



# **Injury and Illness Prevention Program**

Revised 2015

**CITY OF YUBA CITY  
INJURY AND ILLNESS PREVENTION PROGRAM  
General Statement of Safety Policy**

To all City of Yuba City employees:

The City of Yuba City Injury and Illness Prevention Plan (IIPP) has been revised to reflect the current changes in the law. The IIPP also reflects the City's commitment to provide City employees a safe and healthful workplace.

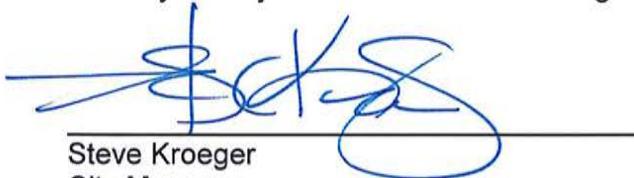
California Labor Code §6401 states the following, " Every employer shall furnish and use safety devices and safeguards, and shall adopt and use practices, means, methods, operations, and processes which are reasonably adequate to render such employment and place of employment safe and healthful. Every employer shall do every other thing reasonably necessary to protect the life, safety, and health of employees. "

The original development of the IIPP was a collaborative process with input from the Safety Committee, management and bargaining unit representatives to create a document that represents the interest of all Yuba City employees. The City will provide training to all employees on the use of the updated IIPP and will monitor safety training for all departments.

Employees are expected to assist management in injury and illness prevention activities. Unsafe conditions must be reported. Fellow employees that need help should be assisted. Everyone is responsible for the housekeeping duties that pertain to their jobs. Any injury that occurs on the job, even a slight cut or strain, 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 incident reports will be reviewed by the each applicable department and Human Resources to evaluate compliance with safe work practice guidelines.

The IIPP does not stand by itself; it must have the commitment of all City of Yuba City employees on every level to achieve the goal "to protect the life, safety and health of employees". Safety should be the primary goal of all employees and should be practiced every day.

Thank you for your assistance in reaching this goal.

  
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Steve Kroeger  
City Manager

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## **CITY OF YUBA CITY INJURY AND ILLNESS PREVENTION PROGRAM**

### **PURPOSE**

The Injury and Illness Prevention Program (IIPP) is the City of Yuba City's foundation to the overall safety program. The purpose of the IIPP is to establish an organized approach to employee accident prevention that will help protect the safety of City of Yuba City (City) employees, and meet the requirements of Title 8 California Code of Regulations, Section 3203 (8CCR3203) and Labor Code Section 6400. This policy supersedes any previously adopted safety policy. The IIPP is available for review and downloading on Yuba City's CityNET.

### **REQUIRED ELEMENTS OF THE IIPP**

- Identification of the person or persons responsible for the IIPP implementation and administration.
- A system for ensuring that employees comply with safe and healthful work practices. The system may include disciplinary action and the incentive program.
- Communication of health and safety information to employees that will encourage them to inform their supervisor/manager of perceived hazards without fear of reprisal.
- A system for periodic inspections for identifying and evaluating workplace hazards.
- Correction of unsafe and unhealthy conditions and work practices in a timely manner based upon the severity of the hazard.
- A procedure to investigate occupational injury and occupational illness.
- Health and safety training designed to instruct employees about general health and safety practices and to provide specific instruction with respect to each employee's job assignment.
- Written documentation of records and steps taken to implement the IIPP.

### **RESPONSIBILITIES**

#### **Human Resources Director**

The Director of Human Resources shall have the authority and responsibility for the administration of the Injury and Illness Prevention Program (IIPP). In the absence of the Director of Human Resources, the respective Department Heads shall be responsible for the administration of the IIPP.

- Coordinate risk identification and potential loss exposures throughout the City.
- Provide advice and assistance to the City Safety Committee, Department Heads, Department Managers, Supervisors, and Employees in all aspects of the safety program.
- Investigate work-related accidents and safety violation complaints in conjunction with the City Safety Committee and Department Management.
- Coordinate safety training and educational aids.

