

**INJURY PREVENTION
AND
SAFETY POLICY**

HOUSING AUTHORITY OF THE COUNTY OF SANTA BARBARA
ADMINISTRATIVE SAFETY POLICY AND PROCEDURE
AND INJURY PREVENTION PROGRAM

Introduction

The following policy and procedural instructions are made up of sections Relevant to a comprehensive safety program.

Outlined in the table of contents is a full range of topics beginning with fundamental goals and continuing through step by step investigative procedures for accurately reporting an accident.

To many, policy reading can be difficult. Maintaining the readers attention, particularly in areas of responsibility that do not directly affect his or her daily routine can become tiresome. This policy should be used as reference material particularly for supervisors.

Employees will receive safety training on an ongoing basis during their employment with the Housing Authority. This policy should be referred to whenever an injury occurs – work related or not – to discern the obligations of all parties.

TABLE OF CONTENTS

STATEMENT OF POLICY

FORWARD

CHAPTER 1 - OBJECTIVES AND ADMINISTRATION PARTICIPATION

- Objectives and responsibilities
- Administrative Participation
 - Department Heads
 - Loss Prevention Coordinator
 - Director of Human Resources
 - Supervisory/Lead Personnel
 - General Employee

CHAPTER 2 - ACCIDENT PREVENTION AND LOSS CONTROL

- Accident Prevention
- Industrial Injury and Illness Control
 - I. Job Safety Analysis for Hazardous Work
 - II. Personal Protection Equipment
 - III. CPR Training For Supervisors/Employee First Aid
 - IV. Procurement of Power Tools,
- Heavy Equipment, Safety & Protective Equipment
- Safety Rules
- Off-The-Job Injury Control
 - I. Supervisor's Responsibilities
- Motor Vehicle Collision Control
 - I. Department Head Responsibilities
 - II. General Administrative Policy
- Property Damage/Housing Authority Liability Control
 - I. Building and Facility Inspection
 - II. Inspection of Housing Authority Administrative and Maintenance Facilities

CHAPTER 3 - REPORTING AND INVESTIGATION OF INDUSTRIAL INJURIES AND ILLNESS

- Reporting Procedures
 - I. Reporting of Injury or Illness
 - II. Investigation Procedures for Industrial
 - III. Investigation and Reporting of Vehicular Accidents
 - IV. Investigation and Reporting of Property and Public Accidents on Housing Authority Property
- Medical Treatment of Industrial Injuries
 - I. Emergency Medical Treatment
 - II. First Aid Treatment in the Field or Office

CHAPTER 4 - INSPECTION PERFORMED BY THE HOUSING AUTHORITY AND CAL/OSHA

- Occupational Safety and Inspections

- I. Formal Inspections
- II. Informal Inspections
- III. CAL/OSHA Inspection

CHAPTER 5 - RECORD KEEPING REQUIREMENTS

Record keeping and Recording Requirements

- I. Employee's Report of Occupation Injury or Illness
- II. Employers Report of Occupational Injuries or Illness
- II. Log and Summary of Occupational Injuries or Illness
- III. Vehicular Collision Records

Monitoring

Employee Return to Work

APPENDIX - FORMS

Explanation of Forms

Examples Forms

STATEMENT OF POLICY

Forward

In December of 1970, the Federal Occupational Safety and Health Act was signed into law. This act authorized the Federal Government to set and enforce Occupational Safety and Health Standards for all establishments engaged in interstate commerce.

In accordance with provisions of the Federal program, California administers its own "Occupational Safety and Health Program", known as (CAL/OSHA). The Department Of Industrial Relations provides CAL/OSHA the mandated authority to enforce the laws and standards protecting worker safety on the job.

It is the purpose of CAL/OSHA "to assure as far as possible every working man and woman in the nation, safe and healthful working conditions and to preserve our human resources".

We, The Housing Authority of the County of Santa Barbara, have revised our safety policy in an effort to provide our employees with a safer and more healthful work environment. This new comprehensive policy has been developed through a combined effort of research and employee suggestion; hopefully creating a positive attitude about safety and injuries prevention.

It is the philosophy of this Authority, as an employer, that our employees and their welfare are the most important elements in the successful operation of our business. The loss of an employee by accident or injury is not only a financial liability, but more importantly, a waste of human potential and is often at a disadvantage in providing security and stability for his/her family.

CHAPTER 1
OBJECTIVES AND
ADMINISTRATIVE PARTICIPATION

Objectives and Responsibilities

The objectives of the safety policy/program and administrative procedure outlined in this manual is primarily directed toward the prevention of personal injury, illness and property damage. Through employee training, education and participation in this program the Housing Authority hopes to develop and maintain employee awareness.

Program Objectives

- A. To provide employees with a safe environment in which to work through identification and elimination of hazards;
- B. To insure that supervisors accept their basic responsibilities for the safety of employees and property, and guarantee the consistent enforcement of safety requirements by all levels of management at all locations;
- C. To make every effort to install safety awareness in each employee;
- D. To provide employees with knowledge of the safe and effective method of performing their job through continuing instruction and training;
- E. To adhere to all local, state and federal safety codes, recognizing that these are considered only minimal safety requirements in many instances; and
- F. To make certain that each employee understands that acceptance and performance of individual safety responsibilities is a condition of employment.

Administrative Participation

The following description of administrative participation are designed to aid and facilitate the process of education and loss control in compliance with housing authority policy, state and federal law.

Department Heads

Department Heads have total responsibility to develop, implement and administer the employee safety program within their department. Department Heads have some latitude in formulating and implementing alternative methods when necessary, provided "total loss control objectives" are not compromised. Although exposure to hazard varies widely from department to department, it is expected that an unrelenting effort will be directed controlling injuries, collisions, liabilities and waste in each department. Therefore, department heads will make every effort to:

- A. Provide the leadership and positive direction essential in maintaining firm loss prevention policies as a prime consideration in all operations.
- B. Devote a portion of staff meetings, as necessary, to review departmental losses (accidents) and to discuss plans to bring about more positive loss reduction. This will vary with the frequency and severity and losses and, of course, the degree of hazardous operations involved in each department.
- C. Demonstrate a personal concern in departmental losses by interviewing directly or through a responsible deputy those workers and their supervisors who have:
 - 1. Lost work time from an industrial injury because of negligence, or;
 - 2. Been involved in a vehicular collision because of failure to drive defensively or to comply with traffic laws.
- D. Actively participate in safety committee meetings when directed and disseminate the information to the staff members.
- E. Ensure when planning for construction and remodeling agency facilities, to fully implement appropriate refinements as specified in OSHA standards.
- F. Call upon the Loss Prevention Coordinator for any assistance needed in promoting aggressive and effective loss control.

