result in disciplinary action.

Supervisor's Accident Investigation Report

The immediate supervisor of the employee reporting the occupational exposure or accident is responsible for completing the Supervisor's Accident Investigation Report (County Form). This form describes the occurrence, analysis of what has happened, and what could possibly be done to prevent such an occurrence from happening in the future.

The completed Supervisor's Accident Investigation Report shall be submitted to the ICBHS Human Resources clerical staff to obtain the signature of the Director of ICBHS or designee. Once his or her signature is obtained, the form is forwarded to the Imperial County Department Human Resources and Risk Management and the ICBHS OSHA Coordinator.

Employee's Claim for Workers' Compensation Benefits (DWC1)

After the employee informs his or her immediate supervisor of the incident, he or she will be required to report to the ICBHS Human Resources staff (unless the situation requires immediate medical attention). The employee shall complete an Employee's Claim for Workers' Compensation Benefits; employee is responsible for completing questions one through eight of this form. ICBHS Human Resources staff shall complete numbers nine through eighteen. This form must be completed and submitted to the Imperial County Department of Human Resources and Risk Management within twenty-four hours of the incident.

Employer's Report of Occupational Injury or Illness (SCIF e3067)

The ICBHS Human Resources staff shall complete the Employer's Report of Occupational Injury or Illness form based upon the answers obtained from the employee. Once completed this form is signed by the Director of ICBHS (or his or her designee) and forwarded to the Imperial County Department of Human Resources and Risk Management. The Imperial County Department of Human Resources and Risk Management shall forward the form to the Risk Management Services currently providing services for employees working for Imperial County.

OSHA 300, 300A, and 301

Under Cal/OSHA recordkeeping requirements, ICBHS Human Resources staff shall:

- Record each injury or illness on the Cal/OSHA Log of Occupational Work Related Injuries and Illnesses (Form 300) according to its instructions. The log is maintained on a calendar year basis and must be retained for 5 years. Prepare an Injury and Illness Incident Report (Form 301), or equivalent. This form must be completed within 7 days after the receipt of information that a recordable work-related injury or

illness has occurred. This form must be retained for five years following the year to which it pertains. Annually review and certify the Cal/OSHA Form 300 and post the Summary of Work-Related Injuries and Illnesses (Form 300A) no later than February 1 and keep it posted where employees can see it until April 30

The completed forms shall be forwarded to the Imperial County Department of Human Resources and Risk Management.

HAZARD CORRECTION

Unsafe/unhealthy working conditions, work practices, or procedures in the workplace will be corrected in a timely manner based on the severity of the hazard. Hazards shall be corrected:

- When observed or discovered; and
- When an imminent hazard exists which cannot be immediately abated without endangering employee(s) and/or property, we will remove all exposed employees from the area except those necessary to correct the existing condition. Employees who are required to correct the hazardous condition shall be provided the necessary safeguards.
- All such actions taken and dates they were completed shall be documented on the appropriate forms

SAFETY AND HEALTH TRAINING

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

- When the Safety Program is first established
- To all new workers
- To all workers given new job assignments for which training has not been previously provided
- Whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard
- Whenever the employer is made aware of a new or previously unrecognized hazard
- To supervisors to familiarize them with the safety and health hazards to which workers under their immediate direction and control may be exposed
- To all workers with respect to hazards specific to each employee's job assignment

Training subjects may include, but are not limited to, the following:

- Explanation of the IIP Program
- ICBHS Code of Safe Practices
- Reporting unsafe conditions, work practices and injuries
- Safe workplace practice (ergonomic hazards)
- Use of personal protective equipment
- Information about hazardous chemical exposures
- Hazard communication information
- Bloodborne pathogens

- First Aid and Advanced First Aid

Additionally, each supervisor is responsible for training employees under their supervision, as well as new employees, in the safe work procedures for their specific tasks. They are responsible for being familiar with safety and health hazards to which their employees may be exposed, being able to recognize these hazards, the potential effects they have on employees, and the rules, procedures and work practices for controlling exposure to those hazards. Supervisors must convey this information to employees by setting a good example, instructing them, and making sure they fully understand and follow safe procedures.

If an employee is transferred to a new job assignment with different risks, the receiving supervisor will give a safety orientation as to the risks associated with the new assignment. Whenever new processes, equipment, substances, or operating procedures are introduced into the workplace, or whenever the employer is made aware of a new or previously unrecognized hazard, the employee must be trained before starting a new job. This training can include the following: showing films, demonstrations by vendors, supervisory explanation of the new operations, etc.

