



Injury and Illness Prevention Program

Employee Guide



INTRODUCTION

INJURY AND ILLNESS PREVENTION

The City of Irvine is vitally interested in the welfare of its employees and fully recognizes its obligation to provide a safe and healthy workplace. The City of Irvine's Injury and Illness Prevention Program (IIPP) is intended to prevent accidents and injuries to employees and the general public.

A written, effective IIPP is required for every California employer. The City of Irvine's IIPP includes the following components:

1. Responsibility
2. Compliance
3. Communication
4. Hazard Assessment
5. Hazard Correction
6. Accident/Exposure Investigation
7. Training and Instruction
8. Record keeping

This *Injury and Illness Prevention Program Employees' Guide* is provided to every City of Irvine employee to ensure individual awareness of the City's IIPP and understanding of each employee's personal responsibilities.

All City employees shall comply with the contents of the *Injury and Illness Prevention Program Employees' Guide*. A lack of compliance can result in disciplinary action up to and including termination. Risk Management has prepared the safety rules and procedures contained in this *Injury and Illness Prevention Program Employees' Guide* for your guidance and protection on the job.

Safety rules and procedures contained in the *Injury and Illness Prevention Program Employees' Guide* should not be considered to be all-inclusive. Departments/Divisions will expand on these general safety rules as necessary and supervisors will provide specific training concerning hazardous operations not otherwise covered.

Existing CAL/OSHA regulations and other governmental codes shall be considered a part of these rules and where any conflict exists between the two CAL/OSHA and other legal codes shall prevail.

A complete copy of the IIPP can be obtained via the City's intranet. Questions or comments regarding the IIPP can be directed to Risk Management at (949) 724-RISK (7475).

SAFETY POLICY

It is the policy of the City of Irvine that injury and accident prevention is considered the primary importance in all phases of operations and administration.

It is the intention of the City of Irvine to provide a safe and healthy working environment and insist upon safe and healthy practices at all times by all employees.

The prevention of accidents is an objective for all levels of the organization. It is, therefore, a basic requirement that each supervisor make the safety of employees an integral part of his or her regular management function. It is equally the duty of each employee to accept and follow established safety regulations and procedures. Every effort will be made to provide training to employees. However, if an employee is ever in doubt as to how to do a job safely, it is their duty to ask a qualified person for assistance.

Unsafe conditions must be reported. Every injury that occurs on the job, must be reported to management as soon as possible. In no circumstance, except an emergency, should an employee leave a shift without reporting an injury that occurred.

All employees are encouraged to place safety at the forefront of their conduct and performance, and to join the "Safety Committee" in preventing accidents and injuries.

City Manager

CITY OF IRVINE INJURY and ILLNESS PREVENTION PROGRAM TABLE OF CONTENTS

Introduction to the IIPP	i
City Manager's Letter	iii
Table of Contents	iiii
Emergency Evacuation Guidelines	1
Employee Responsibility	3
Communication	3
General Safety Rules and Regulations	5
When an Injury Occurs	7
Workers' Compensation Provider Facilities	8
Training and Instruction	10
Training Resources	13
General Safety Topics	14
Automobile Accidents	
Chemicals	
Electrical Safety	
Ergonomic Tips	
Fire Safety	
Housekeeping	
Ladder, Stairs, Scaffolds & Staging	
Lifting & Carrying	
Personal Protective Equipment	
Employee Statement of Compliance	30

FIRE/HAZARDOUS MATERIALS EMERGENCY EVACUATION GUIDELINES

Please review the following guidelines to ensure a safe and prompt evacuation for everyone. Check with your Supervisor for any additional guidelines that may be applicable to your facility. Be sure to have knowledge of all building exits, evacuation routes and assembly area(s).

1. At the sound of the emergency alarm or announcement from the public address system to evacuate, immediately exit the building at the nearest exit.
2. Walk, do not run.
3. Do not attempt to retrieve any personal belongings left in the building. Any personal belongings can be retrieved when it is safe to go back into the building.
4. If able, assist any persons with disabilities or requiring assistance.
5. Use stairs. If building has an elevator, do not use the elevator.
6. If there is a fire in the room you are in, leave at once and close door behind you – do not lock the door.
7. Once safely outside, go to the nearest designated Assembly Area and check-in with the emergency evacuation staff.
8. Do not loiter near any building structures.