- G. Hold supervisors or leadpersons fully accountable for an explanation of preventable injuries, collision, and liabilities incurred by their employees. An excessive number is an indication that some management policies and practices need reevaluation.

Loss Prevention Coordinator

The Loss Prevention Coordinator and Director of Human Resources, under the direction of the Executive Director shall conduct an aggressive loss prevention program. They are responsible for the staff direction and administration of this program, and shall take all actions deemed essential to produce a positive reduction in accidents and their causes. Specifically, they shall:

- A. Maintain the program incorporating the current practices and philosophies adopted by the safety profession as most effective in preventing injuries, occupational diseases, vehicular collisions, liabilities, and damage to Housing Authority property.
- B. Consult, as appropriate with all management personnel and employees on safety matters and provide all the guidance necessary to assure an effective administration of this program.
- C. Periodically evaluate compliance with the program within Departments and divisions. Make inspections of facilities for hazardous conditions and housekeeping; make periodic checks of field and shop areas to ensure worker compliance with OSHA and Housing Authority policy and regulations. The Loss Prevention Coordinator has full authority to stop hazardous jobs when prescribed safety precautions are not being enforced. Upon verbal notification of the violation, the supervisor or lead worker in charge shall stop the operation until the discrepancy is corrected. The Loss Prevention Coordinator shall submit a report to the Executive Director.
- D. Maintain complete records on Housing Authority accidents in accordance with OSHA requirements and publicize, at the direction of the Executive Director, information which will appraise management and personnel of trends which call for corrective measures.
- E. Administer the processing of CAL-OSHA citations received by the Housing Authority; monitor and log all responses that departments submit to the Division of Occupational Safety and Health.
- F. Review and recommend provisions for compliance with CAL-OSHA standards in plans and specifications.
- G. Review and consider all department safety recommendations, and present all feasible ideas to the Executive Director.
- H. Fully utilize under the direction of the Executive Director the assistance available from state and federal labor departments, insurance carriers, and safety councils on matters pertaining to safety and health.
- I. Ensure the thorough investigation of accidents resulting in lost time hospitalization, death, and extensive property damage.
- J. Accompany all inspectors, i.e. OSHA and insurance; and provide them with the direction, information and cooperation necessary for them to efficiently and effectively perform their task.

Director of Human Resources.

In conjunction with the Loss Prevention Coordinator the Director of Human Resources will be responsible for the record keeping and reporting requirements as provided under the California Occupational Safety and Health Act of 1973. For procedures specific to record keeping and reporting see Chapter 5. Responsibilities of the Director of Human Resources shall include but not be limited to:

- A. The maintenance and logging of all injury or illness supplementary and official records.
- B. Timely processing of all injury or illness reports.
- C. Review of all reports and records submitted by department heads, supervisors, compensation and insurance carriers, for content and completeness.
- D. Provide annual inspection information and cooperation to inspection officials of OSHA.
- E. Posting of annual "Log and Summary" of Occupational Illness and Injury form as well as all other mandated employment regulations and information.
- F. Correspondence with appropriate agencies in providing information concerning injury or illness.
- G. Periodically reporting to the Loss Prevention Coordinator the status of injury and compensation claims.

- H. Interaction necessary between the payroll department and personnel to ensure appropriate time charged, i.e. sick leave.

Supervisory/Lead Personnel

Supervisors/lead personnel have full responsibility for the safe actions of their employees and the safe performance of machines and equipment within their operating area and have full authority to enforce the provisions of this policy.

In addition, supervisors/lead personnel have full responsibility in providing employees with knowledge of the safe and effective methods of performing their job through continuing instruction and training, as well as the responsibility to adhere to all local, state and federal safety codes; recognizing Supervisors/lead personnel's failure to provide employees under their direction with the proper training will result in disciplinary action and may be grounds for dismissal.

General Employees

All employees are required as a condition of Housing Authority employment to exercise due care in the course of their work to prevent injuries to themselves and to their fellow workers. Failure to exercise due caution in use of proper protective gear or devices will result in disciplinary action and may be grounds for dismissal.

CHAPTER 2
ACCIDENT PREVENTION
AND
LOSS CONTROL

Industrial Injury and Illness Control

The effectiveness of industrial injury and illness control is directly related to the quality of supervision existing, a thorough understanding of the hazardous jobs to be accomplished, and daily operations that consistently follow practices specified in published work rules.

I. Job Safety Analysis for Hazardous Work

- A. To eliminate accidents in high hazard areas, it is mandatory that supervisors thoroughly brief their workers on the hazards that exist and insure that they understand the methods of doing each job safely when such hazards cannot be eliminated.
- B. Relying on memory alone during the instruction of an employee is assurance that some important items will be overlooked. It is therefore essential and required by the Construction Safety Orders, Section 1509 (b) and 1510 (a), that supervisors use published work rules which define each hazardous task their employees are responsible for and define the correct work procedures for its safe accomplishment. In order to more actively involve employees in the spirit of safety it is suggested that supervisors delegate the task of writing specific safety instructions to staff. The delegation of duty does not relieve the supervisor of his responsibility to provide a published safety procedure. By providing the employees with a copy of the work rules after instruction, they will have a ready reference for review at any time. Procedures for job safety analysis are as follows:
 - 1. After the steps are listed each step is analyzed for hazards that could cause an accident. The purpose is to identify as many hazards as possible whether produced by the environment or connected with the mechanics of the job procedure so that each step of the entire job can be done safely and efficiently.
 - 2. When the hazards and potential accidents associated with each step are identified and their causes understood, ways of eliminating them shall be developed. There are four ways in which this can be accomplished.
 - a)Eliminate the process or operation and provide a substitute action which can be done without the hazard, or
 - b)Isolate the process or operation so as to eliminate or minimize the hazard, or
 - c)Provide guards or automatic devices to eliminate or minimize the hazard, or
 - d)Provide personal protective equipment and enforce its use to eliminate the possibility of injury.
 - 3. Using the information gathered from the first three steps, department/division work rules shall be written, disseminated among all employees, and maintained on file for periodic review and updating.

