

MONTE VISTA WATER DISTRICT

10575 Central Avenue, Montclair, California • (909) 624-0035

NOTICE AND AGENDA OF HUMAN RESOURCES AND RISK MANAGEMENT COMMITTEE MEETING

TUESDAY, MAY 2, 2023 • 4:30 P.M.

Committee Members

Vice President Milhiser – Chair
Board Auditor Lopez

1. CALL TO ORDER

2. PUBLIC COMMENT

3. AGENDA CHANGES/ADDITIONS

4. DISCUSSION AND/OR ACTION ITEMS

A. Committee Chair Appointment

Recommendation: It is recommended that the Human Resources and Risk Management Committee consider and discuss the appointment of a Committee Chair.

B. Committee Meeting Minutes

Meeting Date: February 8, 2022

Recommendation: Approve as presented.

C. Resolution 845-23: Adoption of an Updated Injury and Illness Prevention Program

Presenter: Betty Conti, Human Resources & Risk Administrator

Recommendation: It is recommended that the Human Resources and Risk Management Committee recommend that the Board of Directors adopt Resolution 845-23 adopting an updated Injury and Illness Prevention Program.

5. ADJOURNMENT

DECLARATION OF POSTING

In accordance with the requirements of California Government Code §54954.2, this agenda has been posted in the display case at the gated entrance to our main office at 10575 Central Avenue, Montclair, California not less than 72 hours prior to the meeting date and time above.

Written materials relating to open session agenda items, including those distributed to the majority of the Board of Directors after distribution of this agenda package, are available for public inspection during normal business hours at the District's main office, located at 10575 Central Avenue, Montclair, California.

Pursuant to the Americans with Disabilities Act, persons with a disability who require a disability-related modification or accommodation in order to participate in a meeting may request such modification or accommodation from the District Secretary at (909) 624-0035, or by email at BoardSecretary@mvwd.org. Notification 48 hours prior to the meeting will enable District staff to make reasonable arrangements to assure accessibility to the meeting.

**MINUTES OF THE REGULAR MEETING
OF THE PERSONNEL COMMITTEE
OF THE MONTE VISTA WATER DISTRICT
BOARD OF DIRECTORS**

February 8, 2022

DIRECTORS PRESENT

G. Michael Milhiser, Vice President – Chair
Tony Lopez, Director

DIRECTORS ABSENT

None.

STAFF PRESENT

Justin Scott-Coe, General Manager
Stephanie Reimer, Assistant General Manager/Chief Financial Officer
Betty Conti, Human Resources & Risk Administrator

OTHERS IN ATTENDANCE

None.

ITEM 1: CALL TO ORDER

Vice President Milhiser called the meeting to order at 4:30 p.m.

ROLL CALL

General Manager Scott-Coe stated that the Personnel Committee (Committee) of the Board of Directors (Board) of the Monte Vista Water District (District) meeting will be conducted consistent with the provisions in Government Code section 54953(e)(2). Each Committee member confirmed their attendance and ability to hear the proceedings. Other attendees confirmed they could hear each Committee member. The Committee members and staff were reminded that any votes taken during the teleconference portion of the meeting must be taken by roll call vote. General Manager Scott-Coe provided brief instructions on appropriate conduct during the meeting.

ITEM 2: PUBLIC COMMENT

None.

ITEM 3: AGENDA CHANGES/ADDITIONS

None.

ITEM 4: DISCUSSION AND/OR ACTION ITEMS

A. Meeting Minutes: December 13, 2021

Upon motion by Director Lopez, seconded by Vice President Milhiser, and unanimously carried:

M22-02-1

MOVED: Approve the December 13, 2021, minutes, as by roll call vote:

| | |
|-------------------------|-----|
| Vice President Milhiser | aye |
| Director Lopez | aye |

B. Comprehensive Compensation Study

Human Resources & Risk Administrator Conti provided a brief presentation in support of staff’s recommendation.

Vice President Milhiser asked for clarification and potential reconsideration of the proposed additional bereavement leave for travel. After discussion, the Personnel Committee added a sixth element to staff’s recommendation.