9. Do not go to your vehicle to wait and do not make efforts to drive away. Emergency personnel will be arriving in vehicles and need clear access to the building.
10. If driving a vehicle while an evacuation is in progress – park the vehicle away from the building to allow access for Emergency Personnel vehicles, and then check-in at an Assembly Area.
11. Immediately report any hazardous situations/conditions that you may have noted while exiting the building to the emergency evacuation staff.
12. Do not leave the assembly area until directed by emergency response personnel, or the emergency evacuation staff. If it is imperative that you leave, you must notify the emergency evacuation staff.
13. Upon re-entering the building, note any hazardous situations/conditions that may exist and report to emergency evacuation staff.

EMPLOYEE RESPONSIBILITY

All employees are responsible for knowledge and observation of all safety rules and regulations outlined in the *Injury and Illness Prevention Program Employees' Guide*. Each employee is encouraged to use their knowledge, skill, and judgment in carrying out their job duties and reporting any unsafe conditions.

Enforcement of employee compliance with safety policies and rules will be consistent with Article 19 of the current *Personnel Rules and Procedures*.

COMMUNICATION

Our goal is to provide relevant safety information to employees and to encourage the reporting of workplace hazards and safety suggestions without fear of reprisal. This is intended to be a two-way communication system.

Departments/Divisions may provide safety communication by using the following systems:

1. City Safety Committee.
2. Posting safety information.
3. Written communications, such as Safety Committee meeting minutes, emergency procedures, and City and departmental safety memos.
4. Employee meetings.

Employees are encouraged to communicate safety concerns and unsafe conditions utilizing any of the following options:

1. The safety suggestion system, which includes an anonymous provision. Refer to the Employee Safety Suggestion/Safety Concern Form. Forms may be obtained via the intranet or through your department administrative coordinator, department safety committee representative or Human Resources.
2. Safety Hotline – voice mail line dedicated for anonymous reporting of safety suggestions and/or concerns:
 - a. Inside Civic Center: Dial ext.7475 (RISK);
 - b. Outside the Civic Center: Dial (949) 724-7475 (RISK).
3. Safety Suggestion/Concern e-mail address allows additional reporting of safety suggestion/concern. The address is listed in the Global Address List in Microsoft Outlook© as: Safety Suggestion Box.
4. Access Risk Management via the City's Intranet to report a Safety Suggestion/Concern.

GENERAL SAFETY RULES AND REGULATIONS

GENERAL RULES

1. No employee shall be assigned to work under unsafe conditions or with unsafe tools or equipment. In the event that such a condition develops, it shall immediately be reported to the supervisor who will evaluate the situation and see that corrective action is taken as necessary.
2. Employees are required to observe all general safety rules and those specific to their job assignment and perform their job duties with regard for their personal safety and the safety of their fellow workers and the general public.
3. If you are unsure of how to perform a job, task, or assignment, ask your supervisor for clarification. Do not take chances or work without proper safeguards.
4. Pay strict attention to your work. Practical joking and horseplay will not be tolerated.
5. Only trained and authorized employees shall operate equipment such as motor vehicles, forklifts, power hand tools and other related equipment, materials and tools.
6. The use of intoxicants or illegal/controlled substances by an employee during working hours shall be cause for suspension pending further investigation. Appropriate disciplinary action will be taken up to and including termination, pursuant to Article 10 of the current *Personnel Rules and Procedures*.

7. No employee shall be allowed to work when suffering from emotional distress, illness, the effects of drugs or lack of sleep when such suffering could jeopardize job safety.
8. An employee may not be discharged or discriminated against in any way for filing complaints concerning unsafe working conditions or practices.
9. Department heads and supervisors at all levels are responsible for the enforcement of safety rules by employees under their supervision.
10. Supervisors shall be responsible for familiarizing employees with hazards of the job to which they are assigned, and ensure adequate job specific safety training.

WHEN AN INJURY OCCURS

Hopefully, you will not be involved in an on-the-job accident or injury; however, if you do experience an industrial accident/injury, the following procedure should be followed:

IN THE CASE OF A LIFE-THREATENING EMERGENCY
DIAL 911
USING AN IN-HOUSE PHONE
DIAL 9-911

IMMEDIATELY REPORT ACCIDENT/INJURY TO YOUR SUPERVISOR:

1. Supervisor will provide you with a Medical Referral/Status Form for a medical examination at one of the authorized Workers' Compensation Medical Provider facilities (see map on following page and listing below).
2. Supervisor will provide you with an Employee's Claim for Workers' Compensation Benefits form, and pamphlet, explaining benefits.
3. Upon completion of medical treatment you will return Medical Referral/Status Form to Supervisor or Human Resources.

