



STAFF REPORT

MEETING DATE: November 13, 2024

PRESENTER: John Jansons, City Manager, Personnel Director

SUBJECT: Update of Safety Policies and Procedures and Adoption of Injury and Illness Prevention Program – Administration (JAJ)

RECOMMENDATION: Council by motion adopt resolution approving new Injury and Illness Prevention Program.

DISCUSSION:

The City recently conducted a review of the Safety Policies and Procedures - Injury and Illness Prevention Program. Human Resources first sought assistance from the CSJVRMA Risk Control Manager to go through the document page by page to find any outdated details and provide overall advice on updating the document. Human Resources then provided each department citywide with the document to then review its department specific details to ensure the document is current. Human Resources then met with each department representative to go over the details to make any necessary adjustments.

The proposed Injury and Illness Prevention Program is presented as **Exhibit 'A'** and is built on the current Safety Policies and Procedures. **Attachment 'B'** represents the outdated version, which was called Safety Policies and Procedures with recommended mark-ups.

FISCAL IMPACT:

The fiscal impact would be an increase to Boot Allowance by \$150 to make the allowance \$250 per year. This would be a total increase of \$4,500.00. There are currently 30 employees on the list from Public Works, Community Services and Community Development.

ATTACHMENTS:

- A. Resolution w/Exhibit
- B. Redline Strike-Out w/Changes

Attachment 'A'

RESOLUTION NO. 24-___

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KERMAN APPROVING
CITY OF KERMAN INJURY AND ILLNESS PREVENTION PROGRAM**

WHEREAS, the City recently conducted a thorough audit of Safety Policies and Procedures - Injury and Illness Prevention Program; and

WHEREAS, the existing Safety Policies and Procedures - Injury and Illness Prevention Program is outdated; and

WHEREAS, a clear and current version is required for optimal employee safety performance and to comply with OSHA standards; and

WHEREAS, the proposed update does result in a total increase of \$4,500.00 fiscal impact to the city.

NOW, THEREFORE, the City Council of the City of Kerman resolves as follows:

Section 1. The above recitals are true and correct and incorporated herein by reference.

Section 2. The City Council approves of the Injury and Illness Prevention Program attached as **Exhibit 'A'** and incorporated by reference.

Section 3. The Injury and Illness Prevention Program supersedes any previous versions of the City's Safety Policies and Procedures.

Section 4. This resolution is effective upon its adoption.

The foregoing resolution adopted by the City Council of the City of Kerman at a regularly scheduled meeting held on the 13th day of November 2024, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

The foregoing resolution is hereby approved.

Maria Pacheco
Mayor

ATTEST:

Josie Camacho
City Clerk