- Provide and/or recommend technical assistance to departments in order to comply with Cal/OSHA regulations.
- Maintain and make available for review statistical information on City work-related injuries, illnesses and claims, including Cal/OSHA logs and other data.
- Monitor and review the effectiveness of the IIPP and make recommendations for improvements.
- Safety coordination throughout the City, as defined in this document.
- Enforce safety rules and regulations.
- The Human Resources Department has the responsibility to contact local Cal/OSHA office within eight (8) hours of a serious workplace injury or fatality.

### **Department Heads**

- Implement the written IIPP and assure its effectiveness.
- Provide the necessary leadership and resources for administering and implementing an effective program.
- Ensure that work site inspections are conducted on a regular basis and whenever necessary within his/her department.
- Work with the City Safety Committee to implement the goals and objectives of the Citywide IIPP.
- Actively participate in accident investigations.
- Enforce safety rules and regulations.

### **Managers/Supervisors**

- Be very familiar with the written IIPP and provide the necessary leadership to assure its success.
- Investigate all work-related injuries/illnesses and correct the cause, working with appropriate departments. Report and correct any unsafe conditions within his/her department.
- Provide employees with necessary training or make arrangements for employee training.
- Provide employees with necessary personal protective equipment.
- Advise contractors, who are working on City sites, of known hazardous areas and materials.
- Enforce safety rules and regulations and set a good example for the employees.

### **Employees**

- Receive training regarding the City's IIPP.
- Be very familiar with the written IIPP and give it your total support. Sign the Employee Acknowledgment form, Appendix E.
- Learn the hazards of your job and implement the required safe practices.

- Participate in safety training.
- Help fellow employees to prevent accidents.
- Promptly report to his/her supervisor any unsafe condition they observe. Correct, when feasible.
- Use required personal protective equipment and recommended protective equipment correctly and as designated for specific tasks.
- Promptly report to his/her supervisor any work-related injury, illness or property damage.
- Enforce safety rules and regulations.
- Follow up and obey safety rules and regulations.

## **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 the rules fairly and uniformly and set and follow a good example for the employees.

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

The City's system of ensuring that all employees comply with the rules and maintain a safe work environment includes:

- Informing employees of the provisions of the IIPP, including new employee safety orientation and initial IIPP training.
- Evaluating the safety performance of all employees.
- Recognizing employees who effectively implement safe and healthful work practices by inclusion in the incentive program.
- Providing supplemental training to employees whose safety performance is deficient.
- Disciplining employees for failure to comply with safe and healthful work practices. Details are included in Appendix A, Injury Counseling Policy.

## **COMMUNICATION**

The City recognizes that open, two-way communication between management and employees on health and safety issues is essential to an injury-free, productive work place. The following system of communication is designed to facilitate a continuous flow of safety and health information between management and employees in forms that are readily understandable:

- New employee orientation including a discussion of safety and health policies and procedures.
- Conduct training of the City's IIPP. Each employee will complete an Employee Acknowledgment Form located in Appendix E.

- Workplace safety and health training programs.
- Safety meetings, including tailgate safety meetings at least every 10 working days for construction projects.
- Posted safety information, including the Safety Committee meeting minutes. Safety Committee Minutes are posted on CityNET.
- A system for employees to report workplace hazards or safety suggestions. Employees can also report anonymously without fear of reprisal. Information about the Safety Suggestion Program is included in Appendix B and on CityNET.
- City Safety Committee and department safety and health committees. The City Safety Committee assists management and the Program Administrator by providing active participation and input from employee and managerial representatives. This involvement is essential to the overall effectiveness of the IIPP. The following items define the role of the City's Safety Committee:
  - Meets quarterly, and more often as needed.
  - Prepares written records of the safety committee's meetings.
  - Reviews results of the scheduled inspections and verifies follow up actions.
  - Reviews work-related accident/incident reports and makes suggestions to management for the prevention of future occurrences.
  - Reviews hazard assessments and verify corrective measures.
  - Reviews employee safety suggestions and submits recommendations to assist in the evaluation of the suggestion