**In the event of a serious accident/injury contact Risk Management immediately,
(949) 724-6079 or (949) 724-6202**

URGENT CARE FACILITIES

**WORKERS' COMPENSATION
PROVIDER FACILITIES**

This list of providers and their hours of operation are subject to change. Please contact your Department Human Resources Liaison or Risk Management for a current listing of providers.

CLINICS

East Edinger Industrial
Urgent Care
1530 E. Edinger Avenue,
Santa Ana, CA 92705
Hours: 7 days, 24 hours
(714) 541-8464

ProCare Work Injury Center
17232 Red Hill Ave.
Irvine, CA 92614
Hours: 7 days, 24 hours
(949) 752-1111

Sand Canyon Urgent Care
15775 Laguna Canyon Road,
Suite 100, Irvine, CA 92618
Hours: Mon. – Fri., 8 am – 7 pm,
Sat. – Sun., 9 am – 5pm
(949) 417-0272

Tustin Irvine Medical Group
15751 Rockfield Drive,
Irvine, CA 92618
Hours: 7 days, 24 hours
(949) 206-9100

HOSPITALS

Hoag Hospital
One Hoag Drive,
Newport Beach, CA 92663
Hours: 7 days, 24 hours
(949) 764-HOAG (4624)

Hoag Hospital
16200 Sand Canyon Ave.
Irvine, CA 92618
Hours: 7 days, 24 hours
(949) 764-HOAG (4624)

Kaiser Permanente
Orange County
Irvine Medical Center
6640 Alton Pkwy.,
Irvine, CA 92618
Hours: 7 days, 24 hours
(949) 932-5000

Saddleback Memorial
Medical Center
24451 Health Center Drive,
Laguna Hills, CA 92653
Hours: 7 days, 24 hours
(949) 837-4500

St. Joseph Hospital
1100 West Stewart Drive,
Orange, CA 92686
Hours: 7 days, 24 hours
(714) 771-8075

TRAINING AND INSTRUCTION

Departments are responsible for IIPP training to all employees. City employees must be given sufficient instruction to enable them to understand the tasks to be performed and the hazards to be avoided. No employee is expected to undertake a job until he/she has received instructions on how to do it properly and safely, and is authorized to perform the job.

The two types of safety training are: **General Safety Training**, which is defined as the general knowledge that is necessary for employees to work safely in the total City environment (such as following procedures and rules, reporting hazards to supervisors, and not operating equipment tools unless trained and authorized to do so, etc.); and **Specific Safety Training**, which is defined as the training necessary to safely perform a specific job function (such as operating a forklift, working in a confined space, using fall protection devices, code 3 emergency driving, etc.).

General Safety Training is provided during the Human Resource Department's New Employee Orientation sessions and by departments when presenting department safety policy and procedures (such as Emergency Procedures, first-aid kit and fire extinguisher locations, etc.). Departments can present safety videos or issue printed handouts (see Training Resources below).

Newly hired employees will receive instruction on the IIPP and the Emergency Evacuation Program during New Employee Orientation.

Specific Safety Training is the responsibility of the department/division, and is often provided by immediate supervisors who have full knowledge of department/division

operations and equipment. Departments/divisions should also provide periodic safety training to supervisors in order to increase their safety knowledge and safety awareness specific to risk/hazard to an employee under their control.

Safety training must be provided:

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

Workplace safety and health practices include, but are not limited to:

- ◆ Explanation of the IIPP, the emergency action plan and fire prevention plan, and measures for reporting any unsafe conditions, work practices, injuries and when additional instruction is needed.
- ◆ Use of appropriate Personal Protective Equipment (PPE), including clothing, gloves, footwear, face shields, etc...

- ♦ Information about chemical hazards to which employees could be exposed and other hazard communication program information including access to Safety Data Sheets (SDS's).
- ♦ Availability of toilet, hand washing, eye washing and drinking water facilities.
- ♦ Provisions for medical services and first aid including emergency procedures.

