



INJURY AND ILLNESS PREVENTION PROGRAM

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by
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1.0 INTRODUCTION

The Modesto Irrigation District (the "District") was formed in March 1887 for the purpose of providing water for irrigation. Electric service was added in 1923. The District entered the domestic water business in 1994, when it began operations at its Modesto Regional Water Treatment Plant. The District is one of only a few irrigation districts in California providing both irrigation water and electricity to its customers. The District is committed to providing these services safely by following a program that emphasizes accident, injury and illness prevention through training, employee awareness and management commitment. Such a Program has been effectively maintained since 1978.

1.1 Application

The District's Injury and Illness Prevention Program (Program) applies to all employees of the District, to all candidates selected for employment with the District and to all other workers controlled and directly supervised by the District. The Program shall be effective on the date of Board adoption. A copy of the Program shall be provided to each employee and a copy of the Program shall be maintained at each District work site including District construction work sites.

1.2 Maintenance

The Program shall be maintained to assure that all employees have a safe and healthy workplace. The Program is an independent and separately administered portion of the District's overall safety program, which includes the following elements:

- Injury and Illness Prevention Program
- Employee Safety Manual
- A Record keeping and Reporting System
- Safety programs
- Training requirements

1.3 Revisions

The District's Employee Safety Committee shall review the Program annually and may revise or amend the Program in any manner it deems necessary or advisable to assure continued compliance with local, state, and federal law. Such revisions or amendments to the Program shall be presented to the District's Senior Management for consideration and will be effective on the date of Senior Management approval. A yearly update and report of revisions will be sent to the Board of Directors.

2.0 DEFINITIONS

Accident: An unplanned, undesirable sequence of events that results in personal injury or illness or death and/or property damage.

Closure: Certification that an identified hazard has been abated.

Disciplinary Guide: Written guidelines for administering disciplinary action for violation of District rules and regulations. (Section B12 of the Modesto Irrigation District Employee Handbook.)

District: Modesto Irrigation District

District Control Center: The central communication and control center for District irrigation and electrical operations that is staffed and operated 24 hours a day. The center is available by District radio and by telephone (209) 526-7501.

Employee: An individual employed or selected for employment, or any other worker controlled and directly supervised by the District on any basis or grade.

Employee-in-Charge: A designated employee who has safety responsibility for other employees on either a regular or temporary basis. Normally the Employee-In-Charge will be the crew leader, supervisor or manager of the work group. If a non-supervisory employee agrees, that employee may be designated as the Employee-In-Charge.

Employee Safety Committee: A standing committee composed of District Management and employee representatives. The membership of the Safety Committee is listed in Appendix B.

Employee Safety Manual: A manual adopted by Senior Management, containing safety practices, policies, procedures and methods to be followed by employees.

First Aid: A one time medical treatment and any follow up visit for the purpose of observation of minor scratches, cuts, burns, splinters or other minor industrial injury.

Fitness for Duty Policy: A District policy that requires employees to maintain the ability to perform all required physical and mental tasks associated with the employee's job duties to a satisfactory level and without endangering self, others or property. (Section B 32 of the Modesto Irrigation District Employee Handbook.)

Hazard: Any existing or potential condition in the workplace which, by itself or by interacting with other variables, can result in death, injury, property damage, or other loss.

Lost Workday Injury: Those cases in which an occupational injury or illness resulted in days away from work beyond the day of the incident.

Management: The group of employees who manage and supervise other employees.

Manager: One who manages or supervises employees at work.

Near Miss: A "near" accident or "near miss" is an example of an incident that does not result in injury, illness, or property damage, but had the potential to do so. This is also known as a "close call" or "near collision".

Occupational Injury: Is an injury such as a cut, fracture, sprain, amputation, etc., which results from a work related event or from an exposure involving a single incident at or in connection with the work environment.

Occupational Illness: Any abnormal condition or disorder, other than one resulting from an injury, caused by exposure to the environmental factors associated with employment.

Program: The District's Injury and Illness Prevention Program.

Recordable Injury: Death, loss of consciousness, an illness or injury which results in medical treatment beyond first aid, lost workdays or restricted work or transfer to another job.

Human Resources Division: The organizational Division of the District responsible for occupational safety and health issues.

Safety Officer: The District employee responsible for occupational safety and health issues including work site, facility and equipment safety audits, also serves as the chair of the Employee Safety Committee.

