

# County Occupational Health & Safety Plan



2017-2020

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# INTRODUCTION

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Occupational Health and Safety Plan 2017-2020

This **County of San Mateo Occupational Health and Safety Plan** is a revision to the previous Plan from 2012 – 2016 and serves as the foundation for the occupational health and safety activities in the County. The Plan is primarily updated from the input of the Countywide Safety Committee as well as from statistics and data reflecting the County's injury claim experience over the past 5 years.

The framework for the original Plans required a substantial effort by the Countywide Safety Committee, the County Safety Manager, the Human Resources Department, and multiple other County employees. The goals set forth in the Plan reflect this effort, for whom occupational health and safety is an ongoing component of daily work activities.

The Plan:

- Continues the commitment to strengthen and broaden our Occupational Health and Safety program;
- Establishes a long range Occupational Health and Safety strategic planning effort that will require periodic review and updating;
- Defines the roles and responsibilities of all County departments and individuals in the Occupational Health and Safety program;
- Establishes clear and readily achievable objectives with the focus to move our Occupational Health and Safety program forward in the years to come.

***Building and maintaining a safe working environment for County employees and the public requires more than just this Plan!*** It requires the active and constructive participation of all employees at all levels and in all aspects of County service. There are many opportunities to make a contribution to workplace safety whether serving on a committee, helping to identify and correct an occupational health and safety problem, implementing a new program or policy, or educating oneself on how to be safe while working.

Help us meet the challenge of keeping the County of San Mateo a safe and healthy place to work!

## ***POLICY***

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The policy of San Mateo County is to take every reasonable precaution in the management of our work environment to protect the health and safety of County employees and the general public, prevent property damage, and promote occupational health and safety awareness within the County.

## ***PURPOSE OF THE PLAN***

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This plan is the steering document of the Countywide Safety Committee and serves as the County Injury and Illness Prevention Program and establishes the framework for the County's Occupational Health and Safety programs, as required by CCR, Title 8 §3203.

This Plan addresses the purpose and responsibilities of the Countywide Safety Committee, the Department Safety Committees, the County Safety Manager, and how all of these work together. It identifies Safety goals and objectives of the County and establishes a four year work plan to help coordinate and bring focus to the Occupational Health and Safety programs and activities of the County.

## ***REFERENCES AND AUTHORITIES***

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County Occupational Health and Safety standards and policies stated in this Plan are applicable to all County operations. These standards pertain to Federal, State, or County statutes, including but not limited to:

### ***County Resolution No. 56877***

- San Mateo County Resolution No. 56877 establishes the membership, officers, schedule and duties of the County Safety Committee.

### ***Other Statutes and Regulations***

The County is governed in its Occupational Health and Safety activities and responsibilities by a number of County, State and Federal laws and regulations. These include portions of the following:

- Code of Federal Regulations (CFR)
- California Code of Regulations (CCR)
- County Ordinance Code
- California Labor Code
- California Government Code
- California Vehicle Code
- National Fire Code
- Uniform Fire Code
- Uniform Building Code
- Federal OSHA Regulations
- Cal/OSHA Regulations

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# Roles & Responsibilities

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## **RESPONSIBILITIES FOR MANAGEMENT**

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Each County Agency Department Head is responsible for implementing an effective Occupational Health and Safety program in the form of a written **Injury and Illness Prevention Program**, as required by CCR, Title 8 §3203. The County's Occupational Health and Safety Plan serves as the County's IIPP and is a management guide for department-specific Injury and Illness Prevention Programs (IIPP's).

All levels of management shall contribute to the IIPP to help ensure that employees are aware of the safe operations of their job assignment and work area. Managers and Supervisors are responsible for maintaining a minimal-risk work environment.

The degree of effort and focus needed by management will vary depending on the nature of the work performed. ***While Managers and Supervisors may assign responsibility and delegate authority to others, they may also be accountable for those preventable oversights and errors that result in injury, illness, or property damage affecting employees and/or the public.***

The County Manager has the ultimate responsibility for the implementation of the County Occupational Health and Safety Program. The County Manager will support effective communication of, and compliance with, occupational health and safety regulations and will insure that each department head takes the action needed to achieve the County's Occupational Health and Safety Plan objectives.