II. Personal Protection Equipment

The designation and use of protective equipment for all jobs which have an inherent injury potential shall be specified by the supervisors involved. Detailed specification for the design, purchase, and use of all protective equipment shall be coordinated between the purchasing agent, the supervisor, and the user. Specialized protective equipment specified as mandatory on hazardous jobs shall be provided by the Housing Authority, and employees shall be fully accountable for their use and condition.

A. Types of Personal Protection Equipment

Equipment listed shall be worn when hazards as described exist:

1. Hard hats to protect the head against falling objects, head bumping situations or electrical conductors.
2. Goggles, face shield, or safety glasses to guard against airborne debris, dust flying particles, chips, chemicals, heat, or injurious rays.
3. Ear plugs or ear muffs to guard against prolonged exposure to noise exceeding sound tolerance levels as defined by law.
4. Respirators, gas masks, airline respirators, hose masks, and self-contained breathing apparatus to protect employees against toxic or abnormal atmospheric conditions.
5. Safety shoes to protect feet.
6. Reflective vests or bright articles to increase visibility while working in or around traffic.
7. Protective clothing such as gloves, sleeves, aprons, leggings, and full suits to protect against wounds, abrasions, bumps, slag, heat or melted metals.

B. Mandatory Use of Protective Equipment

1. When the use of personal protective equipment has been specified for hazardous work, its use shall be mandatory as a condition of employment. Supervisors shall be held accountable for employees allowed to work without compliance. The reviews of injuries by the Loss Control Coordinator shall place emphasis on accidents that resulted from failure to use protective equipment.
2. Housing Authority employees assigned to inspect or work at construction sites or other areas under the jurisdiction of other employers shall comply with the safety regulations established by those employers.

III. CPR Training for Supervisors/Employee First Aid

All supervisors responsible for hazardous operations and other selected employees shall be reimbursed for the cost of training in CPR, including either time-off to attend such training or compensatory time off when documentation of attendance and completion of training is submitted. Adequate first aid materials shall be available for employee use, however any first aid which can not be self-administered must be obtained by the nearest care facility or employee's designated facility.

IV. Procurement of Power Tools, Heavy Equipment, Safety & Protective Equipment:

Detailed specifications for the design, purchase and use of these items shall be fully coordinated between supervisors, the users, and the Purchasing Agent. Emphasis shall be placed on the inherent safety considerations used in design, quality, durability and uniformity of each item. In the case of safety equipment, complete protection, worker acceptance, comfort and quality shall also be considered. In addition, all machines and equipment shall be in conformance with the standards specified in federal and state occupational safety and health acts.

The Purchasing Agent will be responsible to distribute and maintain the Materials Safety Data Sheets on all substances distributed throughout the agency, and to ensure that operational guides including safety warnings are distributed along with any hazardous equipment.

Occupational Safety and Health Warranty

The following clause shall be included in all purchase orders for material and services:

"Seller warrants that the product sold or service rendered to the buyer shall conform to the standards and/or regulations promulgated by the U.S. Department of Labor under the Occupational Safety and Health Act of 1970 (29 U.S.C. 651, PL 91-596) and the California State Department of Industrial Safety. In the event the product sold does not conform to the OSHA standards and/or regulations, the buyer may return the product for correction or replacement at seller's option and at seller's expense. Services performed by the seller which do not conform to the OSHA standards and/or regulations must be corrected by seller at seller's expense or by buyer at seller's expense in the event seller fails to make the appropriate correction within a reasonable time."

SAFETY RULES

The safety rules below are not intended to cover all possible hazardous conditions. Instead, this list is designed to provide the employee with a general guideline concerning proper, common sense safety procedure. It should be every employee's responsibility to actively and conscientiously participate in the promotion of safety by utilizing and extenuating these guidelines:

1. In case of sickness or injury, no matter how slight, report at once for first aid. In no case should a worker treat his own or another worker's injuries unless qualified to do so and under no circumstances attempt to remove foreign particles from the eye.
2. Safety devices are for your protection. Never operate your machine unless all guards and personal protective gear provided are in place.
3. Never remove guards except when necessary to make adjustments or repairs, and they should be replaced immediately upon completion of work requiring their removal. If a guard is not in proper condition, report this at once to your supervisor.
4. Employees shall remain in their own departments or jurisdiction unless called elsewhere in the regular course of their employment.
5. Running, horseplay, throwing things, scuffling, and folly on the premises is NOT PERMITTED.
6. Never distract the attention of another worker, when he or she is engaged in the performance of their job.
7. Intoxicating liquors or drugs will not be permitted on the premises at any time.
8. Jewelry, rings, bracelets, watch chains, key chains, etc. shall not be worn.
9. Personal protective gear shall be worn at all times whenever dealing with hazardous substances or conditions, e.g. gloves: broken glass, or torn or sharpened metal, caustic chemicals, etc.; eye protection: sharpening tools, edging lawn areas, using power blower. Gloves shall not be worn when operating any machine unless approved by the supervisor.
10. Loose, ragged, or torn clothing shall not be worn around moving machinery.
11. Compressed air is to be used on the job for which it is intended, i.e. facilitating the operation of specialty tools.
12. Before using any ladder, see that it has good safety feet and is free from cracks, broken rungs, and other defects. When necessary to prevent slipping, have another worker hold the bottom of the ladder.
13. Never use makeshift or defective scaffolding, rigging, or stages.
14. File cabinets, drawers, and in some cases, doors are to remain closed unless attended.
15. Do not attempt to lift or push objects that may be too heavy for you. ASK FOR HELP when you need it. LEARN TO LEFT to avoid strains; bend your knees; keep your body erect; then push upward with your legs.
16. Shut down any machine before adjusting, cleaning, maintaining or repairing. Lock and tag the machine. See appendix - Unserviceable Equipment tags.
17. Never oil machines while they are in motion except where points of oiling are so located or guarded that you are not subject to contact with moving parts.
18. All tools, machines or faulty equipment will be tagged for repair or discontinued use.
19. Never use defective chisels, sledge hammers, punches, wrenches, or other tools. Flying chips from tools with mushroomed or split heads cause many injuries.
20. Eye protection shall be worn while operating machinery, i.e. mowers, edger, grinders, saws, sander, etc.
21. Never operate any machine, tractor, or other piece of moving equipment unless you have permission from your supervisor.
22. Long hair shall be braided, capped or otherwise contained when operating machinery.
23. If you are working where there are heavy fumes or dust, you are expected to wear the respirators provided for your protection.
24. Keep the places around you clean and dry. Put all oily water, rubbish, and papers in the containers provided for those purposes.
25. Learn the location of all the fire exits and alarm boxes in your building.
26. Place materials, trucks, skids, racks, crates, boxes, ladders, and other equipment or supplies so as not to block aisles, exits, fire fighting equipment, alarm boxes, electric lighting or power panels, valves, etc. **FIRE DOORS MUST BE KEPT CLEAR.**
27. Learn the location and proper use of the fire fighting equipment in your department. Under no circumstances use a pail of water where extinguishers are provided.