Training shall be documented and safety-training records are to be maintained by the ICBHS Staff Development Unit. Written documentation of safety and health training must include:

- Date (and time) of the training
- Contents or a summary of the training session
- Name and qualification of person(s) conducting the training
- Names and job titles of all persons attending the training sessions

Training records shall be maintained for at least one (1) year. (CCR, Title 8, Chapter 4, Section 3203(b) (2)). ICBHS shall ensure that all records required to be maintained by this section shall be made available upon request to the appropriate regulatory agency.

ICBHS employees will be instructed on how to complete the necessary reports and/or forms in the event of an on-the-job injury or illness. In addition to the required paperwork that must be completed, staff members will be instructed to promptly inform their immediate supervisor at the time of the incident.

RECORDKEEPING

ICBHS will keep written records of the steps taken to establish and maintain the Injury and Illness Prevention Program. They must include:

- Records of hazard assessment inspections as required by the standard to identify unsafe conditions and work practices. The documentation must include the name of the person(s) conducting the inspection, the unsafe conditions and work practices identified, and the action taken to correct the unsafe conditions and work practices. The records are to be maintained for at least one year.
- Documentation of safety and health training required by standards for each employee. The documentation must specifically include employee name or other identifier, training dates, type(s) of training and the name of the training provider. These records must also be kept for at least **one** year, except that training records of employees who have worked for less than one year for the employer need not be

retained beyond the term of employment if they are provided to the employee upon termination of employment.

Essential records, including those legally required for workers' compensation, insurance audits, and government inspections, must be maintained for as long as required.

INJURY & ILLNESS RECORDS

Under Cal/OSHA recordkeeping requirements, information on accidents is gathered and stored. Upon review, causes can be identified and control procedures instituted to prevent the illness or injury from recurring. Five important steps are required by the Cal/OSHA recordkeeping system:

- Each employer (unless exempt by size or industry) must record each fatality, injury, or illness that is work-related, is a new case, or meets one or more of the general recording criteria specified in Title 8, Section 14300.
- Record each injury or illness on the Cal/ OSHA Log of Occupational Work Related Injuries and Illnesses (Form 300) according to its instructions.
- Prepare an Injury and Illness Incident Report (Form 301), or equivalent.
- Annually review and certify the Cal/OSHA Form 300 and post the Summary of Work-Related Injuries and Illnesses (Form 300A) no later than February 1 and keep it posted where employees can see it until April 30.
- Maintain the forms for 5 years following the year to which they pertain.

ICBHS shall comply with the County of Imperial's requirements regarding reporting an on-the-job injury and/or illness, as well as OSHA's guidelines. The following forms shall be utilized in the recordkeeping and reporting of all work-related injury and/or illnesses:

- Supervisor's Accident Investigation Report
- Employee's Claim for Workers' Compensation Benefits
- Employer's Report of Occupational Injury or Illness

OSHA Training Roster

The ICBHS Staff Development Unit shall ensure that a training roster is maintained which notes the date, time, and the name and title of the ICBHS employees' attending the training. Additionally, the unit shall ensure that documentation is maintained (in the file) noting the facilitator's name and qualifications, as well as a summary of the training being provided.

Medical Records

The Imperial County Department of Human Resources and Risk Management shall establish and maintain accurate records for each ICBHS employee with occupational exposure, in accordance with Code of Federal Regulations, Title 29, Section 1910.1020. Please note that all confidential medical information shall be maintained at the Imperial County Department of Human Resources and Risk Management located in the County Administration Building, 949 W. Main Street, El Centro, CA.

HEAT STRESS

Body Temperature Regulations

- The normal core body temperature is 98.6 degrees Fahrenheit
- Blood flows to the body surface to regulate heat buildup by dissipating body heat
- Sweat/perspiration flows to the body surface to regulate heat buildup by dissipating body heat.
- Sweat/perspiration begins as an aid when the blood flow is insufficient to dissipate body heat.
- In order to be effective, sweat (perspiration) must evaporate from the body otherwise the core body temperature will continue to rise.

Minor Heat Stress

- The body begins to sweat/perspire excessively.
- The body begins to experience cramps and pain in the muscles.
- Red patches begin to appear on the skin.
- The person begins to feel irritated, dizzy, and weak.