Upon motion by Director Lopez, seconded by Vice President Milhiser, and unanimously carried:

M22-02-2

MOVED: Recommend that the Board of Directors 1) review and discuss the Comprehensive Compensation Study included in the 2022 Monte Vista Water District Organizational Structure and Staffing Assessment Report by Raftelis; 2) approve the revised Fiscal Year Ending 2022 Staffing Plan; 3) amend the Fiscal Year Ending 2022 Salary Grade Wage Table to include the recommended position range changes, reclassifications, and title changes, retroactive to January 1, 2022; 4) amend the Fiscal Year Ending 2022 Amended Budget by \$133,000, adjusting salary and benefits related accounts to reflect the recommended compensation changes as a result of the Monte Vista Water District Organizational Structure and Staffing Assessment Report; 5) approve the transfer of \$133,000 from reserves to appropriate salary and benefits related accounts in the Fiscal Year Ending 2022 Amended Budget; and 6) approve 24 hours of administrative leave for management staff and four days of bereavement leave per occurrence, as by roll call vote:

| | |
|-------------------------|-----|
| Vice President Milhiser | aye |
| Director Lopez | aye |

C. Organizational Assessment Study

Human Resources & Risk Administrator Conti and General Manager Scott-Coe provided a brief presentation in support of staff’s recommendation.

Vice President Milhiser asked for more information on Recommendation 5.

Director Lopez asked for more background on Recommendation 8.

Upon motion by Director Lopez, seconded by Vice President Milhiser, and unanimously carried:

M22-02-2

MOVED: Recommend that the Board of Directors receive and file the Operational Assessment recommendations included in the 2022 Monte Vista Water District Organizational Structure and Staffing Assessment Report by Raftelis, as by roll call vote:

| | |
|-------------------------|-----|
| Vice President Milhiser | aye |
| Director Lopez | aye |

ITEM 5: ADJOURNMENT

Upon motion by Director Lopez, seconded by Vice President Milhiser, and unanimously carried:

M22-02-3

MOVED: Approve to adjourn the meeting, as by roll call vote:

| | |
|-------------------------|-----|
| Vice President Milhiser | aye |
| Director Lopez | aye |

There being no further business, Vice President Milhiser adjourned the meeting at 5:17 p.m.

Respectfully submitted,

Justin M. Scott-Coe
General Manager/Secretary

DRAFT



May 2, 2023

Honorable Human Resources and Risk Management Committee
Monte Vista Water District

SUBJECT: Resolution 845-23: Adoption of an Updated Injury and Illness Prevention Program

STAFF RECOMMENDATION:

It is recommended that the Human Resources and Risk Management Committee recommend that the Board of Directors adopt Resolution 845-23 adopting an updated Injury and Illness Prevention Program.

PRIOR BOARD ACTION:

On August 12, 2009, the Board of Directors approved the revision of the Injury and Illness Prevention Program.

FINANCIAL IMPACT:

None.

CONSISTENCY WITH STRATEGIC PLAN GOALS/INITIATIVES:

Strategic Goal 6: Recruit and develop qualified personnel to increase productivity and enhance employee retention and morale.

Initiative 6.4: Exceed industry standards for workplace safety.

BACKGROUND:

According to the California Occupational Safety and Health Act of 1973, every California employer has a legal obligation to provide and maintain a safe and healthy workplace for employees. As of 1991, a written, effective Injury and Illness Prevention Program (IIPP) has been required for every California employer.



10575 Central Avenue, Post Office Box 71 • Montclair, CA 91763 • (909) 624-0035 • FAX (909) 624-4725 • www.mvwd.org

Sandra S. Rose
PRESIDENT

G. Michael Milhiser
VICE PRESIDENT

Manny Martinez
DIRECTOR / BOARD AUDITOR

Philip L. Erwin
DIRECTOR

Tony Lopez
DIRECTOR

Resolution 845-23: Adoption of the Injury and Illness Prevention Program Update

In 1995, Monte Vista Water District's (District) Board of Directors (Board) adopted Ordinance 23.1.95 which commits the District to providing its employees with a safe work environment and establishes policy-level principles for the District's IIPP.

In 2009, Board approved an updated IIPP after the District conducted an in-depth review of the District's safety practices and policies. The revised IIPP was developed in accordance with the California Department of Industrial Relations (Division of Occupational Safety and Health) General Industry Safety Order: "Injury and Illness Prevention Program," Code of California Regulations, Title 8, Section 3203.