### **Duties and Activities**

Management's responsibility is fulfilled by:

- Observing the work environment and establishing measures to control or eliminate risks associated with any job, operation, or equipment.
- Taking all reasonable measures to ensure that all new operations and equipment meet stated or observable Occupational Health and Safety requirements.
- Taking appropriate corrective action whenever an incident occurs which results, or could result, in a serious or preventable accident.

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- Training employees to:
  - Recognize hazards that may or may not be inherent in a particular operation.
  - Know the approved procedures for controlling or mitigating those hazards.
  - Help others in the work area to follow appropriate procedures.
  - Openly discuss and report potential activities or procedures that may pose occupational health and safety problems.
  - Take the safest course of action when faced with situations not covered by established practices and procedures, and seek expert guidance when appropriate from the County Safety Manager or Risk Manager.
  - Comply with all Occupational Health and Safety policies and procedures.
  - Direct emergency activities until emergency response personnel arrive.
  - Assist the Department Safety Committees by supporting their programs, activities, and goals, and evaluating their recommendations for appropriate corrective action.
  - Reporting identified Occupational Health and Safety problems or incidents to the appropriate agency for corrective action or guidance.

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## ***RESPONSIBILITIES FOR EMPLOYEES***

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All County employees are responsible for insuring their own occupational health and safety and the safety of others by following County and department policies, procedures, and safe work practices.

### **Duties and Activities**

Employee responsibility is fulfilled by:

- Learning and following the standards and procedures that apply to each job assignment.
- Wearing or using the prescribed protective equipment (PPE) needed for a particular job.
- Bringing to the supervisor's attention any activity, behavior or unsafe condition that could cause injury or illness to others or damage property.
- Discontinuing any specific activity that the employee feels or knows could lead to injury, illness or damage to property and promptly seeking guidance from his/her supervisor regarding the operation.
- Promptly reporting any occupational injury, illness, or property damage to his/her supervisor.
- Reporting any emergencies and assisting, when safe and appropriate to do so, in mitigation measures until emergency response personnel arrive.
- Cooperating in the correction of identified hazardous conditions.
- Attending and actively participating in safety-training sessions.

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## ***RISK MANAGEMENT RESPONSIBILITIES***

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Under the direction of the Human Resources Department, the Risk Management Division is responsible for the administration of County Occupational Health and Safety programs, such as:

1. Workers' Compensation Insurance Program, including:

A. Occupational Health Clinic Services –

**Kaiser On The Job**

1400 Veterans Boulevard, 1<sup>st</sup> Floor

Redwood City, CA 94063

Monday – Thursday 8:00 am to 5:00 pm

Friday 8:00 am to 4:30 pm

(650) 299-4785 for work related injuries

(650) 299-6036/2053 for occupational physicals

2. Occupational Health Nurse Services –

Elaine Simmons, RN, COHN

Occupational Health Coordinator

(512) 869-4861

(512) 869-4863 (fax)

[esimmons@smcgov.org](mailto:esimmons@smcgov.org)

3. The County Occupational Health and Safety Plan, including, but not limited to, the following written safety programs:

- A. Hearing Conservation Program
- B. Aerosol Transmissible Diseases Exposure Control Program
- C. Blood Borne Pathogen Exposure Control Plan
- D. Hazard Communication Program, including GHS Provisions
- E. Respiratory Protection Program
- F. Ergonomics Policy and Program

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## ***COUNTY SAFETY MANAGER RESPONSIBILITIES***

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The County Safety Manager works in the Risk Management Division of the Human Resources Department. Under general direction of the Risk Manager, the Safety Manager is responsible for providing guidance and staff services to County management and employees in all phases of on-the-job health protection and safety. The County Safety Manager is designated by County resolution to provide staff assistance to the County departments, Countywide Safety Committee, and to assist in coordinating implementation of safety-related programs, training and procedures for the County.