Written records must be kept and maintained for all IIPP training provided to employees and supervisors for a period of one year. Departments should use the *Injury and Illness Prevention Program Employee Safety Training* form contained in the Appendix section of the IIPP, or they can develop their own form, which must include the following:

- a) Names/signatures/employee number;
- b) Subject of training;
- c) Date of training;
- d) Name of instructor.
- e) Attached copies of all materials handed out and an outline of information covered.

TRAINING RESOURCES

Risk Management provides training resources to educate employees on safety issues specific to their job function. To find additional information regarding these resources log onto the Intranet (go to Employee Services – Safety). For questions regarding these resources, contact Risk Management at 724-7475 (RISK).

- **7 – Minute Safety Trainer** - select from over 50 occupational health and safety topics. These short and effective training aids are useful in reducing job-related injuries and illnesses. Organized into logical and concise steps, the sessions dramatically lessen the amount of training time needed.
- **Video Lending Library/National Safety Resource Center** – one of the largest safety video libraries with over a thousand video titles available.
- **In-House Video Library** - reserve a video from a selection of topics including; ergonomics, driver safety, etc...
- **General and Job Specific Training** – each department has training needs based on general and specific tasks performed by staff. Contact your supervisor, Human Resources Liaison or Risk Management for further information.

GENERAL SAFETY TOPICS

AUTOMOBILE ACCIDENTS

If you are involved in an accident while driving a City of Irvine vehicle, please follow the procedures as listed below:

1. Stop Immediately!
2. Call 911 if paramedics or ambulance services as necessary.
3. All automobile incidents involving another vehicle, property or pedestrians, must be reported to the Irvine Police Department – (949) 724-7200, or local agency, and a police report number must be forwarded to your supervisor and Risk Management.
4. If vehicle needs towing, contact Fleet Services using hand pack radio or call (949) 724-7762.
5. Complete vehicle accident report form in the packet that is in the glove compartment of the city vehicle and forward to your supervisor.
6. Report the accident to your supervisor as soon as possible.
7. Contact Risk Management to replace any vehicle accident reports used.

CHEMICALS

1. Read all chemical labels before using.
2. Only authorized personnel shall be allowed to handle, use or dispense poisonous chemicals.
3. If chemicals splash into your eyes, IMMEDIATELY wash out eyes with large quantities of clean water for approximately 15 minutes.
4. Containers of injurious chemicals or substances shall be plainly labeled indicating hazards and precautionary measures to be observed.
5. Refer to the IIPP's Hazard Communication policy for more information regarding Safety Data Sheets (SDS's)

ELECTRICAL SAFETY

1. Only authorized and qualified electricians shall make repairs to or work on electrical equipment or defective wiring. Report all electrical concerns to Facility Maintenance @ 6696.
2. Do not use any electrical equipment with frayed or otherwise deteriorated insulation. Black electrical tape may not be used to cover these defects. Always pull out electrical cords by pulling on the plug, not the cord itself.
3. In the case of overheating, sparking or smoking motors, wiring, and other electrical equipment, turn off the power and report the condition to your supervisor. Tag it with a sign or message that it should remain off until corrected by a qualified electrician.

4. Extension cords should be inspected for breaks in insulation, kinks, and exposed strands of wire before use. Protect the cord from oil, hot or rough surfaces and chemicals. Keep the cord out of aisles or other traveled areas. Extension cords shall not be used as a substitute for fixed wiring.
5. Only authorized and qualified electricians shall make repairs to or work on electrical equipment.
6. Never put your hands or tools inside an electrical panel unless you are a qualified electrician.

ERGONOMIC TIPS FOR COMPUTER USERS

Long hours on the computer can be rewarding, even fun, but they can also lead to aches and pains in your neck, shoulders, arms and hands. If you ignore these aches and continue working with improper work habits you may develop painful and disabling injuries such as tendonitis, carpal tunnel syndrome, and other health problems referred to as repetitive strain injuries (RSI) or cumulative trauma (CT) disorders.

Why some people develop these problems and others do not can be due to:

- Age
- Physical conditioning
- Medical conditions (e.g., pregnancy, diabetes)
- Hobbies (e.g., musical instrument use, weight lifting)
- Ability to relax and get along with others

They also can be brought on by long uninterrupted hours at the computer, especially under stressful work conditions, and using improper work habits and postures.