DISCUSSION:

Staff recently completed a thorough evaluation of the IIPP and propose updating several elements to enhance the District's commitment to providing a healthy and safe workplace. Examples of these updated elements include:

- Creating the responsibility of a Hazard Assessment Administrator who will administer the process for inspecting, identifying, and correcting workplace hazards;
- Creating a staff Safety and Risk Committee that will be responsible for identifying ways to improve the District's safety measures and reduce accidents, claims, and District liability;
- Defining workplace practices that contribute to a safer and more secure environment;
- Creating standardized forms, such as the Hazard Assessment Checklist and the Accident/Exposure Investigation Report;
- Acknowledging Ordinance 23.1.95 as the District's "Safety Ordinance" and Safety Policy; and
- Providing all staff with a location on the District's file server where they can find a copy of the IIPP at all times.

The proposed updated IIPP includes all the minimum requirements set by Code of California Regulations, Title 8, Section 3203, and includes enhancements believed to support the ongoing commitment to provide a safe, secure, and healthy workplace for District staff, customers, and visitors.

Resolution 845-23: Adoption of the Injury and Illness Prevention Program Update

Respectfully submitted,



Betty Conti
Human Resources & Risk Manager



A. William Schwartz
Director of Engineering, Operations
& Maintenance



Stephanie A. Reimer
Assistant General Manager/
Chief Financial Officer



Justin M. Scott-Coe
General Manager

Attachment

1. Resolution 845-23

RESOLUTION 845-23
RESOLUTION OF THE BOARD OF DIRECTORS
OF THE MONTE VISTA WATER DISTRICT,
COUNTY OF SAN BERNARDINO, STATE OF CALIFORNIA,
ADOPTING AN UPDATED INJURY AND ILLNESS PREVENTION PROGRAM

WHEREAS, the Monte Vista Water District (District) has developed an Injury and Illness Prevention Program (IIPP) to comply with the California Department of Industrial Relations (Division of Occupational Safety and Health) General Industry Safety Order: “Injury and Illness Prevention Program,” Code of California Regulations, Title 8, Section 3203, for the benefit of its employees; and

WHEREAS, the District believes that everyone benefits from a safe and healthy work environment and commits to maintain a safe workplace and to comply with applicable laws and regulations governing safety; and

WHEREAS, the District’s Human Resources and Risk Department periodically reviews the IIPP to ensure compliance with the law, operational efficiency, and updates on administrative language; and

WHEREAS, the District wishes to update the IIPP.

NOW, THEREFORE, BE IT RESOLVED the Board of Directors of Monte Vista Water District does determine as follows:

1. The IIPP is hereby adopted as set forth in Exhibit “A” to this Resolution.
2. The Resolution shall be effective as of the date of adoption.

BE IT FURTHER RESOLVED that upon adoption of this Resolution, the Monte Vista Water District IIPP approved on August 12, 2009, is hereby repealed and rescinded in its entirety.

APPROVED AND ADOPTED this 26th day of April 2023.

Sandra S. Rose
President of the Board of Directors
MONTE VISTA WATER DISTRICT

ATTEST:

Justin M. Scott-Coe
Secretary to the Board of Directors
MONTE VISTA WATER DISTRICT

Exhibit “A”



INJURY AND ILLNESS PREVENTION PROGRAM

Adopted by Resolution 845-23
April 2023

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About the Injury and Illness Prevention Program

Monte Vista Water District (District) has developed an Injury and Illness Prevention Program (IIPP) to comply with the California Department of Industrial Relations (Division of Occupational Safety and Health) General Industry Safety Order: "Injury and Illness Prevention Program," [Code of California Regulations, Title 8, Section 3203](#). This regulation requires the development of a program to prevent accidents and injuries in the workplace.

The District believes that all staff benefit from a safe and healthy work environment. All staff are committed to maintaining a safe workplace and complying with applicable laws and regulations governing safety.

It takes a positive and genuine effort to assure a safe work environment. To support this effort, the District's expectation is that all staff will:

- ◆ Do the right thing the first time.
- ◆ Seek to integrate safety into all tasks.
- ◆ Avoid taking short cuts.
- ◆ Take time to assure a safe workplace.
- ◆ Discuss any concerns or hazards immediately with their Department Head.