Moderate Heat Stress

- The body continues to sweat/perspire excessively.
- Red patches appear on the skin, the skin is cold, pale and clammy.
- The person feels tired and without strength.
- Headaches, nausea, loss of appetite.
- Dizziness and feels "lights headed."
- Irregular pulse, rapid and or weak pulse.

Heat Stroke

- The body stops sweating/perspiring.
- The skin is hot and dry, pale and with red patches.
- Breathing is heavy and deep and very rapid.
- Rapid pulse, weak and possibly irregular.
- Headaches and nausea.
- Dizziness, confusion, delirious.
- Loss of consciousness.
- Convulsions.
- THE PERSON MAY DIE

Treatment

- Remove the person from the heat. Loosen clothing. For minor and moderate heat stress give water; if conscious allows the person to drink while taking small sips.
- Call 9-1-1 immediately and request help.
- Fan air on the person. The objective is to bring down the core body temperature to within normal range.
- Place cloth soaked in cold water on person, change these regularly.
- Place person in comfortable position, elevate feet.

NOTE: This information does not include the County's "Heat Illness Prevention Program" (in compliance with Title 8, CCR, Section 3395) which is presented under separate cover but forms part

of the County's "Injury and Illness Prevention Program." Please see your immediate supervisor for more detailed information.

BACK SAFETY AND LIFTING SAFELY

We were all born with only one back, take care of it and it will take care of you. Once it's broken...that's it, there are NO "replacement parts."

- The most common causes of back pain are:
 - **Poor Posture.** This increases strain on the back muscles and may bend the spine.
 - **Poor Physical Condition.** Proper diet and exercise is the sensible way to help avoid back problems.
 - **Repetitive Trauma.** The worker repeats a particular irritating movement, the minor injuries begin to accumulate and weaken affected muscles or ligaments.
- Body weight in your stomach and/or weight being lifted transfers an estimated 10 pounds of strain on your back.
- The "basics" of good lifting include:
 - Size up the load before trying to lift it.
 - Bend the knees; lift your leg muscles NOT your back.
 - Always "push" a load, don't "pull." By pushing you use your leg muscles.
 - Do not twist or turn your body once you have executed the lift. This causes strain on your back and body.
 - Make sure you can carry the load to its destination before attempting to move it.
 - Set down your load, don't throw it or drop it.
- Plan ahead before lifting. Ask for help to perform a proper lift. If possible, split the load into smaller ones.
- When using someone else to help lift, make sure that only one person calls out the lift commands and directs the lift. Work as a team and not independent of each other.
- Always use "common sense" when lifting. THINK before you lift. Make an "altitude adjustment" when lifting.
- ALWAYS report back injuries, no matter how minor, to your immediate supervisor.

Repetitive Trauma occurs when the body undergoes a movement which causes trauma to the body. Repetition of this movement submits the body to an accumulation of the same trauma which with time causes a temporary or permanent disability. Sometimes, all it takes is a simple lift or movement to cause the final trauma and injury.

SLIPS, TRIPS, AND FALLS

This information provides the basics on the physical forces involved in slips, trips, and falls. By understanding these forces you will better understand how to prevent injuries.

- They physical forces at work in a fall are: a) Friction, b) Momentum, and c) Gravity.
- Slips, trips, and falls are most likely to happen when you are in a hurry or don't pay attention where you're walking.
- All spills should be cleaned up right away, regardless of who caused the spill. Avoid "**But, I didn't do it**" type of attitude. This is a negative attitude and is non-productive in the workplace.
- Don't let grease accumulate on a floor, especially if there is equipment or machinery around. Be extra cautious on smooth surfaces, especially on wet or rainy days.
- INCREASED FRICTION reduces changes of slip, trip and fall injuries.
- Make sure your footwear matches the working conditions present on your job.
- Pine tar disinfectants used on ceramic floors sometimes leave a slippery residue and can cause bathroom falls.
- Post signs or place barricades to warn others of a wet surface.
- When working on a ladder use both hands when you climb the ladder, never overreach, never carry items when climbing.
- Trips occur whenever your foot hits an object and you are moving with enough momentum to be thrown off balance. Contributing factors also include: a) cluttered work areas, b) poor lighting, c) area has loose footing, and others.
- Arrange furniture so that it doesn't interfere with walkways or pedestrian traffic in your work area.
- Extension or power tool cords can be dangerous tripping hazards. Tape them to the floor or arrange them so that they won't be in the way for pedestrians.
- You and your attitude are the most important factors against Slips, Trips, and falls.