- a) To avoid possible electrocution, for all electrical fires, use extinguishers approved for Class C fires (carbon dioxide or dry chemical)
 - b) For common fires, such as with rubbish, paper, wood, rags, etc., use water, foam, or soda-acid extinguishers.
 - c) For fires in flammable liquids, use foam type extinguishers, or other special extinguishers provided for that purpose.
28. Protect your feet and head by keeping your shoes and hard hat (especially the soles of the shoes and the liner of the helmet) in good shape. Wear safety-toe-capped shoes to prevent serious toe injuries and hard hats when necessary.
 29. Unless you are a qualified electrician, never tamper with electrical circuits or switches.
 30. Obey all warning signs.
 31. Read the safety bulletins that are posted. They will help you do your part in accident prevention.
 32. If you see someone working carelessly and liable to be hurt, warn him or her about it and advise him or her to work carefully.
 33. If you don't know the safe way, stop and find out.

Off-The-Job Injury Control

Off-the-job injuries present many of the same problems to the injured employee and management as do industrial injuries. Since twice as many injuries occur off-the-job as occur at work, the need for efforts to control them is obvious. Yet this is an area where the conventional approach in striving to control them is generally ignored or resented because of the infringement upon the freedom of the individual to do as he/she pleases on his/her time off. Any attempt to control these injuries, therefore, must be by way of appeal to the better judgement of each individual by citing examples of errors that brought about misfortune to others.

Prevention of off-the-job injuries shall be made an integral part of this program. The impact of these injuries upon the efficient operation of the Housing Authority is evidenced by the same costs and the same suffering as on-the-job injuries. It is therefore equally important that all personnel promote a spirit of genuine concern for the well-being of each other while on or off the job.

I. Supervisor's Responsibilities

- A. It will be the responsibility of Supervisors to devote portions of safety meetings to the promotion of off-the-job safety. Subjects appropriate for seasonal activities are: Proper use and handling of fire arms, boat and water safety, work-shop hazards, power mower safety, hazards of do-it-yourself construction projects, hazards of making home repairs, consideration for physical limitations while playing games or working. Discuss actual injuries that have resulted from these activities.
- B. Encourage employees to submit ideas for the promotion of OTJ Safety.

Motor Vehicle Collision Control

The operation of vehicles is indispensable in conducting business, and how each vehicle is handled directly affects the production of each respective department and division. Vehicular collisions are potentially the most costly losses the Housing Authority can incur when the summation of property damage, bodily injury, fatalities, and liability suits is considered.

I. Department Head Responsibilities

- A. Department heads having a need for the use of Housing Authority vehicles shall:
 1. Assume full responsibility for the driving record of their employees while they are on duty.
 2. Establish firm internal requirements for personnel to fully adhere to the policies established herein and frequently check on their compliance.
 3. Review the Housing Authority safety committee decisions on collisions and take all steps necessary to prevent a recurrence.

4. Establish firm policies on disciplinary actions that will be taken against employees and their supervisors who show a repeated disregard for good driving practices and ensure it is applied consistently.
5. Insist that all assigned vehicles are maintained adequately for safe operation by employees assigned a vehicle.
6. Establish periodic inspection of assigned vehicles for safety discrepancies, malfunctions, signs of abuse, unreported damage and cleanliness. Have repairs made as soon as possible.
7. Review each preventable vehicle collision and unsafe driving report with the employees and their supervisors to emphasize management's intolerance of irresponsibility behind the wheel.
8. Establish an aggressive campaign to enforce the wearing of seat belts in all vehicles AT ALL TIMES.
9. Ensure that all slow moving special purpose vehicles using streets or roads prominently display the SMV emblem (orange triangle) on the rear of the vehicles, i.e. scooters, mowers, etc.

II. General Administrative Policy

A. Driver Selection

Selection of employees who will be required to drive full or part-time shall be done with care. The lives of people and the professionalism of Housing Authority employees are under public evaluation every time a Housing Authority vehicle is operated, and it is of paramount importance that only employees who have a healthy attitude toward their driving responsibilities be assigned to driving tasks. Drivers of Housing Authority vehicles shall be considered qualified when capable of meeting the following criteria:

1. Possession of valid California Driver's License of the proper class.
2. Capable of passing a physical examination when a question of fitness to drive arises because of prolonged or serious illness.
3. Capable of passing eye tests which determine visual acuity (near and far), vertical and lateral balance, depth perception, field of vision and color recognition.
4. Capable of passing written tests on driving regulations whenever required.
5. Capable of successfully passing a driving check ride administered by their supervisors periodically.
6. Capable of demonstrating familiarity with the type of vehicle assigned.
7. Insurability under the agency Vehicular liability policy.

NOTE:

Disciplinary action for employees who irresponsibly cause vehicle collisions or damage to property may be administered in the same manner as for industrial injuries.

Property Damage/Housing Authority Liability Control

Liability claims resulting either directly because of some action taken by a Housing Authority employee or indirectly because of an unsafe condition of Housing Authority facilities constitute a significant liability burden upon the Housing Authority. While some liability potential is beyond control, a high percentage can be kept within reasonable limits when efforts are directed toward eliminating the causes. It shall be the responsibility of employees to include such efforts as an integral part of their everyday duties.