### **Duties and Activities**

The Safety Manager's responsibilities include:

- Providing the County Manager, the Human Resources Department, and the Countywide Safety Committee with information and staff support needed to formulate the County's safety policies, procedures and standards.
- Providing safety information, guidance and training to the Department Safety Committees.
- Responding to the County Safety Committee, departmental and management requests for guidance on various safety matters, correctness of procedures and/or lack of safety for the employee and the County.
- Investigating existing or new County programs at the request of the Risk Manager to determine potential risk and suggest methods of reducing such risks.
- Analyzing and interpreting accident reports and making corrective recommendations to decrease occurrence rates.
- Investigating personal injury, vehicular accidents and property and casualty accidents as indicated.
- Developing and implementing County Safety Policies and Procedures for review by approving authorities.
- Monitoring, evaluating and responding to employee concerns that are reported on the SAFE Hotline.

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- Conducting and/or assisting departments in on-site inspections of operations, facilities and equipment; identifying unsafe practices and conditions.
- Developing and maintaining a statistical data base for loss control analysis including accident frequency, severity, costs, cause and location; to meet the County needs and the requirements of various controlling agencies (Cal/OSHA, etc.).
- Assisting in emergency preparedness activities within County facilities to ensure the safety of employees, the general public and County property.
- Reviewing new or existing safety-related legislation, statutes and regulations to determine County compliance with applicable state and federal requirements; making recommendations to appropriate agencies/authorities for any necessary corrective action.

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## ***COUNTYWIDE SAFETY COMMITTEE RESPONSIBILITIES***

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The Countywide Safety Committee is responsible for development of programs and initiatives to promote occupational health and safety, prevent accidents, and reduce accidental losses within the offices, institutions, and departments of the County; and to ensure County compliance with applicable Occupational Health and Safety regulations. The County Safety Committee acts under the direction of the Board of Supervisors and the County Manager, and provides guidance to the activities of Department Safety Committees and the County Safety Manager.

### **Duties and Activities**

The activities of the Countywide Safety Committee include:

- Promoting and enhancing the effectiveness of County occupational health and safety training, occupational health and safety awareness, accident prevention, loss control, hazard abatement, emergency preparedness, accident investigation, occupational health and safety recordkeeping, and occupational health and safety recognition programs.
- Reducing the incidence of preventable County employee injuries and illnesses, and thereby reducing the human and financial costs associated with on-the-job or job-related accidents and disabilities.
- Providing a forum and formal structure for the recommendation, implementation, monitoring and review of County occupational health and safety-related programs, policies, procedures, standards and practices.
- Serving as a central resource and distribution point for the dissemination of occupational health and safety-related information and coordination of occupational health and safety-related activities throughout the County, working with established Department Safety Committees and other involved officials.
- Assisting the County Safety Manager and the County Manager to develop and maintain a comprehensive and successful County Occupational health and Safety Program.

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- Serving as a principal review agency to develop and distribute the County Occupational Health and Safety Policies and Procedures and Emergency Action Plans, training and activities.
- Assisting, as appropriate, in the implementation of the Occupational Health and Safety-specific elements of the County Emergency Preparedness Plan.
- Assisting to ensure County compliance with applicable state and federal Occupational Health and Safety-related statutory requirements.
- Meeting no less than six times a year, generally every other month.



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## ***DEPARTMENT SAFETY COMMITTEE RESPONSIBILITIES***

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Department Safety Committees are responsible for promoting general Occupational Health and Safety awareness and developing specific Occupational Health and Safety programs, procedures and activities within their respective departments. Department Safety Committees work in coordination with departmental management, the County Safety Manager and the County Safety Committee to implement County Occupational Health and Safety policies and procedures, and to identify specific and/or unique Occupational Health and Safety issues within individual departments. Department Safety Committees play a key role in the implementation of County Occupational Health and Safety programs throughout all levels and work sites in the County.

### **Duties and Activities**

The activities of the Department Safety Committees include:

- Increasing employee Occupational Health and Safety awareness at all levels to reduce the incidence and costs of preventable accidents and injuries.
- Ensuring prompt identification and investigation of Occupational Health and Safety concerns and follow-up corrective action to reduce, or whenever possible, eliminate specific Occupational Health and Safety-related problems or conditions.
- Working with department management to implement or increase the effectiveness of departmental Occupational Health and Safety, Injury and Illness Prevention Programs and related training activities through the review of Occupational Health and Safety policies and procedures; implementing record-keeping systems; conducting safety inspections, resource inventories and drills; reviewing Occupational Health and Safety standards and practices; and recognizing employee Occupational Health and Safety contributions.
- Serving as a departmental resource to effectively communicate Occupational Health and Safety information to and from the County Safety Manager, and the County Safety Committee.