OFFICE SAFETY

- Practice safe walking skills. If you must walk on or over wet surfaces, take short steps to keep your center of balance under you and point your feet slightly outward. Move slowly and pay attention to the surface you are walking on.
- Clean up spills yourself and report it to a maintenance person. Even minor spills can be very hazardous.
- Be more cautious on smooth surfaces. Move slowly on floors which have been waxed but not buffed, and other very slippery surfaces.
- Wear the right shoes. High heels are more likely to cause slips or twisted ankles as compared to flat shoes. Consider this in your dress attire.
- When carrying objects, make sure you can see where you are going. Keep your work areas well lit.
- Keep your work areas clean and don't clutter aisles or stairs. Please store materials in closets, file cabinets, or desks. Be careful to not OVER stack. DO NOT store materials inside Electrical Room, near heaters, or heat sources.
- Arrange furniture so that it doesn't interfere with walkways or pedestrian traffic in your area.
- Extension or power tool cords can be dangerous tripping hazards. If they must be used, tape them to the floor or arrange them so that they won't be in the way for pedestrians.
- When using stairs, use the handrails at all times. If you're carrying something and can't grip the handrail, use extra caution. Don't run or jump from landing to landing when using stairs. Remember to always report broken stair treads, floor boards, or handrails to your immediate supervisor.
- Always use a ladder to obtain objects beyond your reach. Never use a swivel chair with wheels as a makeshift ladder.
- Dispose of broken or other sharp objects carefully. If you believe they could present a hazard to cleaning or maintenance staff, put the sharp pieces into another container before putting them in the wastebasket.
- Practice good housekeeping at all times in your office work area. Cluttered work areas are a breeding ground for accidents.
- Practice good common sense in your work areas at all times. Think "safety first".

EMERGENCIES

Fire

If you discover a “small fire” use a Fire Extinguisher to extinguish the fire. Follow these instructions when using the Fire Extinguisher:

- **Pull** the pin from the nozzle.
- **Aim** the nozzle at the base of the fire.
- **Squeeze** the handles to release the agent.
- **Sweep** the nozzle from side to side at the base of the fire. Reuse the Fire Extinguisher if the fire re-starts.
- Immediately contact your immediate supervisor and follow their instructions.
- Have fire extinguisher unit re-serviced after use.

NOTE: Most Fire Extinguishers will last approximately 8-10 seconds and will then become empty. There is not exact answer as to what constitutes a “small fire” which can be effectively controlled with only a Fire Extinguisher. It becomes a matter of personal judgment. In any event, you don’t have a lot of time to decide since “small fire” can spread rapidly and become larger.

- If you discover a fire (other than a small one) or smell smoke, immediately **call 9-1-1** and then your immediate supervisor and follow instructions.
- In a large fire, immediately close any doors to confine the fire. Immediately contact your Immediate Supervisor and follow instructions.
- If your clothes catch on fire **STOP, DROP, and ROLL**. The objective is to smother the flames. If you are a bystander and observe someone in this predicament, grab a blanket, jacket, or other materials which you can use to help smother the flames.
- NEVER open a door until it has been touched at the top and bottom with the back of your hand before opening. If hot, DO NOT OPEN. If not hot, open door slowly. Proceed with CAUTION.
- If you become trapped in a room:
 - Close doors to separate you from the fire or smoke.
 - Place a cloth under and around the door frame to prevent smoke from entering. Use your clothing if necessary.
 - Call 9-1-1 and advise them of your situation and location. DO NOT hang up until your location has been confirmed.
 - Signal from windows. DO NOT break glass unless absolutely necessary.
 - If glass is broken, smoke may be drawn inside the room or additional oxygen might spread the fire to your immediate area.
 - Lay low to the floor. Get on your knees or stomach since hot air rises. The oxygen you need to breath will be low and nearest to the floor.
 - REMAIN CALM. You can think more clearly this way. DON’T PANIC. Panic does not let you think clearly and will induce you to make bad decisions and mistakes.
- The #1 killer in fires is SMOKE INHALATION. Cover your nose and mouth with a damp cloth or whatever other means is available to you. The idea is to prevent from inhaling smoke as this can cause you to pass out.