I. Building and Facility Inspections

1. Department Heads responsible for inspection and maintenance of field facilities shall ensure thorough inspections are conducted at a frequency determined to be adequate for controlling defects. Such inspections performed by divisions in their own respective areas of concern shall include, but not be limited to the following:
2. Condition of all buildings, streets and sidewalks, with respect to holes, healthful conditions, structural integrity, adequate shelter, roughness, drainage, cracks, breaks, irregularities and excessive amounts of gravel or sand on pavements.
3. Conditions of public easements or alleys with respect to obstructions to passage, illegal fencing or structures, accumulation of trash, items which constitute a fire hazard or any condition that endangers Housing Authority property.
4. Condition and accessibility of designated fire access routes to all areas of Housing Authority property.
5. Condition of recreation areas, parks, playgrounds, ball courts, etc., with respect to glass, cans, and hazards which could cause cuts, tripping, bumping and falling injuries.
6. Condition of trees and shrub growth along buildings, streets and sidewalks which could damage vehicles, injure people or create blind areas at intersections.
7. Condition of drainage ditches, swales, or gutters to ensure good flow of water in an effort to prevent standing or stagnate water conditions.
8. Proper guarding of drains and drain ducting.
9. Proper placement of speed limit, traffic, and regulatory signs.
10. Condition of pavement stripes and marked crosswalks.

Inspecting of Housing Authority Administrative and Maintenance Facilities-

Department heads shall make periodic inspections of buildings for which they are responsible in order to mitigate hazardous conditions in both work areas and those areas used by residents or the public. A simple written report documenting the location and description of the discrepancies shall be required. Copies of the report shall be distributed to individuals responsible for correcting the hazard. In addition a copy will be sent to the Loss Prevention Coordinator with a record of the corrective action taken.

CHAPTER 3
REPORTING AND INVESTIGATION
OF INDUSTRIAL INJURY AND ILLNESS

Reporting Procedure

The supervisor/department head of the injured employee(s) shall ensure that all injury or illness information required to complete the necessary forms is provided and forwarded to the Director of Human Resources for processing within 24 hours of the injury. The Supervisor is also responsible to obtain an employee's report of injury immediately (insurance form).

(Please do not hold the report for the employees signature or wait for the employee to return to work. Deliver it as soon as it is completed.)

I. Reporting of Injury or Illness

A. Employee's Report of Occupation Injury or Illness (see Appendix)

The supervisor must provide the employee with an the Employee's report of injury and the Housing Authority form – Accident Report as soon as they learn of the injury. These are to be completed immediately and forwarded to Human Resources. If an employee is sent for medical treatment the Supervisor must also contact the Human Resources Department to report the injury by phone.

B. Supervisor's Report (see Appendix)

The lower portion of the form must be completed by the Supervisor and may be hand written providing it is readable. Any report that is unreadable, incomplete, or indicates a hasty and incomplete investigation will be returned for correction. The Supervisor will send the signed and completed form to the Human Resources Department along with the appropriate copies of the Employee's Report.

B. Fatalities

a) The death of an employee as a result of an injury by accident arising out of and in the course of employment with the Housing Authority shall be reported to the Executive Director immediately by telephone- 736-3423. The supervisor in charge shall be responsible for making the call and providing as much initial information as possible.

b) In addition, if death results or if the injury or illness: 1) Requires inpatient hospitalization of more than 24 hours for other than medical observation; or 2) results in loss of any member of the body; or 3) produces any serious degree of permanent disfigurement, then the nearest district office of the California Division of Industrial Safety also must be notified immediately by telephone. This notification is not required, however, if the injury or death results from an accident on a public street or highway.

Whenever a local fire or police agency is called to an accident involving a person acting in the course of employment in which a serious injury , illness or death occurs, the nearest office of the Division of Occupational Safety and health shall be notified by telephone immediately by the responding agency. (Labor Code Section 6409.2)

C. Sudden or Severe Illness -

Sudden illness occurring to employees during duty hours which requires emergency medical treatment such as possible heart attacks, strokes, seizures, fainting, etc., shall be reported to the Executive Director by telephone as soon as possible. (Labor Code Section 6418.1(b))

D. Off-The-Job Accidents -

When an employee has sustained an injury while not acting in the course of employment they shall provide specific information about the injury and its causes. The information shall be in the form of a written explanation.

A copy of the information received from the employee for an off-the-job injury shall be maintained in the employee's personnel file for future reference.

- E. Recurrence of Disability from a Previous Injury -
Should employees experience continued problems or a recurrence of a previously reported injury, they shall report it to their supervisor or department head immediately.
The supervisor or department head shall notify Human Resources by memorandum immediately (see Appendix). This memorandum should indicate the original date of injury; if an employee is losing time and what physician is now treating the employee.
Time lost because of a recurrence of a previous injury is compensable by Compensation Insurance only when the disability is confirmed as a recurrence by the treating physician.

II. Investigation Procedures for Industrial Injuries

The thorough investigation of an accident is an invaluable component in the often complicated process of determining the cause of an accident. Compiling all the information or data available, even the appearingly most remote or extenuating details, is the key to a complete and comprehensive investigation. Details are what provide the investigator with the necessary evidence to recreate a clear and orderly composite of events, which should ultimately lead to an explanation of what actually occurred.

Typically, when compiling the facts leading to an incident, the order of occurrence is always the underlying motive in prompting the investigator to pursue another newly discovered detail.

Each industrial injury shall be investigated by the Supervisor of the person injured as soon as possible. The following procedures shall be adhered to as closely as possible when investigating an accident:

- A. Check the scene
1. Begin where the accident occurred. The first step is to carefully examine where the accident occurred.
 2. Reconstruct as much as possible the chain of events leading to the injury, and attempt to determine the single event that caused the injury.
 3. Draw a diagram or take a photograph of the location if it will be helpful in arriving at a conclusion. Sketch in machinery, equipment and any other nearby physical objects, together with the places where witnesses were standing.
- B. Write it down
1. Make notes on all facts that may relate to the cause of the injury. As an example: employee had complained of dizziness - or: employee had not used proper equipment, etc.
 2. Write down any unsafe conditions in work area, defective tools or faulty equipment noted.
 3. Write down any procedures used, misuse of equipment or other factors not in accordance with published work rules or safety policies.
 4. Write down other items such as the time of your investigation, the lighting conditions, the weather conditions (if pertinent), a description of supplementary evidence, and conversations having a bearing on the case.
- C. Collect the Evidence
- If an injury or near miss occurs when machine parts or structures fail, it is essential to determine what failed and why. If however, a detailed study is determined to be essential then all components shall be collected and submitted for study immediately.
- D. Interview Witnesses
- It is important to interview witnesses at the scene immediately or as soon thereafter as possible. Make brief notes and identify who gave the information.