## HAZARD ASSESSMENT

Periodic assessments to identify and evaluate workplace hazards are performed by a designated competent employee from each of the City's department workplaces. Department specific inspections checklists are available on CityNET. Safety inspections are performed according to the following schedule:

<b>Location/Building/Department</b>	<b>Frequency</b>
Animal Shelter	Quarterly
Auto Shop/Building Maintenance Shop/Warehouse	Quarterly
City Hall	Annually
Electrical Maintenance	Quarterly
Fire Department Facilities	Quarterly
Gauche Aquatic Park (GAP)	Quarterly
Parks	Quarterly
Police Department	Annually
Public Works (Corporation Yard)	Quarterly
Senior Center	Annually
Treatment Facilities	Quarterly

In addition, inspections and/or assessments will be conducted:

- When the IIPP was initially established.
- When new or previously unidentified substances, hazards, processes, procedures or equipment, which present potential new hazards, are introduced into the City's workplace. Use the Hazard Assessment and Correction Record form located on the CityNET.
- When occupational injuries and illnesses occur. This is considered an incident or accident investigation and is to be conducted by the employee's supervisor. Refer to the Accident Investigation section for additional direction.
- Whenever workplace conditions warrant an inspection, use the applicable Safety Inspection Checklists identified in the table above for documentation.

## HAZARD CORRECTION/COMMUNICATION

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

### Severity Schedule:

- |                     |  |
|---------------------|--|
| Class 1 - Critical: | may cause death, serious injury, significant environmental impact, or substantial financial losses and/or is likely to occur soon. |
| Class 2 - Serious:  | may cause injury, occupational illness, or environmental or property damage and/or probably occur in time.                         |
| Class 3 - Minor:    | probably would not affect personnel or environmental safety or health, but is in violation of specific criteria.                   |

The hazards shall be corrected according to the following procedure:

1. When a hazard is observed or discovered, unless immediate action is required, an employee will submit through the Help Desk System a Facilities Management Request Form at <http://helpdesk/MRcgi/MRentrancePage.pl>. For non-building related hazards contact department internal staff for corrective action.
2. When an imminent hazard exists that cannot be immediately abated without endangering employees and/or property, the City will remove all employees from the immediate area except those needed to correct the hazardous condition. Necessary protection will be provided for employees who must work to correct the hazardous condition.
3. All such actions taken and dates they are completed shall be documented on the appropriate forms.

## INCIDENT AND ACCIDENT INVESTIGATIONS

All work-related incidents and accidents will be investigated promptly, regardless of the severity of injuries, exposures or property damage. Employees must report the following work-related occurrences to their supervisor as soon as possible:

- Injuries
- Illnesses
- Exposures
- Vehicle damage
- Property damage
- Environmental damage

The purpose of the investigation is to find the root cause of the accident or incident and to prevent further occurrences - not to assign blame. There are two types of incidents and accidents:

- **Employee Injury or Illness**  
The City's standard form "Supervisor's Report" will be used to document the investigation, findings, and corrective action for employee injuries. A copy of this form and additional information is available on CityNET.
- **Incidents Involving Property, Equipment or Private Citizens**  
The City's standard form "Incident Report" will be used to document the investigation, findings, and corrective action for incident's involving property, equipment or private parties. A copy of this form and additional information is available on CityNET.

Human Resources will forward a copy of the report to the Safety Committee for their review, comments, and evaluation of compliance with safe work practice guidelines.

The employee's supervisor, with assistance from the Human Resources Department, if needed, will conduct the investigation. Procedures for investigating workplace incidents and accidents include:

1. Visiting the accident scene as soon as possible.
2. Interviewing affected employees and witnesses.
3. Examining the workplace for factors associated with the incident or accident.
4. Determining the cause of the incident or accident.
5. Taking corrective action to prevent recurrence.
6. Documenting the findings and corrective actions taken.