Earthquakes

- REMAIN CALM and alert others around you.
- If inside, DO NOT LEAVE, IMMEDIATELY take cover under tables, desks, doorways and similar protective places.
- Stay away from overhead fixtures such as: skylights, windows, filing cabinets, bookcases, etc. These can break or become loose and turn into flying projectiles and can cause severe harm and damage to people.
- In a HALLWAY, or CORRIDOR, brace yourself against the wall and duck down covering your head and eyes with your arms.
- Most earthquakes will last a few seconds or minutes. REMAIN CALM and ride the quake through.
- If OUTSIDE but close to building, move into a doorway or building lobby if close by.
- IF OUTSIDE but in an open space away from the building stay there. Keep away from overhead objects such as shelving, stacked pallets, windows, etc. Keep away from power lines, poles, flammable liquid storage tanks, etc.
- If you're in a WHEELCHAIR, stay in it. Move to cover if possible. Lock your wheels and protect your head with your arms.

After Earthquake

- Check for persons around you for injuries and provide assistance where possible.
- Contact your immediate supervisor and wait for his/her instructions. The Safety Coordinator should be contacted in the absence of the immediate supervisor.
- EXPECT AFTERSHOCKS. Report any fallen wires, suspicious smells or odors, broken water lines, etc.
- Make sure telephones are on their cradles. DO NOT use telephone unless for emergency assistance calls. These can become unnecessarily over used with calls.
- Evacuate the building if instructed to do so. Meet at the pre-determined Staging Area; ask your immediate supervisor to find out where the Staging Area is in your place of work.
- While congregating in the Staging Area, make sure to stay away from the path of ON COMING Emergency Vehicles.

Floods

For SUDDEN, SEVERE flooding:

- Evacuate all office spaces immediately and relocate to a safe place or the rooftop. If you have a portable radio, take it with you. Know your General Public Information Radio Stations. **(Radio Station KICO @ 1230 AM in the immediate area).**
- The Safety Director will seek direction from REGULATORY AGENCY IN CHARGE DURING THE RESPONSE and provide further instructions.
- HYPOTHERMIA is a major cause of injury in sudden or severe flooding.
- Hypothermia is the loss of core body heat. Our normal body temperature is 98.6 degrees Fahrenheit. HYPOTHERMIA begins setting in when your core body temperature falls to approximately 90 degrees. Elderly and disabled persons are more susceptible to

HYPOTHERMIA. Try to keep warm with extra clothing. Our bodies generate heat, gathering together generates more heat.

Action for SLOW flooding

The Safety Director and the rest of the Emergency Response Safety Team must take immediate action to prevent or lessen damage.

- Shut down all power and utilities as soon as possible.
- Remove records and supplies whenever possible from danger areas.
- Cooperate with local Police, Emergency Agencies, and co-workers to take appropriate actions as soon as possible.

Water is likely to flood through the offices indiscriminately. Remember, water follows the path of less resistance and flows where gravity pulls it to; it flows “downwards.” Each office should follow this basic plan of instructions:

- Disconnect all electrical equipment.
- Cover computers, typewriters, calculators, and other equipment with plastic covers if possible to prevent or lessen water damage.
- Move records and files to dry locations if time permits.
- Locate your extra clothing (i.e. coats, jackets, sweaters) and other items such as blankets, and bring with you if instructed to evacuate.
- If you have a portable radio and/or flashlight, bring these items with you.
- Locate your office First Aid kit and Fire Extinguishers and bring them with you.
- Cooperate with and follow instructions given by those in charge.

Explosions

In the event of an explosion in the building, such as those caused by leaking gas, faulty boilers or explosives, terrorist actions, etc., employees should take the following actions:

- FIRST, TAKE COVER, under desk, tables, or other similar objects which will give protection against flying glass or debris.
- AFTER the explosion, look for any wounded and render care to the level of injury and your certified training.
- DIAL 9-1-1 for fire, medical and police protection. Let them know that there has been an explosion. Answer any questions emergency personnel might have and DO NOT hang up the phone until they tell you to do so.
- Notify your respective immediate supervisor who will then immediately report in to the appropriate personnel within the County Organization.
- After the effects of the explosion have subsided, the immediate supervisor or the local Police will determine if evacuation is necessary.
- If evacuation is ordered, proceed to your nearest EXIT as instructed by emergency personnel, following evacuation procedures. Take along wounded as your abilities allow.
- If assistance is needed in evacuating disabled personnel, the immediate supervisor should coordinate this effort and solicit assistance from qualified personnel.
- Proceed to the evacuation staging area and wait instruction from emergency or County personnel who may be in charge of the emergency situation
- DO NOT leave staging area unless instructed to do so. Remember, being in the staging area allows responsible parties to make sure there is no one missing.