Safety Rules: Accident, injury and illness prevention rules contained in the District's Employee Safety Manual and all applicable occupational safety and health laws, rules, regulations and ordinances; also know as the "Code of Safe Practices".

Serious Injury or Illness: Any injury or illness occurring at work or in connection with work which requires inpatient hospitalization for a period in excess of 24 hours for other than medical observation or in which an employee suffers a loss of any member of the body or suffers any serious degree of permanent disfigurement.

Supervisors Report of Injury or Illness: Form used by the Employee-in-Charge to report an injury or illness to the District. The report is also used by the Employee Safety Committee to track, investigate and give closure to reported accidents and near misses.

Threat: Any words, gestures or display of weapons which are perceived by another individual as a clear and real threat to his or her safety.

Workplace Violence: Willful physical or verbal attack or threat against an employee that occurs during or as a result of the performance of job duties and results in death, bodily or personal injury, mental harm or property damage.

3.0 POLICY

It is the Policy of the District:

- 3.1 To maintain a safe, healthful and productive working environment that promotes the safety of employees and the public.
- 3.2 That threats or acts of violence by employees will not be tolerated in the workplace.
- 3.3 Every employee of the District shall comply with all safety rules.
- 3.4 That each employee acting in any supervisory capacity, either regularly or temporarily, shall require all employees under his or her jurisdiction to comply with all applicable safety rules.
- 3.5 That failure to observe or enforce applicable safety rules will be sufficient cause for disciplinary action in accordance with the provisions of the Disciplinary Guide.
- 3.6 That employees are encouraged to inform management of dangerous workplace conditions and hazards without fear of reprisal. Employees shall not be given any type of reprimand, disciplinary action or punishment for reporting or questioning any safety related practice, procedure or condition to management.

4.0 RESPONSIBILITIES

4.1 Responsibilities of the Safety Officer

- 4.1.1 The Safety Officer, Jeff Fairbanks is responsible for the implementation of the Injury and Illness Prevention Program, and is granted the authority to carry out this responsibility within the District's organizational structure.

4.2 Responsibilities of the Employee

- 4.2.1 Each employee is responsible for performing all of his or her work in a safe and efficient manner in accordance with the safety rules. This responsibility requires that each employee knows and understands the safety rules that apply to the work he or she is performing.
- 4.2.2 Employees shall not engage in practical jokes, scuffling, "horseplay" or similar acts and shall not urge any person to take unnecessary actions that may compromise the safety or health of the employees or the public.
- 4.2.3 Employees shall not engage in any willful acts or threats that would cause harm or fear of harm to other employees or the public.

- 4.2.4 Employees are not expected to undertake work for which they are not qualified or properly trained. Employees are not expected to work in the vicinity of apparatus or equipment for which they have not been trained. An employee requested to perform work he or she feels is dangerous, or for which he or she is unqualified, is responsible to resolve the matter with the Employee-in-Charge before attempting the work. If the employee is unable to resolve his or her concerns with the Employee-in-Charge, the employee may request review of the matter by the Human Resources Division.
- 4.2.5 An employee shall not attempt work when he or she is not fit for duty as defined in the District's Fitness for Duty Policy.
- 4.2.6 Every employee is responsible for identifying and reporting observed hazards. Employees may do so by reporting such hazards to their Employee-in-Charge, to the Safety Officer or to any member of the Risk & Property Department. Employees may make such reports anonymously.

4.3 Responsibilities of the Employee-in-Charge

- 4.3.1 The Employee-in-Charge is responsible for requiring all employees in his or her work group or jurisdiction to comply with all applicable safety rules and practices.
- 4.3.2 The Employee-in-Charge is responsible for making employees in his or her work group aware of available safety, security, and accident prevention, educational or training programs.
- 4.3.3 The Employee-in-Charge is responsible for determining if employees under his or her jurisdiction are qualified and properly trained for their work assignments. The Employee-in-Charge shall not require or permit an employee to work in the vicinity of apparatus or equipment for which the employee has not received proper training. If an employee indicates he or she is not qualified to perform assigned work or believes such work to be dangerous, the Employee-in-Charge is responsible to resolve the matter with the employee through the normal chain of command. If questions concerning the employee's qualifications or the danger of the work cannot be resolved in this manner, the Employee-in-Charge is responsible to request a review of the matter by the Human Resources Division.
- 4.3.4 The Employee-in-Charge is responsible for observing the fitness for duty of the employees under his or her jurisdiction. The Employee-in-Charge shall not require or permit any employee who is suspected of being unfit for duty to perform work, and shall follow the procedures of the District's Fitness for Duty Policy in determining the state of an employee's fitness for duty.
- 4.3.5 The Employee-in-Charge is responsible for investigating reported or observed safety hazards. The Employee-in-Charge shall correct the hazard

if possible or forward the information to the Safety Officer for corrective action in a timely manner. If the Employee-in-Charge is unable to correct a hazard, he or she shall take action to isolate the hazard until it is corrected.