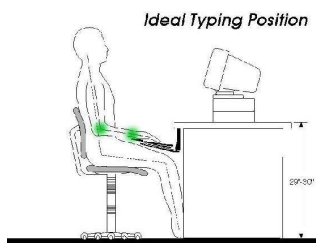
Should you experience recurrent, persistent or worsening discomfort, especially if the discomfort includes pain, numbness or weakness, promptly notify your Supervisor. The earlier a problem is corrected, the easier it is to remedy and the less chance it will progress to a disabling condition.

WORKSTATION GUIDELINES:

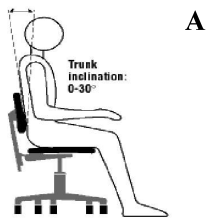
Although setting up your computer may seem intuitive and as simple as pulling up a chair and reaching for the mouse, it takes deliberate effort to use your computer properly.

Below are some step-by-step guidelines that will enable you to quickly assess and evaluate your workstation. With these tools, you should be able to configure your workstation to be ergonomically compliant and comfortable for you and for the type of work you conduct on a daily basis.

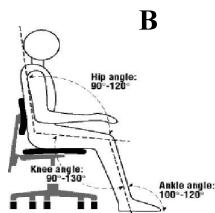
A workstation should allow you to sit in a balanced body position when you are sitting at your desk. What this means is that the position of the desk, computer or equipment, chair, and any other accessories or devices, needs to be adjusted to your body size and type. Consider these simple guidelines to assist in determining the best set up for you.



1. Sit in your chair. It should allow you to sit comfortably. The angle of your hips, knees, ankles and elbows should be open for good posture and circulation. You should sit all the way back in the chair so your lower back is supported by the back of the chair. When sitting in your chair the upper body should be within 30° of an upright position. (See picture A)



2. Keep the joints such as elbows, hips, knees, and ankles, open to 90° or slightly more than 90°. This means that your chair height should be adjusted so that the knees are open, though not too high that the legs are dangling or the ankles and elbows have to overextend to be comfortable. (See picture B)



3. If using the arms of the chair they should support your forearms and your wrists should be straight and aligned with your forearms. Keep your shoulders low and relaxed and keep your elbows comfortably close to your body.

4. The Keyboard tray, if needed, should be height adjustable, and the user should be able to slightly tilt the keyboard tray down away from the body (negative tilt) for better wrist posture which will also allow the user to use the mouse with the upper arms relaxed and as close to the body as possible with the wrist in a comfortable and neutral position. A palm support should be incorporated into the tray and used to give the hands and arms the opportunity to rest between key strokes. This also prevents the shoulders and neck muscles from becoming fatigued from supporting the weight of the arms while typing. Be sure to align the home keys with the vertical center of the monitor. The keyboard tray should also allow for the attachment of mouse trays for either the right or left hand user or for bilateral mouse use if necessary.

5. Support the legs by adjusting the seat pan of the chair so that your legs rest comfortably on it. If you have long legs,

you may need to move the seat pan forward so that the under side of your thighs are supported. If your legs are shorter, move the seat pan back to avoid cutting off circulation underneath the knees. You should be able to fit a fingers width or more between the back of your knees and the edge of the seat pan (See picture B). If using the arms of the chair they should support your forearms and your wrists should be straight and aligned with your forearms. Keep your shoulders low and relaxed and keep your elbows comfortably close to your body.

6. The distance from the monitor to the operator should be a minimum of 18 inches, or about an arms length away. This distance may vary dependent upon any unique vision requirements, i.e., computer lenses, bifocals, trifocals, etc...

7. The characters on the monitor screen should be brighter than the screen background. Bright light sources in the peripheral field of the computer screen or "back light" should be avoided. Window shades should be adjusted or screens tilted to avoid glare. Increase or decrease the font or screen resolution to minimize eye strain.

8. Always keep your head aligned with your spine. Your line of sight should be straight ahead or slightly downward and within the top 1 inch to 1 ½ inches of your monitor. An articulating monitor holder can be used to raise, or lower the line of vision to a safe level; especially for users with bifocal or trifocal lenses.

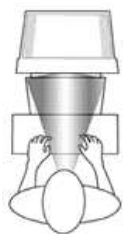
9. Keep your upper arms between vertical and 20° forward. If your chair is too far from your desk when you are working on a keyboard, you will be forced to reach and overextend your arms causing shoulder and neck discomfort.