- In the Staging Area, MAKE SURE to stay away from the path of ON COMING Emergency Vehicles. If there is a fire, be conscious that wind currents make fire and smoke change direction. Be prepared to change staging area position if the wind shifts the smoke or fire into your path.

Bomb Threat Response Plan

The Bomb Threat Response Plan has been prepared by the arson and bomb personnel of the Imperial County Fire Department/Office of Emergency Services. It is the primary intent of this department to provide every county building with an organized plan and list of procedures to be followed in the event of a bomb threat. An organized plan resolved most bomb threat problems with minimal confusion, personal injury, and property damage. This plan is divided into three sections: threat, search, and evacuation.

The Threat

The treat is one of the most critical aspects involved. How the threat is handled at the initial contact will determine the effective response for the individuals employed at the County building in question.

Telephone Threat

- The person receiving the phone call is to remain calm at all times.
- Concentrate on the exact wording of the message.
- Give a pre-arranged signal to an employee near-by to allow monitoring of the call. If it is at all possible, attempt to ask the caller pertinent questions located on Example.
- Contact the supervisor immediately.

These questions should be compiled on a small card and kept under the telephone of the employee who received the calls.

Written Threat

- Place each item of mail in protective, see-through covers. Handle as little as possible.
- Save all correspondence.
- Contact the supervisor immediately.

Classifying Threat

The designated authority/supervisor will contact the appropriate law enforcement agency by dialing 9-1-1. Next, an evaluation of the bomb threat is made by the supervisor by the use of the following questions:

Is this another in a series of bomb threats? Could the threat have been the result of other recent bomb threats?

The threat must then be classified as one of two categories:

- **Specific**- This is less common but likely involves an explosive device. The threat usually provides information regarding the bomb, its placement, the rationale for attack, and when it will explode.
- **Non-Specific**- This threat simply states that the bomb has been placed somewhere on the premises.

Search

Based on the evaluation of the threat; the designated authority must make a decision for evacuation by choosing from four alternatives:

- Search the facility without evacuation (covert search).
- Search evacuation routes, then evacuate and complete search (overt search).
- Evacuate and search (overt search).
- Take no action.

In almost all cases the supervisor will make the decision to evacuate. If the bomb threat has been classified as specific and location is known, a partial evacuation may be all that is needed. It is important to search while the evacuation occurs because an explosive device may be located on the primary or alternative routes of evacuation. It is not the responsibility of the bomb squad to conduct a search for an explosive device. Rather, it is the responsibility of the employees in that building to conduct the search, due to the familiarity with the building.

It is recommended that if the caller specifies a time when detonation is to occur, the search and the evacuation should be accomplished by not less than 15 minutes prior the stated time. If the search and evacuation cannot be completed within those specifications, evacuate the building.

- The designated authority must select employee search teams at the time the evacuation is announced. These teams should consist of building personnel who are familiar with specific areas of the building. All search teams should wear some form of identification. Designate control centers and operators. This will establish information networks and allow information to be readily accessible.
- If available, tools should be provided to the search teams. These include a flashlight, knife, screwdriver, crescent wrench, probe, extension mirror, tape, chalk, etc.
- Establish a search sequence. Start on the outside and work towards the inside beginning with a thorough search of outside areas such as ornamental structures, shrubs, window boxes, trash, containers, etc. Next, move to the building entrances, lobbies, and public areas that include restrooms, stairways, elevators, elevator shafts and so forth.
- Once inside, search each room beginning with the basement or sub-basement. A visual search should be conducted first, starting from floor to waist, waist to eye-level, end eye-level to ceiling.
- The searcher should stand in each room with his eyes shut in order to listen for sounds that are out of the ordinary. If the lights are off, do not turn them on. This could ignite an incendiary device.
- As each floor cleared, chalk or tape should be used to indicate that the area has been searched.
- Do not touch the device once it is found. Note its location, description, proximity to utilities, and the time found. Report it to the control center.
- The control center must then notify the police and departments that a potential incendiary device has been found. The police and fire departments will already be on the premises as a result of the initial 9-1-1 call. Upon notification of an explosive device, these departments will assist in securing the area and clearing it of people. The Bomb Squad should be called in for the removal of the device.