### **Cal/OSHA Reporting Requirements for Serious Accidents**

In addition to the internal investigation, all serious accidents as defined by Cal/OSHA must be reported to the Cal/OSHA District Office within 8 hours of the employer's knowledge of the accident.

Serious accidents defined by Cal/OSHA include:

- An accident in connection with employment that results in an employee fatality.
- A serious injury or illness that requires in-patient hospitalization for a period in excess of 24 hours for other than observation.
- A serious injury that results in the loss of any portion of the body, or that results in any degree of permanent disfigurement.

The employer's knowledge means any supervisor or manager having knowledge of a serious accident based on the definitions above. The supervisor or manager of the employee(s) affected will notify Human Resources immediately. Human Resources will notify Cal/OSHA of the accident.

In the event the accident occurs during non-business hours and Human Resources is not available, the supervisor or manager must call the Cal/OSHA District Office to report the accident. On the following business day, the supervisor must notify the Human Resources Department about the accident and that Cal/OSHA has been called.

It is important to remember that Cal/OSHA has the authority to conduct an accident investigation when notified of a serious accident. If the City fails to report a serious accident, Cal/OSHA can issue a citation to the City with a fine of \$5,000.00. The designated Cal/OSHA Field Office is located at 2424 Arden Way, Suite 165, Sacramento, CA 95825. Office: 916-263-2800 and Fax: 916-263-2798.

## **TRAINING AND INSTRUCTION**

All employees, including managers and supervisors, will participate in training and instruction on general and job-specific hazards and safe work practices. Department specific training matrices are maintained by the Human Resources Department and will be reviewed and updated as needed. Training and instruction shall be provided as follows:

- When the IIPP was first established.
- For all new employees.
- For all employees given new job assignments for which training has not been previously provided.
- Whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard.
- Whenever the employer is made aware of a new or previously unrecognized hazard.
- For supervisors to familiarize them with the safety and health hazards to which employees under their immediate direction and control may be exposed.
- For all employees with respect to hazards specific to each employee's job assignment. Department specific Safety & Environmental Training Matrices are located in Appendix C.

A list of training topics applicable to the City's operations is also included in Appendix C. General workplace safety and health training topics for all employees include, but are not limited to the following:

- Explanation of the City's IIPP, emergency action plan, fire prevention plan, and measures for reporting any unsafe conditions, unsafe work practices, and injuries.
- The use of personal protective equipment, including appropriate clothing, gloves, footwear, safety glasses, hearing protection, and hard hats.
- Information about chemical hazards to which employees could be exposed and other hazard communication program information, including how to use material safety data sheets.
- Availability of toilet, hand-washing and drinking water facilities.
- Provisions for medical services and first aid including emergency procedures.
- General Code of Safe Work Practices, Appendix D.

In addition, the City provides 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.

### **JOB SAFETY CLASSIFICATIONS**

The Cal/OSHA regulation on IIPP requires that job safety classifications (JSCs) be designated. The City bases these classifications on the City's job titles. The JSCs group employees together who have similar potential exposure to hazards due to their job responsibilities and the tasks involved, or based on management or supervisory roles. The JSCs are then used to assign the training requirements based on the hazards of the job.

The City currently has numerous job safety classifications, including one for safety committee members that is in addition to their routine job description. The following is a representative list:

Administrative Personnel	Police
Animal Service	Recreation Field
Building Inspectors	Safety Committee
Building Maintenance	Street Maintenance
City Management	Utilities Supervisory
Executive Team	Wastewater Facility Maintenance
Electrical Maintenance	Wastewater Facility Operations
Engineering	Water Facility Maintenance
Fire Service	Water Facility Operations
Parks & Recreation Supervisory	Water/Sewer Maintenance
Parks Maintenance	

## **RECORDKEEPING**

The City has developed standard forms for record keeping and documentation of the IIPP. Copies of these standard forms are provided as appendices to this document and/or are located on the CityNET.