Safety Policy

[The following is from District Ordinance 23.1.95, entitled "Safety Ordinance," adopted March 22, 1995]

AN ORDINANCE OF THE BOARD OF DIRECTORS OF THE MONTE VISTA WATER DISTRICT
ESTABLISHING AND SETTING FORTH THE SAFETY POLICIES AND PRACTICES GOVERNING
EMPLOYEES OF SAID DISTRICT

BE IT ORDAINED BY THE BOARD OF DIRECTORS OF MONTE VISTA WATER DISTRICT AS FOLLOWS:

Preamble

Monte Vista Water District is committed to providing its employees a safe work environment. By adopting the Injury and Illness Prevention Program, the Board of Directors is demonstrating the commitment to provide a place of employment that is as safe and free from health hazards as possible. This commitment cannot stop with the Board of Directors but must be taken up by every District employee at every level of this organization.

No employee is expected to perform any task that is unsafe or allow another employee to work in any unsafe manner. It is the responsibility of every employee to bring unsafe conditions to the attention of management. It is the responsibility of management to see that employees' concerns are addressed and that no one continues working in unsafe manner.

Section 1.

The following regulations are hereby adopted to establish, implement, and maintain an effective written Injury and Illness Prevention Program governing employees of Monte Vista Water District.

Section 2.

If any paragraph, sentence, clause, or phrase of this Ordinance, for any reason, is held to be unconstitutional or invalid, such shall not affect the remaining portions of this Ordinance.

Section 3.

General Management and all Department Heads are responsible and shall have the authority to execute the provisions of this Ordinance.

Section 4. DEFINITIONS

For the purpose of this Ordinance, words and phrases utilized are defined as follows: In all places in the regulations where the words “shall” or “must” are used, compliance is required. The term “incident” refers to any accident, property loss, injury or death of an employee, or safety violation.

Supervisor: Any District employee charged with program responsibility or assigning, reviewing or providing technical assistance to lower-level employees for the purpose of this Ordinance are charged with the safety of the employees under their direction.

Section 5. GENERAL POLICY STATEMENT

The basic intent of this Safety Ordinance is to officially establish the proper procedures, practices, and District requirements to prevent injury to employees, meet compliance of Federal and State mandated legal requirements, and reduce the District’s exposure to public liability or property damage losses. The Board of Directors realizes that among the most important resources of our agency are the employees, and their associated skills, knowledge, and training. They are essential to the operation of our District, and as perhaps our “most important resource” are worthy of the best efforts available to provide a safer and more healthful place to work.

The policies set forth in this Ordinance and in the implementing safety rules and regulations provide management and employee safety performance requirements. The accountability of all employees is fundamental to the basic goals of an effective safety program. The management shall direct the enforcement of safety regulations with an emphasis on prevention and analysis rather than an accounting of the failures themselves; and shall favor opportunities for employees to sincerely improve safety performance through constructive criticism and employer-employee counseling over the alternatives of suspension or termination.

It is our intent to proactively address possible problems, not ignore violations. Safety violations will be documented and disciplinary procedures in the Personnel Manual followed.

The safety of every employee of the District is of vital importance. Therefore, this statement of policy is being issued to emphasize the need for every Department Head, supervisor, and employee to accept their full responsibility for safety, and to conduct themselves in a manner that will provide a safe place of employment for all District employees.

This General Safety Policy, as published, is not to be considered as all inclusive. It may be expanded and supplemented periodically to conform with the most recent legislation or District requirements.

Authority and Responsibilities

All District employees serve an important role in preventing injuries and illness and maintaining a safe, hazard-free work environment. Therefore, this IIPP is most effective when everyone takes ownership of its responsibilities and implements all of the elements of the IIPP properly.

All employees fit into one of the following categories of roles in this section. We request that each employee review their category to fully understand their duties and to take an active role in keeping the District safe.

General Manager

The General Manager is accountable to the Board of Directors for implementation of the District's Safety Ordinance. The General Manager is responsible for overseeing that the IIPP is implemented and for providing funds necessary to maintain an effective and compliant safety program.

Executive Team

The Executive Team, comprised of the General Manager and Division Heads, is responsible for providing a safe, healthy, and environmentally responsible workplace by making safety a priority concern and actively supporting the IIPP.

Management Team

The Management Team, comprised of the General Manager, Division Heads, and Department Heads, is responsible for comprehensive and ongoing coordination to ensure the full implementation of the IIPP.

IIPP Administrator

The IIPP Administrator, the Human Resources and Risk Manager, is responsible for implementing, maintaining, and updating the provisions of the IIPP.

Hazard Assessment Administrator

The Hazard Assessment Administrator, the Distribution and Facilities Manager, is responsible for administering the process for inspecting, identifying, and correcting workplace hazards.

Safety and Risk Committee

The Safety and Risk Committee, comprised of the IIPP Administrator, the Hazard Assessment Administrator, and designated Department Heads and staff members, is responsible for identifying ways to improve the District's safety measures and reduce accidents, claims, and District liability.

Department Heads

All Department Heads are responsible for implementing and maintaining safety programs in each of their respective departments. They are responsible for providing a safe place to work including facilities, equipment, standards and procedures, adequate supervision, and recognition for a job done properly. Department Heads teach, demonstrate, observe, and enforce compliance with established safety standards. They must provide training and communicate the IIPP with their employees to make sure they understand and to raise the level of health and safety awareness for the District.

Employees

All employees are responsible for the safety of their own actions and for monitoring the safety of operations around them. Employee responsibilities include:

- ◆ Completing all required health and safety training programs.
- ◆ Following safe work practices.
- ◆ Promptly reporting any accidents, unsafe conditions, or unsafe acts to their Department Head and/or to the Human Resources and Risk Department.
- ◆ Being familiar with all emergency and evacuation procedures.
- ◆ Asking for additional training or assistance when needed.
- ◆ Maintaining their personal work area in accordance with all safety guidelines.

Human Resources and Risk Department

The Human Resource and Risk Department (Human Resources) is responsible for:

- ◆ Making health and safety training programs available to employees.
- ◆ Maintaining employee records pertaining to this IIPP.
- ◆ Ensuring that all new employees receive appropriate health and safety training through the new hire orientation process.

Compliance

The Management Team is collectively responsible for ensuring that all safety and health policies and procedures are clearly communicated and understood by all employees. Division and Department Heads are expected to enforce the rules fairly and uniformly. All employees are responsible for using safe work practices; for following all directives, policies, and procedures; and for assisting in maintaining a safe work environment.

The following are the District's practices to ensure that all employees, including the Management Team, comply with work practices that are designed to make the workplace more secure and maintain a safe work environment:

- ◆ Informing all employees of the provisions of our IIPP.
- ◆ Evaluating the safety performance of all employees.
- ◆ Recognizing employees who perform safe and healthy work practices through informal recognition.
- ◆ Conducting workplace specific safety and health training for each department.
- ◆ Agendizing a safety topic (e.g., a "Safety Minute") for all departmental, divisional, staff committee, and all-staff meetings.
- ◆ Providing a copy of the IIPP upon request or no later than five (5) from the request.
- ◆ Maintaining a read-only copy of the IIPP on the "O Drive" network in the "A Forms and Resources" and then "IIPP" folder so that it may be accessed by any employee from their desk.
- ◆ Provide training and/or counseling to employees whose performance is deficient in complying with safe work practices.
- ◆ Disciplining employees for failure to comply with safe and healthful work practices.

Employee Communication

The District recognizes that open, two-way communication between the Management Team and employees on health and safety issues is essential to an injury-free, productive workplace. No procedures or work practices should be implemented that impede this communication process. The following communication system is designed to encourage a continuous flow of safety, health, and security information between management and employees without fear of reprisal and in a format that is readily understandable. The District's system of communication consists of:

- ◆ New employee orientation, including a discussion of site-specific safety procedures.
 - This introductory discussion will occur shortly upon the employee starting work with the District.

- ◆ Safety training as part of all departmental, divisional, staff committee, and all-staff meetings.
 - Each department, division, and staff committee will set their meeting frequency with the minimum of at least quarterly.
 - The training will be conducted at every meeting and documented through a meeting attendance sheet and will include an open question and answer period.
 - Each department, division, and staff committee will maintain their meeting attendance sheets and any handouts provided at the training.
 - Once the training has ended, Department/Division Heads or committee chairs will email the meeting attendance sheet to Human Resources.