10. Your range of motion should allow for easy, though not excessive, movement. The equipment that you most

frequently use should be in close reach and easily accessible without frequent bending and reaching. For example, if you answer the phone regularly, it should be positioned in front of you, to one side, and close enough that you don't have to reach far to answer it. Contact ACS (724-6147) if you need a longer phone cord to bring the phone closer to you.

11. Consider using a head set in place of the standard phone configuration if your job entails a significant volume of phone calls. This will discourage "necking the phone" which is common when trying to input data on the keyboard with the phone propped between the head, neck and shoulder area.

12. An in-line copy holder is very useful and recommended if conducting input tasks while viewing documents. This allows you to sit comfortably without having to twist and turn the shoulders, back and neck, or perch the head forward to view documents that are typically placed on the desk top. Choose a copy holder that is sturdy enough to allow light writing tasks.



Low-risk positioning
Maintaining alignment minimizes strain on neck, shoulder and upper back.



High-risk positioning
Turning the head back and forth from page to computer creates neck, shoulder and back stress.

TIPS FOR COMFORT

- Change positions frequently but remain within the recommended ranges.
- Avoid bending to the side or bending forward from a seated position.
- If you have to cross your legs, alternate them frequently.
- Avoid awkward postures such as sitting cross legged.
- Do not slouch.
- Do not sit for more than 50 minutes at a time.
- Avoid lifting and transferring loads while sitting.
- Position tasks and materials within easy reach.

If you have any questions contact either your supervisor or Risk Management at (949) 724- RISK (7475).

FIRE SAFETY

1. No open flames or smoking shall be permitted in areas where flammable gases or liquids are stored or used.
2. Open flame heaters, as well as electric heaters, shall be properly guarded and located. No clothing or combustible material shall be stored in close proximity to any open flame or electric heater in such manner as to permit ignition.
3. Extinguishers, which appear to be in doubtful condition, should be reported immediately.
4. Report fires promptly to the Fire Department and do not risk your life in trying to extinguish a fire that may get out of control.

5. Be aware of the City's Evacuation Plan and the best evacuation route for your worksite.

HOUSEKEEPING

1. All work areas must be kept clean, orderly and free of tripping hazards.
2. All employees should make sure their work area has adequate lighting. Insufficient lighting should be reported to a supervisor.
3. Aisles and passageways shall not be used for storage. All exits must be kept free of obstructions at all times.
4. Pick up objects on the floor and wipe up all spills immediately.
5. Stairways and fixed ladders are to be kept free of obstructions at all times.

LADDERS, STAIRS, SCAFFOLDS AND STAGING

1. Always use the right kind of ladder to do the job safely. Never use any kind of makeshift ladder as a substitute.
2. All ladders should be checked before using to make certain that rungs and side rails are in sound condition. If defective, take it out of service by tying a red tag or marker on it, explaining the problem, and notify your supervisor.
3. Stepladders must be fully extended and in sound condition before being used. The base of an extension

ladder should be placed at a distance approximately 1/4 the working height of the ladder.

4. When necessary to place ladders in front of a blind doorway, the door should be locked or guarded by a co-worker.
7. The use of hand rails should be encouraged when ascending or descending stairways.
6. Never work or stand on the top rung or step of a ladder.
7. Never leave tools on the top of a stepladder or any other elevated place from which they may fall.

LIFTING AND CARRYING

Although each worker has lifting techniques that are comfortable for him/her, there are several basic rules that apply to all lifting situations.

Loads should be kept close to the body, knees should be slightly bent, and the back should be straight if not a bit arched. If it is necessary for the person to turn while carrying an object, turning should be done by moving the position of the feet, not by twisting the trunk of the body.

1. The first rule for any handling job is **size up the load** - observe the load's position and surrounding hazards. If you cannot lift the object safely – get help to assist or use some other safe means to accomplish the job.
2. **Stand as close to the load as possible.** Spread your feet, either parallel or one in front of the other. Move in

the direction of the lift. This will control your center of gravity and give you better balance.