The City has taken the following steps to document implementation of the IIPP:

1. Records of hazard assessment and inspections are maintained, including the person(s) conducting the inspection, the unsafe conditions and work practices that have been identified and the actions taken to correct the identified unsafe conditions and work practices. Records will be maintained for one year from the date of inspection.
2. Documentation of safety and health training for each employee includes the employee's name, training dates, type(s) of training, and training providers. Copies will be maintained in the employee's personnel file during employment. Upon separation of City employment, training records of employees who have worked for less than one year will be provided to the employee.

## Appendix A

### INJURY COUNSELING POLICY

Policy: Ensure that employees are assisted in avoiding job-related accidents and injuries, and establish a process of management counseling and accident/injury prevention.

Application: When an employee has had a serious on-the-job accident, a serious "near-miss" incident, or an orthopedic, neurologic, or head injury, this policy and its procedures shall be applied. In other minor accident or injury situations, department managers are encouraged to use the following procedures.

Procedures: In order to reduce job accidents and injuries, and to provide for the most effective means of accident prevention by counseling, the following procedures will be used in situations as noted above.

1. After an employee has had one serious accident, injury, or near-miss incident as noted above "Application", the employee will have a meeting/discussion with their supervisor regarding:
  - Circumstances surrounding the accident/injury.
  - City/Department concerns for individual safe work practices.
  - Safety related to the job and particular situation or incident.
  - Specific conditions or changes to procedures, equipment, or the like.
  - Employee health and well-being.
2. The supervisor is to keep a written summary of the meeting, particularly the suggestions and directions regarding safe work practices.

If the employee has a second or recurring accident, injury, or incident of the same or similar nature within six (6) months, the employee will have a counseling meeting with the appropriate manager or Department Head regarding the same matters noted above. Additionally, counseling emphasis is to be placed on the employee's responsibility for working safely and avoiding the high cost of injuries.

The manager or Department Head is to document the conversation and decisions made on future safety measures using the Notation of Occurrence form located on CityNET.

3. In the event that a third accident, injury or incident occurs of a like or similar nature within twelve (12) months of the first incident, the employee will meet with the Department Head and the Director of Human Resources. All of the above matters are to be covered including specific actions, programs and steps to avoid future recurrence. Actions may include:
  - Doctor's evaluations
  - Specific safety training
  - Other counseling
  - Job review
  - Other appropriate action

A summary of this discussion is to be placed in the employee's personnel file in memorandum format.

4. Recurring problems of a like or similar nature will be dealt with on an individual basis in keeping with existing City policy and practice.

The City, at any time, depending on the severity of the situation, potential of continuing injury to the employee and/or other people, and the needs of the position and the City, reserves the right to take individual action without regard to the steps outlined in this policy.

**Appendix B**  
**SAFETY SUGGESTION PROGRAM**

**Remember:** Any safety suggestion or idea which requires immediate action should be forwarded to a supervisor.

**Goal**

It is the City's goal and desire to reduce workplace accidents and injuries.

**Safety Suggestion Boxes**

Safety suggestion boxes are installed in each City building. These boxes were originally prepared at the direction of the Safety Committee.

Employees are encouraged to submit ideas for safety suggestions by using the suggestion box or going to CityNET.

The suggestion boxes will be emptied on the 1<sup>st</sup> and 15<sup>th</sup> of each month and forwarded to Human Resources for review. The suggestions will then be routed for evaluation by the department(s) for possible implementation.

Although it is not necessary, it is recommended that the provider of the safety suggestion include their name so that contact can be made to acquire additional information regarding the suggestion.

Human Resources strongly encourage participation by all employees. Please feel free to contact your manager/supervisor or Human Resources if you have any questions.