- ◆ Periodic review of the District's IIPP.

- ◆ Posting and distributing safety information in the Administration, Engineering, and Operations buildings.

- ◆ A method for employees to anonymously inform the Management Team of workplace safety hazards.
 - Anonymous health and safety reports can be submitted in a sealed envelope to Human Resources or to the mailbox of any member of the Management Team.

- ◆ Encouraging all employees to report any health and safety issues or concerns to their Department Head.
 - The Management Team, in conjunction with the Distribution and Facilities Manager, are responsible for providing the necessary resources to address these reports in a timely manner.

The District's IIPP is designed to allow and encourage employees to communicate with various levels of management on health and safety issues and to provide the necessary mechanism for management to keep employees informed regarding matters important to their health and safety. Employees have been advised that there will be no reprisals for expressing any concern, comment, suggestion, or complaint about a safety-related matter.

Identification of Workplace Hazards

Inspection of the workplace is a primary tool used to identify unsafe conditions and practices. While the District encourages all employees to continuously identify and correct hazards and poor safety practices, certain situations require formal evaluation and documentation.

The Hazard Assessment Administrator coordinates with Department Heads on conducting periodic inspections of each department's workspace to identify unsafe conditions and work practices. The Hazard Assessment Administrator will conduct inspections of workplace common areas not assigned to an individual department. Periodic inspections are performed according to the following schedule:

- ◆ Immediately after reviewing or updating the IIPP.
- ◆ On at least a quarterly basis.
- ◆ When new substances, processes, procedures, or equipment which present potential new hazards are introduced into the workplace.
- ◆ When new, previously unidentified hazards are recognized.
- ◆ When occupational injuries and illnesses occur.
- ◆ Whenever the workplace conditions warrant an inspection.

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

Hazard Correction

Hazards which threaten the safety or security of employees will be corrected in a timely manner, based on severity of the hazard. Hazards that are easily fixed will be corrected when they are first observed or discovered.

When an imminent hazard exists which cannot be immediately abated without endangering employee(s) and/or property, the District will remove all exposed employees from the area except those necessary to correct the existing condition. Employees who are necessary to correct the hazardous condition will be provided with the necessary personal protective equipment (PPE), safeguards, and training.

All hazard corrections, including actions taken and completion dates, will be documented on the Identified Hazards and Correction Record.

Accident/Exposure Investigation

Every reported accident or exposure incident will be investigated by the IIPP Administrator or designated person to determine the primary and contributing cause(s) of the incident. All facts, findings, and recommendations will be documented on an Accident/Exposure Investigation Report. The Management Team will review each Accident/Exposure Investigation Report to determine and develop an adequate corrective action.

Accident/exposure investigations are intended to determine causative or contributing factors of occupational injuries and illnesses and for use in determining if any action is necessary in preventing a recurrence. All accidents involving injury or property damage are to be investigated. Furthermore, “near misses” that could have produced significant injury or damage (e.g., hospitalization, death, environmental impact, and considerable property damage or business interruption) will also be investigated.

The IIPP Administrator, in conjunction with the Management Team, will ensure that all identified corrective actions are implemented. All investigations of workplace accidents, hazardous substance exposures, and near-accidents will include:

- ◆ Visiting the scene as soon as possible to determine:
 - What happened? The investigation will include a written detailed account of the incident including witness statements, pictures, and information that may have a bearing on the incident (e.g., time of day, weather conditions, lighting conditions, etc.).
- ◆ Interviewing the affected employees and witnesses to understand:
 - Why did the incident happen? The investigation will include a detailed written description of all the facts surrounding the incident. Who was there? How were they involved? Was staff properly trained?
- ◆ Examining the workplace for factors associated with the accident/exposure/near-accident.
- ◆ Determining the causes of the accident/exposure/near-accident.
 - What caused the injury or illness?
 - Was PPE used correctly?
- ◆ Assessing what corrective action can be taken to prevent the accident/exposure/near-accident from reoccurring.

- ◆ Recording the findings and corrective actions taken on the Accident/Exposure Investigation Report.
 - Use the appropriate forms and take photos of incident.

Thorough accident investigations will help identify causes and needed corrective action(s). Investigations will help determine why accidents happen, where they happen, and reveal any accident trends. Information gathered is essential in preventing and controlling hazards and potential accidents.