3. **Take a secure grip** – injuries have occurred when loads slip/fall due to inadequate grip.
4. **Timing** – face in direction of lift with knees and hips bent. Widen base as needed. Take a deep breath. Tighten abdominal muscles and on signal, lift.
5. **Keep weight close to the body** – elbows close to the body. Use your leg and hip muscles, not your back.
6. **Bend hips and knees while lifting** – keep your back straight.
7. When reaching for an object overhead – **grip it with palms up and lower the object slowly**. On the way down, keep the object as close to the body as possible.
8. **Watch out** for protruding nails, sharp edges, etc.
9. **Keep fingers away** from pinch points and wear protective gloves when necessary.
10. **Use** available hand trucks, etc.
11. Put your load down by **bending the hips and knees** with your back straight and the load close to your body.
12. If the load is too heavy – **get help**.
13. When the load is carried by more than one person, allow one individual to be the leader so you have **good timing and coordination**. It is best to start the lift with a preparatory command such as, “ready”, followed by an execution command, “lift”. Or, on the count of three – lift.

PERSONAL PROTECTIVE EQUIPMENT

Employees will be issued personal protective equipment as required for the performance of their jobs assignments. Each employee has a responsibility to take proper care of the equipment, and wear or use the equipment in compliance with the manufacturer's recommendation.

As applicable, each employee will be trained in the care and use of the following safety equipment.

1. Hardhats/Helmets

Hardhats will be worn when required.

- They must be worn with the bill facing forward and the suspension properly adjusted.
- The hardhats will not be altered in any way.
- They must be kept clean.
- They shall be worn in shops where appropriate and as designated by Cal/OSHA.

2. Eye Protection

- Safety glasses will be issued and must be worn when exposure to dust, flying chips, etc., exists.
- Goggles shall be worn when grinding and transferring liquids such as solvents, detergents and insecticides, etc.

3. Face Shields shall be worn when grinding, pouring liquids, operating steam or pressure equipment.

4. Welding goggles/glasses/hoods

When employees are exposed to injurious light rays appropriate protective lenses are needed. Contact lenses should not be worn when welding or working on electrical panels/lights, i.e. welding and gas discharge lamps.

- Clear lenses and filtered lenses up to and including shade No. 2 filter lenses may be used for resistance to stray light from near by cutting and welding operation and reflecting light from water and other low-intensity rays.
- Shade No. 5 filter lenses are intended for light gas cutting and gas welding.
- Shade No. 6 filtering lenses are intended for gas cutting, medium gas welding, and for welding up to 30 amperes.
- Shade No. 8 filter lenses are intended for heavy gas welding and for arc cutting and welding from 30 amperes but not exceeding 75 amperes.
- Shade No. 10 filter lenses are intended for heavy gas welding for arc cutting and cutting exceeding 75 but not exceeding 200 amperes.
- Shade No. 12 filter lenses are intended for arc welding and cutting exceeding 200 but not exceeding 400 amperes.

5. Rubber Gloves/aprons/boots

Appropriate rubber gloves, aprons, clothing, and boots must be worn when using steam cleaners, transferring acids, caustic, or any place where the employees are exposed to a splashing type hazard.

6. Traffic Safety Vest

A traffic safety vest shall be issued and worn by all employees while engaged in work on streets or within vehicular right of way.

7. Clothing

Clothing appropriate to the tasks to be performed shall be worn.

8. Hearing Protection

- Hearing protection shall be issued upon the request of an employee in instances where it does not apply.
- Hearing protection shall be worn when noise levels exceed CAL/OSHA standard.

9. Breathing/Protection

Nuisance Dust Masks are used to safeguard against dust and airborne particles. All Nuisance Dust Masks must be OSHA approved.

All respiratory safety equipment policies will be covered in the Hazard Communication Training.

10. Safety Harness

Employee will not work in confined spaces or at elevation without proper safety training.

- Safety harness will be worn when working at elevations above fifteen feet without perimeter protection.
- Safety harness will be worn when entering confined spaces as part of the confined spaces entry program.
- Lanyards/lifelines shall be secured at a level not lower than the worker's waist and a horizontal distance not to exceed six feet.
- Safety harness and lanyard should be inspected for abrasions and fraying.
- Safety harness shall be adjusted to fit snug.

CITY OF IRVINE

INJURY AND ILLNESS PREVENTION PROGRAM

STATEMENT OF UNDERSTANDING

I, _____,
have received my personal copy of the City of
Irvine's *Injury and Illness Prevention Program
Employee Handbook*.

I have read and understand the safety information
contained in this handbook. I agree to work safely
and to immediately report any unsafe condition.

Signature:

Department/Section:

Date: _____

Name of Supervisor:
