

CITY OF GRASS VALLEY INJURY AND ILLNESS PREVENTION PROGRAM

ABSTRACT

This program outlines how the City will maintain a work environment that protects the health of its employees and prevents workplace injuries

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**INJURY AND ILLNESS PREVENTION PROGRAM (IIPP) for
CITY OF GRASS VALLEY**

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SAFETY POLICY STATEMENT

It is the intention of the City of Grass Valley to develop, implement, and administer comprehensive risk management, safety, and risk control program. The City maintains that our employees and the general public are our most important assets; therefore, public and employee safety is our greatest responsibility. In all of our assignments, the health and safety of all and the protection of the environment should be of the utmost consideration. Employees at all levels of the workforce are directed to make safety and health a matter of continuing concern, equal in importance to all other operational considerations. This program is established to emphasize that effective risk management, safety, and risk control are integral to management procedures designed to maximize the City's capital and personnel. Although profit is not the goal of municipal operations, the same efficiency demonstrated in for-profit organizations is desired to ensure that the City can provide services and maximize the use of each available tax dollar.

Within the operational activities of any endeavor, there may be exposure to personal injury, personal illness, or property damage that may be unintentionally hidden. Reviews of operations should consider problems and/or errors that could occur as it relates to the environment, equipment, job procedures, and personnel. Accidents are unplanned events, and most are preventable, and proper planning can control accidents. All employees are directed to initiate such pre-planning as is necessary to minimize unsafe acts, contain environmental hazards, and control unsafe conditions.

Continual emphasis on risk management, risk control techniques, the refinement of work procedures, and safer working conditions has been shown to reduce injuries, property damage, and work interruption significantly. Every employee is charged with the responsibility of supporting and cooperating with the risk management policies and the risk control programs. As a condition of employment, all employees are expected to adopt the concept that the safer way to perform a task is the most efficient and the only acceptable way to accomplish it. Safety adherence and performance will be an important measure of the City's supervisory and employee performance evaluations.

City Manager

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PURPOSE

The City of Grass Valley strives to maintain a work environment that protects the health of its employees and prevents workplace injuries. We have implemented this comprehensive Illness and Injury Prevention Program (IIPP) to achieve this goal. This program is designed to prevent workplace injuries, accidents, and illnesses. The IIPP is a foundational piece of the City's loss prevention program and complies with the California Code of Regulations, Title 8, Sections [1509](#) and [3203](#).

RESPONSIBILITIES

The City Manager is responsible for ensuring the implementation of an effective health and safety program for their City personnel. We recognize that the responsibility for safety and health is shared, and every person is held accountable for their assigned responsibilities, actions, or inactions.

All managers and supervisors are responsible for implementing and maintaining the IIPP in their work areas and for answering employee questions about the IIPP.

1. It is the responsibility of the City Manager to provide general oversight and guidance to Department/Division management in promoting accident prevention and holding management accountable for implementing the details of the IIPP. The City Manager is responsible for:
 - a. Include safety performance as a regular part of discussions held with Department Directors/Department Heads and Division Managers/Supervisors.
 - b. Be observant during Department/Division visits for unsafe work practices and conditions that could cause injury or property damage.
 - c. Review injury data with each Department Director/Department Head and set goals for safety performance.
 - d. Attend Department/Division safety meetings, on occasion, to demonstrate management support of the safety program.
 - e. Ensure safety rules and safe work practices are being enforced in a consistent manner by Department/Division management.
 - f. Support Department/Division safety promotional campaigns and safety recognition programs.
2. Department Directors/Division Managers are responsible for:
 - a. Developing department-specific safety policies and procedures.
 - b. Providing employee IIPP orientation and job-specific safety training prior to the assignment of employees to hazardous duties.
 - c. Posting all health and safety information, such as safety posters and the log of work-related injuries and illnesses (Cal-OSHA Form 300).
 - d. Ensuring that each supervisor adheres to adopted policies and procedures and consistently enforces safety rules and regulations.
 - e. Coordinating discipline with Human Resources for failure to implement and adhere to safe work practices.
2. Supervisors are responsible for:
 - a. Enforcing safety policies and procedures.
 - b. Investigating accidents, injuries, and near misses and preparing written documentation regarding the same.