Training and Instruction

All employees will have training and instruction on general and job-specific safety and health practices as part of new-hire and department orientations. Additional training and instruction will be provided to all employees whenever the IIPP Administrator is made aware of new or previously unrecognized safety or security hazards. General workplace safety training and instruction will be provided as follows:

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

Workplace safety and health practices for the District include, but are not limited to, the following:

- ◆ Explanation of the District's IIPP and measures for reporting any unsafe conditions, work practices, injuries, and necessary additional instruction.
- ◆ Use of appropriate clothing, including gloves, footwear, and PPE.
- ◆ Information about chemical hazards to which employees could be exposed and other hazard communication program information.
- ◆ Availability of toilet, hand-washing, and drinking water facilities.
- ◆ Provisions for medical services and first aid including emergency procedures.

The District provides specific instructions to all employees regarding hazards unique to their job assignment, to the extent that such information is not already covered in other training.

Recordkeeping and Documentation

Good recordkeeping is essential to the District. Records that document the implementation of the IIPP will be maintained by Human Resources.

Records of scheduled and periodic inspections including the person(s) conducting the inspections, the workplace hazard (i.e., unsafe conditions and work practices that have been identified), and the action(s) taken to correct the identified unsafe conditions and work practices, are recorded on the Hazard Assessment Checklist and the Identified Hazards and Correction Record.

Documentation of safety and health training for each employee, including the worker's name and or other identifier, training dates, type(s) of training, and training facilitators will be maintained in all departments by the Department Heads. These records will be maintained consistent with the District's Records Retention and Destruction of Documents Policy.

The District will post all posters required by federal and state occupational safety and health and labor laws and regulations in the workplace.

Safety and Risk Committee

The Safety and Risk Committee (Committee) is an important part of the District's safety and loss control efforts. The Committee is comprised of the IIPP Administrator, the Hazard Assessment Administrator, and designated Department Heads and staff members. It is primarily responsible for identifying ways to improve the District's safety measures and reduce accidents, claims, and District liability.

The IIPP Administrator will schedule and coordinate Committee meetings, at minimum on a quarterly basis. The IIPP Administrator will be responsible for creating the agenda for all scheduled meetings and disseminating pertinent information to all Committee members.

The Hazard Assessment Administrator will be responsible for having the latest updated Hazard Assessment Checklist at every meeting to discuss with the Committee the completed mitigation actions taken on identified areas of concern and open discussion on outstanding checklist hazards.

Department Heads designed by the Executive Team to serve on the Committee will support the Committee process and provide approval on expenses associated with actions taken to correct hazards.

Staff members designated by their respective Department Head to serve on the Committee should be volunteers interested in contributing to the overall safety of the District and providing constructive input on incidents and claims of the District.

The Safety and Risk Committee is responsible for the following:

- ◆ Reviewing and making recommendations to the Management Team on safety matters and specific areas of environmental, safety, or health concerns.
- ◆ Recommending to the Management Team corrections to known hazardous conditions.
- ◆ Spreading accurate and relevant health and safety information at the workplace.
- ◆ Participating in accident/incident roundtable discussions to develop suggestions to the Management Team for employee training.
- ◆ Reviewing and discussing liability claims and making recommendations to the General Manager of accepting or denying of claims against the District consistent with District Ordinance 36.

Acknowledgement Form

I have received a copy of the Monte Vista Water District's Injury and Illness Prevention Program (IIPP). I understand that it contains important information regarding the District's safety policies, as well as my rights and responsibilities as an employee. I understand and agree that it is my responsibility to familiarize myself with it and abide by these policies.

I have received instruction regarding the content and availability of the written IIPP that outlines District policies and employee responsibilities concerning safety. I understand the District's Safety Policy. I agree to abide by this policy when performing my work tasks. I will report any unsafe conditions I observe to my Department Head or to Human Resources. I understand that I can report unsafe conditions anonymously. I will immediately report any work injury I sustain to my Department Head or to Human Resources. I understand that failure to fulfill these responsibilities may result in corrective action, up to and including termination. By my signature below, I agree to the terms of this Acknowledgement and also agree to follow the policies and procedures contained in the IIPP.

Signature

Date

Print Name