- E. Interview the Injured Employee
 - 1. Timing is important. If the injury is minor, the interview should be made as soon as the investigation of the scene and a review of the medical report is complete.
 - 2. If the injury is serious, selecting the right time is a judgement factor. Too soon afterward, victims may be confused and inaccurate; waiting too long, may cause them to be cautious and evasive. Let the employees tell the story as they wish without actual interrogation, but a complete picture should be encouraged. The interview must be complete, and it may be necessary to question the employee or witnesses several times.
- F. Weigh the Evidence
 - 1. It is essential to attempt to eliminate any inconsistencies in the testimony of the injured or witnesses even if further questioning is required.
 - 2. When assembled, all facts should be reviewed for completeness before your report is submitted to the Human Resources Department.

III. Investigation and Reporting of Vehicular Accidents

- A. Definition

A vehicular collision, for the purposes of this policy is defined as a collision occurring between a Housing Authority vehicle (or private car when the employee has authorization to use a private vehicle for Housing Authority business) and another vehicle, pedestrian, animal or fixed object.
- B. Investigation Procedures

Department heads shall instruct their employees that if they are at the scene of a vehicular accident, under no circumstances are they to admit liability, give their opinion of the Housing Authority's liability or the citizen's liability, or to tell a citizen that "The Housing Authority will take care of it". Contact the police and the employee's supervisor as soon as possible.
- C. Reporting Procedures
 - 1. Employees involved in a vehicular collision while operating a Housing Authority owned vehicle shall call the police to the scene for investigation and report.
 - 2. The supervisor/department head of the employee shall also investigate the collision and complete a "Department Head's Report of Accident".
 - 3. Using the "Traffic Collision Report" as a check list, the department head shall determine as many facts as possible, and submit a copy of his complete report to the Executive Director. It is important to obtain the names, addresses, and telephone numbers of parties involved and any witnesses.
 - 4. If a camera is available photos of the damaged property or the area of the incident will be valuable.

IV. Investigation and Reporting of Property Damage and Public Accidents on Housing Authority Property

- A. Definitions
 - 1. Property damage to Housing Authority property by citizens/residents includes, but is not limited to: damage to trees, shrubs, signs, buildings, fencing, parking lot fixtures, street lights, etc.
 - 2. Public accidents occurring on Housing Authority property are defined as accidents involving citizens/residents on property owned and/or operated by the Housing Authority. This may include: streets, sidewalks, parks, recreational centers, Housing Authority buildings where the public conducts businesses, etc.. It does not include members of the public suffering an illness such as a heart attack on Housing Authority property.

- B. Investigating and Reporting of Damage to Housing Authority Property
 - 1. All Departments shall establish communication with the Authority's Administrative office when a citizen damages public property and the Housing Authority personnel are called to the scene either for investigation, or repair of the property, or when Fire or Police services are required.
 - 2. If one citizen/resident damages another citizen's/resident's property or person while using Housing Authority facilities (example: one person accidentally tripping another while in a Community Center) and it is reported to Housing Authority personnel, the employee shall obtain both parties names, addresses, telephone numbers, etc.. Under no circumstances shall the personnel taking the report imply that the incident was Housing Authority liability. After the report is taken these persons shall be directed to the Executive Director if they have further questions.
 - 3. All reports and investigations that involve damage to or accidents on Housing Authority property shall be sent to the Executive Director.

- C. Investigation and Report of Accidents on Housing Authority Property
 - 1. All serious accidents or fatalities that occur on Housing Authority owned and/or operated property shall be reported to the Executive Director by telephone as soon as possible by the personnel on the scene. The Supervisor in charge of the facility shall submit a "Supervisor's Report" within 24 hours of the accident.
 - 2. Again, personnel on the scene shall not give out information as to the Housing Authority's liability. Injured persons shall be directed to the Executive Director for further information.

- D. Incident/Near Miss Report
 - 1. Close calls or near accident information is frequently as valuable as accident reports in flagging hazardous procedures or conditions.
 - 2. Information gained from such reports will then be disseminated to all who can benefit from the lesson. Use plain paper or a memo using subject: Near Miss, and send details to the Loss Prevention Coordinator.

Medical Treatment of Industrial Injuries

- I. Emergency Medical Treatment
 - A. An employee sustaining serious injuries such as profuse bleeding, broken bones, unconsciousness, shock, etc. requiring immediate emergency treatment shall be transported to the nearest emergency care facility for all serious emergencies requiring immediate attention and or transportation dial 911. As with fatalities, injuries within this emergency category shall be reported immediately, by telephone, to the Executive Director as soon as the emergency is under control. Provide the name of the injured, when, how and where the accident occurred. Note: This does not eliminate the need for any written reporting requirement. The injured person's supervisor or rescue personnel shall, when possible, inform hospital emergency personnel of the nature of injuries of the patient being sent to them.
 - B. Injuries not constituting an emergency but requiring a physicians care shall be initially treated by a doctor , preferably a member of the PPO as posted in each office and shop. Supervisors shall require medical treatment for injuries appearing to be superficial, but extremely painful or showing any unusual symptoms. Employees who have pre-designated a preferred physician may obtain service from such physician.

- II. First Aid Treatment in the Field or Office
 - A. Superficial injuries such as minor cuts, bruises, small punctures, scratches, etc., shall be treated in the field or office only when the employee has the ability to personally perform such first aid. Such injuries shall be made a matter of record in the supervisor's file and shall be retained by the supervisor.

Hospital emergency rooms shall not be used for superficial injuries.

- B. If subsequent treatment is required the employee will be directed to seek medical treatment and the appropriate forms will be forwarded to Human Resources. Note: The Housing Authority may require the injured employee to submit to additional examination by a physician chosen by the agency.

CHAPTER 4
INSPECTIONS PERFORMED BY
THE HOUSING AUTHORITY & CAL/OSHA

Occupational Safety and Health Inspections (OSHA)

Occupational Safety and Health Inspections of all Departments shall be conducted bi-annually by the Loss Prevention Coordinator on a formal basis. Reports will be sent to the department head for review and correction. Informational inspections shall be accomplished at a frequency to assure that hazards are kept at a minimum and safe work practices are enforced. Unannounced formal inspections on OSHA standards may be made by CAL-OSHA at any time.

I. Formal Inspections:

- A. Shall be performed at least bi-annually on a schedule that will be convenient to the department head concerned.
- B. Departments shall fully cooperate in the inspections to ensure that all areas are covered and all hazards are itemized.
- C. Shall utilize a checklist appropriate for each area being inspected, and emphasis shall be placed upon standards promulgated under CAL-OSHA.
- D. Shall place a special emphasis upon the condition of facilities, equipment, and machines as well as implementation of the overall safety program as outlined in the preceding pages.
- E. Inspection reports shall be kept in department files in the Administrative Office on all inspections and shall show the following:
 - 1. Date of inspection.
 - 2. Inspectors' name.
 - 3. Written list of deficiencies discovered.
 - 4. Recommendations for correction of deficiencies.
 - 5. Corrective measures taken and date completed.
- F. A copy of all formal inspection reports shall be furnished to the following:
 - 1. Executive Director.
 - 2. Department head concerned.
 - 3. Loss Prevention Coordinator.
- G. Facilities and equipment noted to be unsafe for use shall be tagged on the spot by the inspector. Personnel who continue to use any item that has been so tagged or who willfully remove the tag before the unsafe condition is corrected may be subject to suspension or in extreme cases possible dismissal. (See Appendix for tag sample)
- H. Deficiencies shall be posted for review by all employees and corrected as quickly as possible. In the case of imminent danger hazards, satisfactory correction shall be completed before work is resumed in the hazard area.
Corrections requiring special monetary funds or those beyond control of the department shall be presented to the Executive Director for resolution and authorization.
- I. Department heads shall inform all employees of any unsafe conditions that cannot be immediately corrected and ensure that all necessary precautions are taken to prevent mishaps.

II. Informal Inspections

Informal inspections shall be conducted by the Loss Prevention Coordinator whenever the need arises. Department heads, supervisors or any employee may request inspections when an unsafe condition or practice is noticed. The Loss Prevention Coordinator shall make recommendations for corrective actions or consult with the appropriate resource for guidance. A record of the inspection and discrepancies found shall be filed and follow-up action shall be taken to ensure that corrective measures are taken.

III. CAL-OSHA Inspections

Additional Inspections by CAL-OSHA Compliance Officers:

A. Purpose and scope of inspections -

In order to ensure employer compliance with OSHA safety standards, compliance officers of CAL-OSHA will independently inspect the facilities of the Housing Authority of the County of Santa Barbara periodically. The Executive Director and all department heads shall be notified at the earliest possible time of an inspection so that the Loss Prevention Coordinator can accompany the OSHA Compliance Officer during the inspections.

Inspections will be made to determine conformance with standards as they pertain to condition of buildings and other facilities, equipment, operational practices and record-keeping procedures. In accordance with the law, these inspections will be made on a no-notice basis and during reasonable hours. All personnel shall fully cooperate with the inspectors in order to make each visit as beneficial as possible.

B. At the direction of the Executive Director the Loss Prevention Coordinator shall be responsible for:

1. Accompanying the CAL-OSHA compliance officer on the inspection tour when any Housing Authority building or other related facility is being inspected.
2. Record violations detected by the CAL-OSHA compliance officer for advanced planning purposes.
3. Upon receipt of a citation, ensure that it is posted on a bulletin board nearest to the violation until it has been abated.
 - a) If the violation is a minor housekeeping problem or something similar, the Loss Prevention Coordinator will request (through the proper channels) to have the area cleared or otherwise modified to comply with standards.
 - b) If abatement of the citation will require more extensive work, consult with the proper resource to determine if the job can be done within the abatement period or if an extension of time will be needed.
4. Ensure that when correction of a violation can be accomplished within the abatement period and it is done without delay.
5. Notify the department head in writing when modification requires the expenditure of funds so that appropriate procedure can be followed in the disbursement of such funds.
6. Maintain current and complete records on citations from the time they are received until all required action is taken.
7. Deliver citations to department heads concerned and account for the delivery by obtaining a signed receipt from each recipient. Citations are controlled legal documents and shall be handled accordingly.
8. Advising the Executive Director of citations which have been allowed to become delinquent which could result in CAL-OSHA action or financial penalties against the Housing Authority.
9. Make a matter of record all abatements of violations, requests for variances, and protests of validity received from departments and forwarding them to CAL-OSHA.

C. Department Heads shall be responsible for:

1. Preparing requests for extensions needed, indicating why it is needed and how long the delay will be. The request shall be in memorandum form, addressed to the Loss Prevention Coordinator, who shall forward it to the Division of Occupational Health and Safety before the abatement deadline.
2. Prepare timely written requests for a variance or for a hearing when aggrieved by a questionable citation.
3. Upon actual completion of corrective action, certify by date and signature at the bottom of the citation that each violation has been abated. The citation form shall be sent to the Loss Prevention Coordinator.

D. Inspection of Operational Practices, Equipment and Record keeping:

CAL-OSHA Compliance Officers will concern themselves with personnel in regard to safe working practices, use of prescribed protective equipment, adequacy of protective equipment, guarding of machines, equipment configuration with respect to operator protection, etc.. Violations of standards in this category will be cause for issuing citations.

CHAPTER 5 RECORD KEEPING REQUIREMENTS

Accidents are often attributed to some degree of human error or the result of an obvious and careless act. The purpose of a safety program is an attempt to limit incidence of error and carelessness through awareness. Record keeping and review of accident/injury records is one of several ways to maintain such awareness, as well as avoiding the recurrence of accidents of a similar nature. Accurate record keeping, enables both the employer and employee the opportunity to maintain an awareness of potential hazards by providing a ready resource of past experience without relying on one's memory or someone's experience who may not be available when an accident is in review.

As mentioned above, accidents can be the result of obvious carelessness; but accidents also occur appearingly at no fault to anyone. Unfortunately, accidents are always a question of liability and are accountable.

Thorough investigation, prompt and accurate reporting of an accident are the most important fundamental elements in the record keeping process. An investigation providing an accurate account of complete facts relative to the accident is necessary to fairly and accurately assess who or what is liable and accountable.