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- c. Evaluating new equipment and procedures and making safety recommendations to Directors/Division Managers.
 - d. Inspecting work areas routinely for safety concerns.
 - e. Correcting or reporting unsafe conditions to their immediate supervisor.
 - f. Implement and document IIPP and general safety training to instruct employees in safe work practices and specific job duties.
3. Employees are responsible for:
- a. Reporting hazardous conditions and equipment to their supervisor.
 - b. Observing all City safety policies, procedures, and rules.
 - c. Using all safety clothing and personal protective equipment (PPE) as required.
 - d. Attending all formal and informal safety meetings.
 - e. Reporting every injury, accident, and near-miss incident to their supervisor.
5. The Administrative EMS Coordinator, who is appointed by the City manager, is responsible for the administration of the City's Safety Program, including:
- a. Coordinating the development and implementation of the IIPP with all departments and divisions.
 - b. Assisting the Department Directors/Division Managers with the implementation of the IIPP.
 - c. Maintaining records of employee accidents, injuries, medical records, and baseline biological monitoring.
 - d. Tracking hazard reports and safety concerns through resolution.
 - e. Providing technical assistance on occupational health and safety issues to Department Directors/Division Managers.
 - f. Providing statistical reports regarding work-related injuries to Department Directors/Division Managers.
 - g. Collecting, printing, and distributing Cal-OSHA 300 Illness and Injury Log data to Department Directors/Division Managers.
 - h. Investigating and reporting to Cal-OSHA serious injuries resulting in hospitalization or fatality and providing recommendations to prevent reoccurrence.

COMPLIANCE

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

All employees are responsible for using safe work practices, following all directives, policies, and procedures, and assisting in maintaining a safe work environment.

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

- 1. Informing employees of the provisions of our IIPP.
- 2. Evaluating the safety performance of all employees.
- 3. Recognizing employees who perform safe and healthful work practices.
- 4. Providing training to employees whose safety performance is deficient.
- 5. Disciplining employees for failure to comply with safe work practices.

Employee Recognition

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Management should make every effort to recognize employees for following safe work practices. This recognition may include verbal acknowledgment, recognition at meetings, awards, or other recognition deemed appropriate by management.

Disciplinary Action

Discipline for safety violations should be administered in a manner that is consistent with the City's progressive disciplinary action. Employees should be disciplined and/or coached for all infractions of safety rules and unsafe work practices that are observed, not just those that result in an injury or illness. Failure to follow safety rules and procedures can result in disciplinary action up to and including termination. The Division Manager/Supervisor should consult with the Department Director/ Department Head and Human Resources when disciplinary action is being considered.

COMMUNICATION

The City recognizes that open, two-way communication between management and staff on health and safety issues is essential to an injury-free, productive workplace. The following system of communication is designed to facilitate a continuous flow of safety and health information between management and staff in a form that is readily understandable and consists of one or more of the following items:

- New employee orientation, including a discussion of safety and health policies and procedures.
- Circulation of the IIPP when it is revised.
- Workplace safety and health training programs.
- Regularly scheduled safety meetings.
- Tailgate meetings at least every ten (10) working days for those employees that have construction-related job duties.
- Effective communication of safety and health concerns between employees and supervisors, including translation where appropriate.
- Posted or distributed safety information on bulletin boards, via email, and on the City's Network.

Reporting of Safety Concerns

Department Directors/Division Managers should encourage employees to report safety concerns to their supervisor without fear of reprisal or punishment. Under California law, it is illegal for any employer to take an adverse employment action against an employee for reporting unsafe conditions. Department Directors/Department Heads and Division Managers/Supervisors are to encourage employees to report hazards and commend them for their safety awareness.

To encourage employee reporting of unsafe conditions, the City has established a system allowing employees to anonymously notify the City of safety concerns by utilizing suggestion boxes in the break room or anonymous inter-departmental mail. Department Directors/Division Managers are encouraged to develop additional means of anonymous reporting that best meet the needs of their departments.