5.0 SAFETY REGULATIONS

5.1 Employee Safety Manual

5.1.1 The Employee Safety Manual shall remain in full force and effect as part of the Program.

5.1.2 The District's Safety Manual Committee shall conduct reviews of the Employee Safety Manual at regular intervals to assure continued compliance with the Program and applicable law. Revisions resulting from such reviews shall be presented to the District's Senior Management for consideration and will be effective on the date of Senior Management approval. An update and report of revisions will be sent to the Board of Directors.

5.2 Governmental Safety Regulations

In addition to the safety rules contained in the Employee Safety Manual, the District and its employees, in the performance of their work, are subject to laws and regulations of various federal, state, and local governmental agencies. Employees-in-Charge shall assure that all applicable governmental laws and regulations are complied with. Examples of such regulations are: Title 8 of the California Code of Regulations, California Vehicle Code, and workers' compensation reporting requirements.

5.3 Supplemental Safety Information

Additional instructions and information relating to safe, healthy and secure work practices will be updated and issued, as necessary, by District management through letters, operating instructions or manuals, operating bulletins, guidelines and similar documents. Such supplemental information shall be made available to all affected employees by the Employee-in-Charge and shall be deemed to be included as part of the District's safety rules.

6.0 OCCUPATIONAL INJURY ACCIDENT AND ILLNESS PROCEDURES

6.1 The following procedures shall be followed in the event of an accident or occupational injury or illness:

6.1.1 At least one person, who can render first aid, including control of bleeding, CPR, and treatment for shock, shall stay with the injured or ill person, when possible, until medical attention is available.

6.1.2 In the event of serious injury or illness, or death, the District Control Center shall be immediately notified of the number of persons involved and type of injuries, the exact location, and necessary directions for reaching the scene of the accident. The 911 Dispatch Center should be notified prior to this required Control Center notification whenever telephone facilities are available at the scene.

6.1.3 The District Control Center shall in turn notify:

- The 911 Dispatch Center
- The Safety Officer (209) 526-7432 or Human Resources Division (209) 526-7341 if the Safety Officer is not available
- The Risk & Property Department, (209) 529-7441 in the event of a vehicle accident, property damage or non-employee injury
- Appropriate members of Management

6.2 All on-the-job accidents, occupational injuries or occupational illnesses involving employees shall be immediately reported to the affected employee's Employee-in-Charge who will notify the department head and the Safety Officer, or Human Resources if the Safety Officer is not available. The Employee-in-Charge of the injured or ill employee shall complete a "Supervisors Report of Injury or Illness" and deliver the original to Human Resources. The report shall be delivered immediately for a death or hospitalization and within 24 hours for other injuries.

6.3 Employee-In-Charge, or designee, should accompany the injured employee to the medical facility.

6.4 Upon receipt of the Supervisors Report of Injury or Illness, the Safety Officer shall review the "supervisor's" investigation of the accident, injury or occupational illness, and any recommendations for corrective action. The Safety Officer may conduct further investigation as needed and will log final closure of the incident.

7.0 IDENTIFYING, EVALUATING AND CORRECTING HAZARDS

7.1 District Safety Inspections

7.1.1 The Safety Officer shall make at least two safety inspections annually of all non-electric District facilities. A representative of the department who is knowledgeable about the work area or activity may accompany the Safety Officer. One employee representative selected from the pre-established list may also accompany the Safety Officer during inspections. The results of such inspections will be supplied to District management, the Employee Safety Committee and the Human Resources Division. The Human

Resources Division will supply the results of the inspections to employee organizations.

7.1.2 The Safety Officer shall make unscheduled safety inspections on a random basis at District facilities, activities and job sites to assure compliance with the Program.

7.1.3 The Safety Officer shall make special safety inspections at District facilities, activities and job sites whenever new substances, processes, procedures, or equipment are introduced to the workplace that represent a new occupational safety or health hazard, and whenever the District is made aware of a new or previously unrecognized hazard.

7.1.4 All District safety inspections shall be recorded in writing by the inspector. Safety inspection reports shall include the date, time, and the location of the inspection, the name(s) of the inspector(s) and other employees present during the inspection, and the absence or presence of safety hazards or unsafe work practices. If safety hazards or unsafe work practices are observed, the inspector shall take immediate action to abate any imminent hazard and shall report such conditions and corrective actions on the report.

7.2 State Agency Inspections

7.2.1 The Safety Officer, or if the Safety Officer is not available, another member of the Human Resources Division, shall accompany officials on all inspections conducted by Cal/OSHA enforcement. Enforcement officers are to standby until appropriate District personnel have arrived at the inspection site before commencing the inspection.

7.2.2 One employee representative may accompany the Safety Officer on inspections conducted by state agencies. Employee representatives shall be selected from pre-established lists for the department in which the inspection occurs. Any employee or employee's representative shall have the right to discuss safety violations or safety problems with the inspector privately during the course of an investigation or inspection.

7.3 Corrective Actions

7.3.1 When a hazardous condition or work practice is identified, it shall immediately be reported to the Employee-in-Charge and actions shall be taken to remove or correct the condition or practice and protect District employees and the public from exposure to injury or illness.

7.3.2 When an imminent hazard exists which cannot be immediately abated without endangering employee(s) and/or property, all exposed employees shall be removed from the area except those necessary to correct the

existing condition. Employees necessary to correct the hazardous condition shall be provided with necessary safeguards.

7.4 Program Audits

7.4.1 The Safety Officer shall audit safety programs and reports, including Supervisors Report of Injury or Illness, procedures, systems and questions concerning health and safety conditions at the District. The audits are to identify potential or known hazards and to assure proper corrective action and closure. A report of all audits shall be presented to the District's Employee Safety Committee upon completion.

8.0 COMMUNICATIONS

8.1 Employee Safety Committee

8.1.1 The District's Employee Safety Committee shall be composed of management and employee representatives. The initial membership of the Employee Safety Committee is listed in Appendix B. The Employee Safety Committee may revise this membership list without requiring a revision of the Program.

8.1.2 The primary functions of the Employee Safety Committee are the communication of safety related information both from employees to management and from management to employees.

8.1.3 The District's Employee Safety Committee shall meet at least bi-monthly to discuss safety-related topics. The duties of the Safety Committee shall include:

- Review of safety inspection reports and program audits.
- Review of investigations of occupational accidents, injuries, illness or exposure to hazards.
- Review and evaluation of employee safety concerns and suggestions.
- Investigations and inspections of special hazards.
- Development of corrective actions and remedial solutions.
- Provide suggestions to Management for the prevention of safety hazards.

- Verification of abatement actions taken by the District when requested by the California Department of Industrial Relations, Division of Occupational Safety and Health.

8.1.4 The Employee Safety Committee Chairperson shall inform the Employee Safety Committee of the status of all open Supervisors Report of Injury or Illness reports at each meeting. Upon completion of investigation and corrective action, the Chairperson shall recommend closure of the accident to the Employee Safety Committee. The Employee Safety Committee may review the investigation, causes of the accident and the corrective action, and may conduct additional investigation or inspection, or recommend additional remedial solutions.

8.1.5 The Employee Safety Committee Chairperson or designee shall keep written minutes of all issues discussed and action taken at Employee Safety Committee meetings. The minutes of the meetings shall be distributed by the Employee Safety Committee Chairperson for routing to all employees and for posting on department bulletin boards. Copies of Employee Safety Committee meeting minutes shall be maintained and made available to any employee upon request.

8.2 Safety Meetings

8.2.1 Safety Meetings shall be conducted individually by department or by common work location for the purpose of reviewing accidents and preventing their reoccurrence, eliminating hazardous conditions, identifying potential dangers, and familiarizing all employees with safe work procedures and applicable State and Federal Safety Orders. Managers or their designees shall present a specific safety topic and discuss issues with those employees attending the meeting. The Safety Officer will provide technical assistance and subject material for meetings when necessary. Monthly safety meetings shall be held for the following departments: Meter/Transformer, Substation, Line Construction, Trouble, Service Maintenance, Irrigation Services, Irrigation Construction/Maintenance, Fleet Maintenance, Woodland, McClure & Ripon Generation Stations, Water Treatment Plant, Building Services, Warehouse/Materials Handling, and IT Technical Operations & Network/Desktop Support.

8.2.2 All other departments will be required to participate in Mandatory Safety Training yearly, conducted by the department Supervisors or the Safety Officer, consisting of a review of the Injury and Illness Prevention Program, Hazard Communication, Fire Evacuation Plan, Bomb Threat and Fire Extinguisher Training. The Safety Officer / HR Department will assist in the preparation of the material for the Supervisor lead meetings. This training may also be completed by the issuance of a safety newsletter with a quiz.

9.0 TRAINING REQUIREMENTS

9.1 Employee Training

In addition to ongoing safety, security, accident prevention, educational or training programs, each supervisor/manager shall make certain that all new and existing employees under his or her jurisdiction are instructed in and aware of all security guidelines and safety rules and procedures applicable to the employee's assigned work. All employees shall receive a safety orientation when the Program is first adopted, and shall receive a review of the Program whenever there are changes.

9.2 New and Temporary Employee Training

The Safety Officer shall provide initial safety training to each new employee of the District as a part of the new employee orientation and hiring process. New employees shall be given a copy of the Program, including the District's Employee Safety Manual, Security Guidelines and Emergency Procedures as part of the orientation process.

9.3 First Aid and CPR Training

The Safety Officer shall coordinate training and certifications for a suitable number of employees in Standard First Aid and Cardiopulmonary Resuscitation (CPR).

9.4 Job Assignment Training

All new employees shall be provided with safety and security training for their specific job assignment prior to starting the work. This training shall be done by knowledgeable persons designated by management or upon request; the Safety Officer may assist with the training for specific job assignments.

9.5 Changed Job Assignment Training

Whenever a job assignment changes due to the introduction of a new substance, process, procedure, or equipment, the affected employees shall be trained for the new conditions. A record of such training will be completed by the trainer and forwarded to the Safety Officer to verify compliance with the requirements of this section.

9.6 New Hazard Training

Whenever a new or previously unidentified hazard is defined the hazard shall be eliminated or employees shall be trained to minimize their exposure to the hazard. A record of such training will be completed by the trainer and forwarded to Safety Officer to verify compliance with the requirements of this section.

9.7 Management Training

Training shall be provided to management and supervisors to provide them with skills required to familiarize them with and enable them to identify safety, security and health hazards and minimize exposure to the employees under their jurisdiction. This training will be coordinated by Safety.

9.8 Training Reports

A report of monthly safety training meetings shall be submitted monthly by the Safety Officer to the District's Employee Safety Committee.

10.0 REPORTING AND RECORD KEEPING

10.1 Safety and Hazard Reporting

Safety issues, incidents of workplace violence, workplace hazards and related concerns shall be reported to the Employee-in-Charge or by memo or telephone to the Safety Officer. Such reports shall describe the condition, accident, hazard or concern, its location, and any other pertinent data. The report may be made anonymously. Upon receiving such a report, the Employee-in-Charge shall notify the Safety Officer. The Safety Officer shall investigate every reported condition, accident, hazard or concern and log recommendation for corrective action and final closure of the accident.

10.2 Injury Reporting

All injuries shall be reported to the Safety Officer in accordance with established District procedure. The Safety Officer shall investigate all recordable injuries and give final closure of the investigation.

10.3 Record keeping

In addition to any records noted in the Program, the Safety Officer shall maintain all of the following records: safety inspections, Supervisors Report of Injury or Illness, Employee's Safety Committee meeting minutes, monthly safety meeting attendance and safety topics discussed, and all other records necessary for compliance with legal requirements. All documentation shall be kept for a minimum of 1 year.

11.0 SAFETY ACHIEVEMENT AWARDS

11.1 Safety achievement awards will be presented to all District employees in recognition of the achievement of major District-wide accident prevention goals. Awards are presented on a District-wide basis because a team effort by all employees is needed to achieve a safe and healthy workplace. Individual awards and recognition may also be made to recognize extraordinary efforts and achievements of District safety goals.

APPENDIX A

Modesto Irrigation District Employee Safety Manual

APPENDIX B

District Safety Committee Membership

Permanent Members of Committee:

Safety Officer, Chair

Senior Management Representative

Employee Representatives from:

Building Services

Control Operations

Customer Services

Downtown Building

Fleet Maintenance

Generation

Irrigation

Line Construction

Line Maintenance

Material Handling/Purchasing

Meter/Transformer

Risk & Property

Substation

Trouble

Water Treatment Plant