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- Assisting the department head as appropriate to implement County Occupational Health and Safety policies and procedures, and emergency preparedness plans, training and activities.
- Enhancing the overall effectiveness of the County Occupational Health and Safety Program, including the activities of the County Safety Manager and the County Safety Committee.
- Providing an additional resource to assist the County in maintaining compliance with state and federal statutory mandates and regulations in the area of Occupational Health and Safety programs, training, and emergency preparedness.
- The departmental safety committees, with the assistance of the County Safety Manager, shall conduct periodic Occupational Health and Safety inspections of department facilities. (CCR, Title 8 §3203)
- The departmental safety committees will track and maintain records of department Occupational Health and Safety-related training activities. (CCR, Title 8 §3203)
- Each Department Safety Committee will schedule and attend County Safety Committee meetings to report on the activities of the Department Safety Committee.
- Encourage departments with similar Occupational Health and Safety concerns to conduct joint Safety Committee meetings and training.
- Encourage department training and safety committees to work together in identifying, providing and tracking safety and health training.
- Review and update the Department Injury & Illness Prevention Program to ensure compliance.
- Meet no less than two times a year, generally on a semi-annual basis. Departments with a higher incidence rate of injuries are encouraged to meet on a more frequent basis, no less than four times a year, generally on a quarterly basis.

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# Goals

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## ***AWARENESS***

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### ***Goals***

- Promote Occupational Health and Safety **awareness** as an integral part of work activities at all levels of the organizational structure (department heads, management, supervisors, and employees.)
- Encourage a **positive attitude** toward observation of Occupational Health and Safety practices on the job.
- Encourage **early identification and prompt resolution** of Occupational Health and Safety problems and concerns.
- **Recognize** and commend **employee contributions** to the maintenance/development of safe and healthy work practices, or noteworthy responses to significant Occupational Health and Safety problems.
- Provide **enhanced visibility** for County Occupational Health and Safety programs and County/Department Committee's Occupational Health and Safety activities.
- Promote the Occupational Health and Safety **related benefits** of the County Wellness Program (exercise to prevent injury and illness, smoking cessation, nutrition, etc.)
- Encourage the inclusion of Occupational Health and Safety **considerations** in the County's strategic and operational planning processes.
- Promote a **safe environment** to best serve the citizens of San Mateo County.

## ***EDUCATION AND TRAINING***

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### ***Goals***

- Ensure the ongoing provision of **required Occupational Health and Safety training** programs within the department and County.
- Assist departments and the County Safety Manager in the development of Occupational Health and Safety training programs addressing identified areas of **risk exposure and accident incidence** within the County and/or specific departments.
- Support the continuing education of County employees in **Occupational Health and Safety awareness** on the job through all available means and methods.
- Assist County departments in training employees about **new Occupational Health and Safety-related programs and new legislative requirements**.
- Assist Departments in the training and education of employees in **emergency procedures/risk mitigation techniques**.

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## ***MONITORING AND EVALUATION***

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### ***Goals***

- Ensure that a **comprehensive, understandable data base** of Occupational Health and Safety-related records is established and maintained to provide a statistical basis for effective monitoring and evaluation of Occupational Health and Safety programs throughout the County.
- Ensure that an **effective reporting system** is maintained for the collection and transmittal of Occupational Health and Safety-related information, which is uniformly understood and adhered to by all levels of County organization, and complies with Cal-OSHA and/or Federal standards.
- Ensure that **useful and conclusive methods and standards** are maintained for the evaluation of Occupational Health and Safety data, which will provide a sound basis for developing or improving Occupational Health and Safety standards, procedures and training and for increasing Occupational Health and Safety awareness in areas of targeted need.
- Ensure that an **Occupational Health and Safety monitoring and evaluation** component is included in the Injury Illness Prevention Program of each department.
- Analyze and identify current and new trends where levels of **risk exposure and/or accident or injury** experience indicate the need for development of Occupational Health and Safety standards and procedures.
- Ensure that existing Occupational Health and Safety standards and procedures are **periodically evaluated** to determine their effectiveness and identify possible changes.
- Ensure **compliance** of approved and issued Occupational Health and Safety standards and procedures in cooperation with appropriate authorities.