Safety suggestions will be processed through regular lines of authority (e.g., chain of command). Those suggestions that cannot be approved or disapproved at the department level will be referred to the Administrative EMS Coordinator.

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HAZARD ASSESSMENT

The City shall complete periodic inspections to identify and evaluate workplace hazards. These periodic inspections aim to identify potential hazards so that they can be corrected before an accident occurs. Regular inspections are an essential part of our IIPP. Inspections should include a physical inspection of the premises, as well as identification of unsafe work practices.

Periodic inspections are performed according to the following schedule:

1. Annual audit of all City facilities.
2. When we initially establish our IIP Program.
3. When new substances, processes, procedures, or equipment that present potential new hazards are introduced into our workplace.
4. When new, previously unidentified hazards are recognized.
5. When occupational injuries and illnesses occur.
6. When we hire and/or reassign permanent or intermittent employees to processes, operations, or tasks for which a hazard evaluation has not been previously conducted.
7. Whenever workplace conditions warrant an inspection.

Periodic inspections can be performed by any of the following:

- Department Director/Division Manager
- Supervisor
- Risk Manager
- Consultants

Periodic inspections consist of identifying and evaluating workplace hazards utilizing applicable sections of the attached Hazard Assessment Checklist and other effective methods to identify and evaluate workplace hazards.

Departments engaged in hazardous operations are strongly encouraged to schedule more frequent monthly, weekly, or daily inspections, depending on the operation. A supervisor, risk manager, or consultant inspector shall make hazard findings and/or safety recommendations to the Department Director/Division Manager and the Administrative EMS Coordinator.

Supervisors are responsible for the safety of the physical conditions in which their subordinates work. Each supervisor will make frequent work area inspections, and recommendations for correcting unsafe conditions will be made through normal channels of authority and procedures.

ACCIDENT/EXPOSURE INVESTIGATION

Employees must immediately report all work-related injuries, illnesses, near-misses, or property damage instances involving a City employee, equipment, or members of the public on City property to a supervisor or the Administrative EMS Coordinator. In addition, Department Directors/Division Managers must immediately report all illnesses or injuries occurring in the workplace and resulting in serious injury, hospitalization, or fatality of an employee to the Risk Management Office (CIRA).

Work-Incurred Illnesses and Injuries

- Employees are responsible for:
 - Regardless of seriousness, report all work-incurred illnesses, injuries, and near misses to their immediate supervisor immediately.
 - Securing first aid for minor injuries immediately.

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- Supervisors are responsible for:
 - Securing further medical treatment for employees, if required, from a City's Designated Medical Facility or the employee's pre-designated provider.
 - Report any work-related death, serious injury, or illness to Administrative EMS Coordinator by phone at (530)913-7079.
 - A **serious injury and illness** is defined as one involving:
 - Inpatient hospitalization, regardless of the length of time, for other than medical observation or diagnostic testing
 - Amputation
 - Loss of an eye
 - Serious degree of permanent disfigurement
 - Completing Report of Industrial Injury for any employee who reports a work-related illness or injury and forward it to the Risk Management Department (CIRA) within 24 hours of the work-related illness or injury.
 - Investigate and complete the Supervisor Accident/Exposure investigation report for any work-related illnesses, injuries, and near misses.
 - If the Administrative EMS Coordinator is unavailable, supervisors are responsible for immediately reporting any work-related death or severe injury or illness within no more than eight (8) hours, but as soon as possible to Cal/OSHA by contacting the Sacramento Cal/OSHA District office at (916) 263-2800 or caloshaaccidentreport@tel-us.com.
 -
- Administrative EMS Coordinator or HR representative is responsible for:
 - Immediately report any work-related death or severe injury illness no more than eight (8) hours, but as soon as possible to Cal/OSHA by contacting the Sacramento Cal/OSHA District office at (916) 263-2800 or caloshaaccidentreport@tel-us.com. Working with supervisors to identify measures to prevent illnesses and injuries.
 - Collecting, printing, and posting Cal-OSHA 300 Illness and Injury Log data.