The following chapter is basically very simple and deals primarily with what is required by law. Please abide by the procedure, it may provide the information necessary to prevent a costly accident in the future.

Record Keeping and Recording Requirements

By the authority of the California Occupational Safety and Health Act, the state division of CAL/OSHA is responsible for the regulation and compliance of employers to maintain detailed records of all accidents, injuries and illness of their employees.

All employers (except a limited few) are required to keep such records. These records are designed to assist health and safety inspectors in the monitoring of employers compliance with the law.

Basically, the records required to be maintained are limited to, (1) Employers Report of Occupational Injury or Illness submitted by the department head and supported by the Supplementary Supervisor's Report of Accidents; and (2) an Annual Log and Summary Report of Occupational Injuries and Illness.

The responsibility for the completion of these reports shall be that of the department heads and supervisors, and the Director of Human Resources. All complete forms and reports are to be maintained by the Human Resources Department for a period of not less than 5 years.

The following outlines the record keeping and reporting procedures and requirements for each of the referenced reports:

- I. Employee's Report of Occupational Injuries or Illness must be:
 - A) Reported on the form provided, and delivered to the Director of Human Resources within 1 days of any injury, illness or occupational disease which:
 - a) results in lost time beyond the day of injury, or;
 - b) requires medical treatment other than first aid.*
 - B) Filed with your Worker's Compensation Carrier
 - C) Supported with the Agency's in-house Accident Report, including detailed information pertinent to the incident, i.e. place, time, type of injury, substance that caused injury, medical treatment and provider as well as reason for accident.
 - D) Attached to the Log and Summary of Occupational Injury and Illness (CAL/OSHA Form 200), refer to Appendix for copies of forms.

NOTE: In addition, if death results or if the injury or illness: (a) Requires inpatient hospitalization of more than 24 hours for other than medical observation; or (b) results in loss of any member of the body; or (c) produces any serious degree of permanent disfigurement, then the nearest district office of the California Division of Industrial Safety also must be notified immediately by telephone. This notification is not required, however, if the injury or death results from an accident on a public street or highway.

*Minor injuries requiring only first aid treatment technically need not be recorded or logged on this form. But, as indicated, under "First Aid Treatment in the field or office" injuries requiring first aid will be noted and retained as a matter of record by the supervisor.

II. Log and Summary of Occupational Injuries and Illness must be:

- A. Posted for employee review no later than February 1 and remain posted through March 1 each year. Posting shall be in a place accessible to all employees, i.e., bulletin boards.
- B. Filed for all occupational injuries or fatalities that result in lost workday beyond the day of injury and or injuries without lost workday, involving:
 - 1) Loss of Consciousness
 - 2) Restricted work activity, even if only on the day of injury
 - 3) Diagnosed work related illness
 - 4) Permanent transfer to another job
 - 5) Medical treatment: Administered by a physician or registered professional under standing orders of a physician but excluding first aid* even though administered by a physician.

*First aid shall be defined as only those procedures for injuries not involving (1) loss or consciousness or (2) restriction of work or motion

III. Vehicular Collision Records

A copy of the Department Head/Supervisor's Report for each collision shall be retained in the department files as a permanent history of department collision experience. Driving record of each individual involved in a collision shall be reviewed in accordance with procedures set forth in Chapter 2.

Monitoring

The Department Head shall be responsible for closely monitoring injury time lost by their employees by:

- a) Insuring that the employee has been given a signed disability slip by the treating physician authorizing the employee to be off work.
- b) Periodically checking with the injured employee on the progress for his or her recovery.
- c) Insuring that employees return to work on the date the physician releases them. Any disability claimed in excess of the date indicated by the doctor shall be considered unauthorized.
- d) Making every attempt to put the employee to work on light duty when authorized by the treating physician. Light duty is any sedentary work not requiring heavy or strenuous labor or work in hazardous areas.

Employee Return to Work

Departments shall not allow an employee to return to work after an industrial injury or illness unless they receive a signed authorization from the treating physician.

The Department Head shall send the original release and a memo verifying that the employee did in fact return on the authorized date to the Human Resources Department. If an employee is authorized to return to light duty and light duty is available, the Department Head shall notify the Human Resources Department when the employee begins and ends light duty and if the employee is working less than a full shift.

APPENDIX - FORMS

EXPLANATION OF FORMS

ACCIDENT REPORT - The Employee Accident Report is to be provided to the employee immediately following an injury, and completed by the employee and department head/supervisor. The department head/supervisor will be responsible for the proper completion and timely delivery of the report to the Director of Human Resources. Please refer to Chapter 5 - Record Keeping and Recording, for further instructions.

EMPLOYEE'S REPORT OF OCCUPATIONAL INJURY OR ILLNESS - to be provided employee immediately upon knowledge of an injury and forwarded to Director of Human Resources within two working days.

EMPLOYER'S REPORT OF OCCUPATIONAL INJURY OR ILLNESS - By law employers are required to submit this form to their Workers' Compensation carrier within five (5) days of an injury to an employee. Therefore, it is imperative that department heads complete their reports in full without hesitation.

INCIDENT REPORT - The incident report shall be used to document all incidents involving housing Authority property or potential general liability. This report will be delivered to the Executive Director immediately following the incident. (Most injury reports will not involve agency property)

SAFETY VIOLATION WARNING NOTICE - This notice will be issued to any employee found to be in violation of either written safety policy or "common sense" safety procedure. The issuance of three notices will be grounds for immediate dismissal.

UNSERVICEABLE EQUIPMENT TAG- This tag, or one similar, shall be placed on any unserviceable tool or piece of equipment which is non-operational or poses a potential safety hazard. Removal of or failure to tag may also be grounds for dismissal.

AUTHORIZATION TO RETURN TO WORK - The Authorization to Return to Work must be signed by the treating physician and submitted to the department head prior to any injured employee's return to regular or conditional work duties. **An employee will not be permitted to work without such approval.**

TIME CARD - INJURY REPORTED - All injuries or occupational illness shall be reported on your time card. Time lost due to illness or injury is recorded under sick leave. The finance department will adjust any use of leave when documentation on third-party payments is received from the employee.

LOG AND SUMMARY OF OCCUPATIONAL INJURIES AND ILLNESS - This log and summary are required by law to be maintained and posted each year.