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# Objectives

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## ***AWARENESS***

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### ***On-Going Objectives***

- Encourage the County Manager, the Director of Human Resources, and department heads to include Occupational Health and Safety programs and considerations in the County's overall and individual departments' strategic and operational planning processes.
- Maintain the required Cal/OSHA employer postings.
- Maintain the SAFE Hotline so that employees can confidentially report Occupational Health and Safety concerns to the County Safety Manager. (CCR, Title 8 §3203)
- Participate in the annual County Health and Fitness Benefits Expo event to promote Safety awareness.
- Promote County Occupational Health and Safety activities/recognition in internal and local media as appropriate.
- Maintain a centralized location for copies of all department Injury & Illness Prevention Programs.
- Assist County Agencies and Departments with the development of their specific Injury and Illness Prevention Programs.

### ***New Objectives***

- Update safety resources that are posted on the County's and department web pages.
- Promote The Big Five Immediate Response Protocols
- Incorporate Safety Promotion Topics from the Safety Observances Calendar (see last section of the Plan)



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## ***EDUCATION AND TRAINING***

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### ***On-Going Objectives***

- Present a formal Occupational Health and Safety component within the County New Employee Welcome. (CCR, Title 8 §3203)
- Assist and encourage the County Safety Manager, County departments, and involved agencies to complete building evacuation procedures and drills for all County facilities, in preparation for fire, bomb threat, and earthquake emergencies.
- Assist and facilitate the County Safety Manager and involved departments to establish and maintain specialized Occupational Health and Safety Training for motor-driven vehicles and power tool equipment.
- Based on survey results, accident statistics, and other available data, review and establish initial priorities for provision of regularly scheduled accident/injury prevention training to address identified areas of high-risk exposure to the general County/specific departments.
- Maintain the Drug and Alcohol testing program for commercial drivers, per DOT regulations.
- Establish a regular program of fire safety/fire extinguisher training available to all County employees. (CCR, Title 19)
- Continue the County Hazard Communication Program (Right to Know). (CCR, Title 8 §5194)
- Maintain the County Hearing Conservation Program. (CCR, Title 8 §5097)
- Maintain the County Respiratory Protection Program. (CCR, Title 8 §5144)
- Maintain the County Aerosol Transmissible Diseases Exposure Control Program (Formerly TB Exposure Control Program: CCR, Title 8 §5199)
- Continue to provide Blood borne Pathogen (Hepatitis-B) program for at risk employees.

***New Objectives***

- Encourage departments to offer First-Aid and CPR (including AED use) classes to both their mandated and non-mandated employees.
- Develop guidelines for departments to use in the development of their specific safety plans, such as:
  - The Big Five and Emergency Action Plans
  - Heat Illness Prevention
  - AED Use and Training
  - Workplace Violence Prevention
    - ***NEW Workplace Violence Prevention in Health Care standard (§3342) is pending. May become effective in 2017.***

## ***MONITORING AND EVALUATION***

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### ***On-Going Objectives***

- Maintain an automated centralized file and tracking system for Risk Management Occupational Health and Safety training records. (CCR, Title 8 §3203)
- Continue to monitor and evaluate annual comparative statistics over a 3-5 year period for:
  - Total number of injuries
  - Total number of lost time injuries
  - Average costs per claim
  - Number of automobile accidents by department
- Maintain the online workers' compensation reporting system
- Monitor and evaluate Occupational Health and Safety-related legislation and disseminate appropriate information to departments, according to County policy.
- Evaluate effectiveness of occupational health physical examinations provided by the contractor.

### ***New Objectives***

1. Develop a written procedure to standardize and outline the basic steps for conducting an accident/incident investigation (to be used by the various safety committees and supervisors). (CCR, Title 8 §3203)
2. Offer standardized ORIGAMI reports for departments to use when reviewing trends.

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## ***DEPARTMENT SAFETY COMMITTEES***

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### ***On-Going Objectives***

- Those departments that have established functional Department Safety Committees will continue to work with the County Safety Manager.
- The departmental safety committees, with the assistance of the County Safety Manager and department management, will continue the comprehensive review of Occupational Health and Safety policies, procedures and records within their agencies.
- The departmental safety committees, with the assistance of the County Safety Manager, County Safety Committee, and department management, will continue work on development of Occupational Health and Safety programs and activities for their respective organizations.
- A designated representative of each department safety committee shall attend all scheduled meetings of the County Safety Committee.
- The departmental safety committees, with the assistance of the County Safety Manager shall conduct periodic Occupational Health and Safety inspections of department facilities. (CCR, title 8 §3203)
- The departmental safety committees will track and maintain records of department Occupational Health and Safety-related training activities. (CCR, title 8 §3203)
- Encourage departments with similar Occupational Health and Safety concerns to conduct joint Safety Committee meetings and training.
- Encourage department training and safety committees to work together in identifying, providing and tracking safety and health training.

### ***New Objectives***

- Review and update the department Injury & Illness Prevention Programs to ensure that they are current and compliant.
- Update Emergency Action Plans to include The Big Five Protocols
- Incorporate a new National Safety Event into department safety activities.

***NEW – SAFETY PROMOTION TOPICS BY YEAR***

Safety observances have become nationalized and to help spread the important messages of these observances, departments are encouraged to participate and raise awareness through postings and educational opportunities.

<b>DATE</b>	<b>EVENT</b>	<b>SPONSOR</b>
January	National Radon Action Month	<a href="#"><u>Environmental Protection Agency</u></a>
February	American Health Month	<a href="#"><u>American Heart Association</u></a>
	National Burn Awareness Week	<a href="#"><u>American Burn Association</u></a>
March	Workplace Eye Wellness Month	<a href="#"><u>Prevent Blindness America</u></a>
	National Poison Prevention Week	<a href="#"><u>US Department of Health and Human Services</u></a>
April	Distracted Driving Awareness Month	<a href="#"><u>National Safety Council</u></a>
	National Work Zone Awareness Week	<a href="#"><u>American Traffic Safety Services Association</u></a>
	National Public Health Week	<a href="#"><u>American Public Health Association</u></a>
	World Health Day	<a href="#"><u>World Health Organization</u></a>
May	Workers’ Memorial Day	<a href="#"><u>American Federation of Labor &amp; Congress of Industrial Organizations</u></a>
	National Bike Month	<a href="#"><u>League of American Bicyclists</u></a>
	National Electrical Safety Month	<a href="#"><u>Electrical Safety Foundation International</u></a>
	Older Americans Month	<a href="#"><u>Association for Community Living</u></a>
	Clean Air Month	<a href="#"><u>American Lung Association</u></a>
	Healthy Vision Month	<a href="#"><u>National Eye Institute</u></a>
	Better Hearing Month	<a href="#"><u>American Academy of Audiology</u></a>
	Building Safety Month	<a href="#"><u>International Code Council</u></a>
	Global Health and Fitness Month	<a href="#"><u>National Association for Health and Fitness</u></a>

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<b>DATE</b>	<b>EVENT</b>	<b>SPONSOR</b>
June	National Safety Month	<a href="#"><u>National Safety Council</u></a>
July	National Fireworks Safety Month	<a href="#"><u>Prevent Blindness America</u></a>
August	National Immunization Awareness Month	<a href="#"><u>Centers for Disease Control</u></a> and Prevention
	Drive Sober or Get Pulled Over	<a href="#"><u>National Highway Traffic Safety</u></a> Administration
September	National Preparedness Month	<a href="#"><u>US Department of Homeland</u></a> Security
	Fall Prevention Awareness Week	<a href="#"><u>Fall Prevention Center of Excellence</u></a>
October	National Crime Prevention Month	<a href="#"><u>National Crime Prevention Council</u></a>
	Drive Safely Work Week	<a href="#"><u>Network of Employers for Traffic</u></a> Safety
	National Fire Prevention Week	<a href="#"><u>National Fire Protection Association</u></a>
November	Drowsy Driving Prevention Week	<a href="#"><u>National Sleep Foundation</u></a>
December	Holiday Season Drunk Driving Campaign	<a href="#"><u>National Highway Traffic Safety</u></a> Administration



For a complete list of events, check the National Safety Council's webpage on [Safety Observances](#).