Near Misses

A near miss is defined as an event that could have resulted in injury, illness, property damage, or environmental impairment, but did not, often due to timely intervention or chance. Unsafe working conditions, unsafe employee work habits, improper use of equipment, or use of malfunctioning equipment have the potential to cause work-related injuries. It is every employee's responsibility to report or correct near misses immediately.

Accident and Near Miss Investigation

The supervisor's investigation aims to gather information to determine the cause(s) of accidents and near misses to prevent recurrences and future incidents. The Administrative EMS Coordinator may perform a further investigation after the supervisor's investigation, for any accident or near miss involving City employees or property when additional information is deemed necessary to determine the root cause. Procedures for investigating include:

1. Visiting the accident scene as soon as possible.
2. Interviewing injured or involved employees and witnesses.
3. Examining the workplace for factors associated with the accident/exposure.
4. Determining the root cause of the accident/exposure.
5. Taking corrective action to prevent the accident/exposure from reoccurring.
6. Recording the findings and corrective actions taken.

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Reports

Accident investigation reports are confidential. The Administrative EMS Coordinator will maintain current accident statistics, which will be available to all department managers. Cal-OSHA 300 Logs are available for review in the Human Resources office. Annual summaries of the Cal-OSHA 300 Log will be distributed to each department for posting as required by state law. The previous year's Cal-OSHA 300 Log summaries must be posted February 1 through April 30.

HAZARD CONTROL PROCEDURES

Unsafe or unhealthy work conditions, practices, or procedures shall be corrected in a timely manner based on the severity of the hazards. Hazards shall be corrected according to the following procedures:

1. When observed or discovered.
2. When an imminent hazard exists that cannot be immediately abated without endangering employee(s) and/or property, we will remove all exposed employees from the area except those necessary to correct the existing condition. The City shall provide employees required to correct a hazardous situation with the necessary safeguards.
3. All actions taken and the completed dates shall be documented within the City's corrective action log.

Identified hazardous conditions will be prioritized for correction by considering both the potential consequence (severity) and probability (frequency) of an injury or illness occurring. Corrective action for hazard elimination is the responsibility of the Department Director/Division Manager. The Administrative EMS Coordinator will provide or obtain expert assistance when necessary.

TRAINING AND INSTRUCTION

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

1. When the IIPP is first established.
2. To all new employees (see attached New Employee Orientation Checklist)
3. To all employees given new job assignments for which training has not been previously provided.
4. Whenever new substances, processes, procedures, or equipment are introduced to the workplace and represent a new hazard.
5. Whenever the employer is made aware of a new or previously unrecognized hazard.
6. To supervisors to familiarize them with the safety and health hazards to which employees under their immediate direction and control may be exposed.
7. To all employees with respect to hazards specific to each employee's job assignment.

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

1. Explain the City's IIPP and measures for reporting unsafe conditions, work practices, injuries, and when additional instruction is needed.
2. City's Code of Safe Practices, below.

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3. Use of appropriate clothing, including gloves, footwear, and personal protective equipment (PPE).
4. Information about chemical hazards to which employees could be exposed and other hazard communication program information.
5. Availability of toilet, handwashing, and drinking water facilities.
6. Provisions for medical services and first aid, including emergency procedures.

In addition, we provide specific instructions to all employees regarding hazards unique to their job assignment, to the extent that such information was not already covered in other training. See attached training matrix for additional training details.

The objective of safety training is to develop employee appreciation for safety and accident prevention as well as the required skills and knowledge to reduce the number and severity of illnesses and injuries. All City employees will be provided training on safe work practices applicable to the performance of their work before assignment. For employees conducting construction-like tasks, tailgates on appropriate topics will be provided at least every ten (10) working days. Tailgate safety topics and refresher training will also be provided as required to maintain regulatory compliance.

Each supervisor receives safety training appropriate to the responsibilities of the supervisory position held. Such training will include the basic techniques of accident prevention, accident investigation, and safety training. If assigned, Department Safety Representatives will receive training in the responsibilities and techniques of their assignments. All training will be documented, and records will be maintained for at least one year.

EMPLOYEE ACCESS to the IIPP

City employees – or their designated representatives - have the right to examine and receive a copy of the City IIPP. This will be accomplished by the City providing unobstructed access through our City's Website, which allows an employee to review, print, and email the current version of the Program. All City employees have access to the City's Website during regular work hours.

Any copy provided to an employee or their designated representative will not include any of the records of the steps taken to implement and maintain the written IIP Program. Where we have distinctly different and separate operations with distinctly separate and different IIPPs, we may limit access to the IIPP applicable to the employee requesting it.

An employee must provide written authorization in order to make someone their "designated representative." A recognized or certified collective bargaining agent will be treated automatically as a designated representative for the purpose of access to the company IIPP. The written authorization must include the following information:

- The name and signature of the employee authorizing the designated representative.
- The date of the request.
- The name of the designated representative.
- The date upon which the written authorization will expire (if less than one year).

RECORD KEEPING

We are a local governmental entity and are not required to keep written records of the steps taken to implement and maintain our IIPP.

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Departments will maintain records of inspections and hazard reports for at least one year. Records must include the names of those who conducted the inspection, the dates of the inspection, the identified hazards, and any corrective action taken.

Either the Departments or HR will maintain training records for at least one year. Training records must include the names of the employees trained, the topics covered in the training, the date of the training, the trainer's identity, and the signatures of employees who attended. Forms for documentation of training and inspections are available from the Administrative EMS Coordinator and/or department managers. Electronic training records, where applicable, are also acceptable.

Employee records from medical monitoring and exposure evaluations will be preserved and maintained for the duration of employment plus thirty years. Employees and their designated representatives have a right to access relevant medical and exposure records.

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PROGRAM HISTORY

Action	Date	Notes
Implemented	08/26/2003	IIPP was reviewed and adopted
Updated	01/01/2011	IIPP was updated using EUCA format
Updated	11/30/2016	IIPP was reviewed, and minor updates were made
Updated	01/10/2025	IIPP was updated using CIRA format, including a new employee access sec.

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CODE of SAFE PRACTICE

The City of Grass Valley employees shall follow this general code of safety practices:

1. Any employee may stop City work without fear of retaliation if they believe the task is unsafe and must be evaluated by a supervisor or manager to determine necessary safety precautions. The employee must immediately report the condition to their immediate supervisor and/or the Administrative EMS Coordinator.
2. Always keep your work area clean and orderly to prevent slips, trips, or falls. When possible, avoid uneven ground and be aware of the walking surface.
3. Do not climb over fences or walls two feet or more in height. When possible, use gates or openings designed for passage. Use steps, stairs, ladders, or ramps to climb up or down work surfaces two feet or more in height or depth.
4. Equipment and Vehicles: Only use equipment for which you have been authorized and trained to operate. Supervisors are to ensure that employees are trained to operate appropriate tools/equipment. Supervisors may request an equipment orientation from the manufacturer, dealer, or rental company for all rented equipment unfamiliar to them. Employees must inspect equipment and vehicles for obvious damage and defects before use. When newly operated, leased, or rented for the first time, check critical safety items such as brakes, locks, guards, etc. Request and read the owner's manual and use any inspection guides included with the manual.
5. Bend your knees and use your legs to lift, push, or pull objects. Use tools to help lift and transport heavy objects. When mechanical aids are not available, seek the help of others (two-person lift) when lifting objects of heavyweight (more than **50 pounds**) and/or awkward size (*potential exception: jackhammers or other devices designed to be lifted by one person for short periods and distances*).
6. When possible, use tools instead of hands to lift and remove lids (i.e., meters, vaults, maintenance holes, etc.). Use tools, the steel-toe of your shoe, or the instep of your foot to slide lids back in place. Avoid pinch points and getting your fingers caught. Ensure that all lids are undamaged, properly seated, and secure before leaving the site.
7. Wear all personal protective equipment (PPE) appropriate for the work area, per warning signs, task-specific procedures, or tool/equipment instructions. Use only tools and equipment that are in good working order, with guards in place and free from damage.
8. Use only those hazardous chemicals that you have been trained on and that have appropriate labeling (name and hazard warning). If a new or unfamiliar chemical or substance, refer to the SDS. Wear all personal protective equipment (PPE) appropriate for the work, per warning signs, SDS, task-specific procedures, etc. Label all secondary containers immediately after hazardous chemicals are placed inside them or when the original container label has been removed or defaced. Properly dispose of waste chemicals and containers in proper containment.
9. For all minor herbicide/pesticide applications and chemical use, follow all precautions and personal protective equipment requirements described on the herbicide/pesticide/chemical label. Check with your supervisor/manager if a Qualified Applicator Certificate or Qualified

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Applicator License is required.

10. Wear heavy-duty rubber gloves and boots when working with uncured concrete. Wet Portland cement can cause caustic burns, sometimes referred to as cement burns.
11. Report immediately to your supervisor:
 - a. On-the-job injuries or illnesses. Report all work-related injuries and illnesses to your supervisor. Supervisors will coordinate a visit to the occupational clinic. For off-hours and weekends, contact Taylor Whittingslow, Deputy City Manager, at 530-470-3140, to report the injury and seek medical advice. If immediate medical attention is needed, call 911 to receive transport to a hospital.
 - b. Hazards, unsafe practices, close calls, malfunctioning equipment or tools, defective personal protective equipment, or policies and procedures that you believe could create or result in a dangerous situation: immediately STOP WORK to Recognize, Evaluate, and Control/Correct the Hazard(s). Report to your supervisor any situation that cannot be controlled or corrected.
12. When entering private property, request property owners to confine their dogs away from you. If an unleashed aggressive dog approaches you, do not turn your back, step back from the dog and use a meter stick or similar item to help keep the dog at a safe distance from you.
13. Follow posted speed limits on all public roads. The speed limit inside City facilities, including plants, roads, maintenance yards, and employee parking lots, is **10 MPH**. On private easement and access roads, the speed limit is 15 MPH for unpaved roads, and 30 MPH for paved roads. Report all vehicle accidents and/or damage to your supervisor immediately.
14. Mobile device use while driving is only permitted under state law when used hands-free or paired to the vehicle. No texting is allowed while driving. *(Exception: state law does provide exceptions to this restriction for Public Safety Employees. Public Safety Employees will follow their department's procedures related to the use of mobile devices)*
15. If experiencing symptoms of heat illness (fatigue, headache, dizziness, nausea, cramps, hot/dry skin, and rapid pulse), seek shade in an open-air area or an air-conditioned vehicle. If symptoms do not improve immediately or signs of heatstroke are present, call 911.
 - a. Supervisors are required to notify their field employees of forecasted temperatures of **80 °F** and above at the start of the work shift and ask them to use caution (drink up to one quart of water per hour and seek shade for at least five minutes when experiencing symptoms of heat illness: fatigue, headache, dizziness, nausea, cramps, hot/dry skin, and rapid pulse).
 - b. Supervisors must ensure that shade and water is available near the work area (as close as practicable) at all times.
 - c. At temperatures of **95 °F** and above, all solitary employees and crew leaders conducting excavations, remote, and grounds maintenance work must check in hourly with their supervisors to ensure employees are alert and not suffering from heat illness. Supervisors are to remind employees to drink plenty of water and give breaks as necessary.
 - d. When forecasted temperatures exceed **105 °F**, supervisors must schedule strenuous work activities during cooler times of the day, except for emergency job tasks that are necessary to be completed to avoid major service disruptions or impacts to public safety.
16. If a person(s) identifying themselves from Cal/OSHA shows up at a worksite, ask for identification and the purpose of the visit. Contact your supervisor and assigned City

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representative for direction and assistance. Do not allow permission to enter City sites or provide any documents unless directed by your supervisor or assigned City representative.

Additional Safety Rules

Department Directors may develop specific safety rules. Such rules are subject to review by Administrative EMS Coordinator. Upon approval, department-specific safety rules will be published for distribution to all affected employees.