Evacuation

Each building will have its own primary and alternative evacuation routes. These routes should be posted in various areas of the building. Evacuation is not necessarily the best method and in many instances a partial evacuation will suffice. The final decision will be made by the designated supervisor and evacuation proceedings will be conducted in accordance with the evacuation instructions created for each county building.

- The designated authority will determine if an evacuation is necessary. If a decision is made to evacuate, the supervisor will announce the evacuation. A pre-determined signal should be used, since evacuation proceedings in the event of a bomb threat are marked different than fire evacuations.
- Take all belongings and any materials that could be considered combustible.
- The designated authority will determine if an evacuation is necessary.
- Employees are encouraged to search while evacuation, using the searching procedures outlined above. The explosive device may be located on the primary or alternative route.
- Designate evacuation teams. These should be teams already familiar with evacuation procedures. These teams should wear some form of identification.
 - Establish an evacuation holding center where evacuees will be safe from potential hazards. Make sure that re-entry among unauthorized personnel does not happen.
 - Assign one person to answer inquiries from the news media. Instruct personnel not to discuss the current situation with any outsiders.
 - In the event no bomb is found, the decision for re-entry lies with the person in authority. That decision will be influenced by the confidence the person in authority has in the search that was conducted.

INFECTIOUS AGENTS AND COMMUNICABLE DISEASE

The workplace may be a setting where employees might be at increased risk for occupational exposure to infectious agents/diseases.

Occupational exposure to infectious agents/diseases may occur in settings where healthcare is provided and health-related settings where there is increased potential for exposure to infectious agents/diseases due to the populations being served or materials being handled.

Primary routes of infectious disease transmission in healthcare settings are contact, droplet, and airborne. Contact transmission can be sub-divided into direct and indirect contact:

- Direct contact transmission involves physical contact between an infected person and another person, and the physical transfer of microorganisms.
- Indirect contact transmission occurs in situations where physical transfer of microorganisms to a person comes from contact with a contaminated surface.

Preventing Transmission of Infectious Agents/Diseases in the Workplace

The best way to preventing and controlling the spread of disease is to eliminate or reduce a disease threat and exposure to infectious agents/communicable diseases. There are many ways you may prevent the spread of a disease, some are by practicing the following:

- Use personal protective equipment when necessary/required.
- Washing hands with soap and water often for at least 20 minutes.
- Clean and disinfect frequently touched surfaces daily.

- Avoid touching the eyes, nose, or mouth with unwashed hands.
- Covering your cough or sneeze with a tissue or your elbow.
- Practice social distancing: space between individuals of approximately six feet is advisable.
- Avoiding close contact with people who are sick.
- Staying away from work, school, or other people if you become sick.

Disinfecting/Cleaning Supplies

1. Obtain and maintain SDSs for all hazardous cleaning products and chemicals that are used. SDSs must be readily accessible to workers.
2. Read the storage and warning labels on your housekeeping products
3. Read and learn how to wash your cleaning supplies and when they should be replaced.
4. Wipe bottles as necessary to avoid residue and buildup.
5. Replace labels if any part becomes smeared or unreadable.
6. Store cleaning supplies in an area that is clean and free of debris.
7. If sanitizing or disinfecting is necessary, be sure that the product purchased is effective for the microorganisms being targeted.
8. Assure to have a reasonable amount of supplies readily available for the department to use.

Reporting Exposure

Report to Supervisor or Manager as soon as possible of any encountered exposures and when experiencing any symptoms of illness. Manager or Supervisor will provide direction on how to proceed after being exposed.

ICBHS Addressing Outbreaks

ICBHS will take the following necessary steps and precautions to resolve any outbreak situation and ensure the safety and well-being of all personnel/visitors.

1. Identify affected or potentially affected population.
2. Identify behavioral and environmental factors that might place persons at risk.
3. Integrate findings into decision-making.
4. Set up a system to provide communication to staff/visitors during an outbreak.
5. Tailor to health-related recommendations at a County, State, Federal level.