**APPENDIX C**

**OFFICE/ADMINISTRATION  
EMPLOYEE SAFETY TRAINING MATRIX**

	Training Frequency	Cal/OSHA Section Reference	All Administrative Employees	Building & Construction Inspector
Aerial Devices	I/(3yr)	<u>3646, 3648</u>		X
Asbestos Awareness	I/A	<u>1529, 5208</u>		X
Confined Space Awareness	I/U	<u>5157, 5158</u>		X
Defensive Driving (staff who drive while at work)	I	<u>3203</u>	X	X
Electrical Safety (General Awareness)	I/U	<u>3203</u>	X	
Electrical Safety (Industrial High/Low Voltage)	I	<u>2299 - 2974</u>		X
Emergency Action/Fire Prevention	I/U	<u>3220, 3221</u>	X	X
Emergency Eye Wash	I	<u>5162</u>		X
Equipment Operation Safety (department specific)	I/U	<u>Title 8 Index</u>		X
Ergonomics - Office	I	<u>5110</u>	X	X
Ergonomics – Back Safety	I	<u>5110</u>	X	X
Excavation/Trenching/Shoring	I	<u>1540</u>		X
Fall Protection	I	<u>1670</u>		X
First Aid/CPR (designated staff)	I/C (2yr)	<u>3400</u>	X	X
Hazard Communication (General)	I/U	<u>5194</u>	X	X
Heat Illness Prevention	A-Spring	<u>3395</u>		X
Injury & Illness Prevention Program	I/U	<u>3203</u>	X	X

Training Frequency:

I – Initial Exposure/New Employee

A – Annual

U – Update/Change

C – Certification

**APPENDIX C**

**OFFICE/ADMINISTRATION  
EMPLOYEE SAFETY TRAINING MATRIX**

	Training Frequency	Cal/OSHA Section Reference	All Administrative Employees	Building & Construction Inspector
Ladder Safety	I	<u>3276</u>	X	X
Lead Awareness	I/A	<u>5216</u>		X
Lockout/Tag Out	I/U	<u>3314</u>		X
New Employee Safety Orientation/Specific Job Hazards	I	<u>3203</u>	X	X
Outdoor Hazards (plants, animals, insects)	A-Spring	<u>3203</u>		X
Personal Protective Equipment Requirements (PPE)	I/U	<u>3380, 3385</u>		X
Storm Water Pollution	I	N/A		X
Supervisor Safety Training (designated employees)	I/U	<u>3203</u>	X	
Tools – Hand & Power (department specific)	I/U	<u>Article 20</u>		X
Workplace Violence	I	<u>3203</u>	X	X

Training Frequency:

I – Initial Exposure/New Employee

A – Annual

U – Update/Change

C – Certification

**APPENDIX C**

**PUBLIC WORKS – MULTIPLE DIVISIONS  
EMPLOYEE SAFETY TRAINING MATRIX**

	Training Frequency	Cal/OSHA Section Reference	Supervisor/ Superintendent	Maintenance Worker	Electrical Technician	Building Maintenance	Custodian	Fleet	Engineering	Inspector
Aerial Devices	I/(3yr)	<u>3646, 3648</u>	X		X	X	X		X	X
Asbestos Awareness	I/A	<u>1529, 5208</u>	X	X		X			X	X
Battery Handling & Maintenance	I	<u>5185</u>		X	X	X	X	X		
Bloodborne Pathogens	I/A	<u>5193</u>		X		X	X			
Compressed Gas Safety	I	<u>3301, 3304</u>		X	X	X		X		
Confined Space Awareness	I/U	<u>5157, 5158</u>	X	X	X	X	X	X	X	X
Confined Space Entry	I/U	<u>5157, 5158</u>		X		X				
Defensive Driving (staff who drive while at work)	I	<u>3203</u>	X	X	X	X	X	X	X	X
Electrical Safety (General Awareness)	I/U	<u>3203</u>	X	X		X	X			
Electrical Safety (Industrial High/Low Voltage)	I	<u>2299 - 2974</u>			X				X	X
Emergency Action/Fire Prevention	I/U	<u>3220, 3221</u>	X	X	X	X	X	X	X	X
Emergency Eye Wash	I	<u>5162</u>	X	X	X	X	X	X	X	X
Equipment Operation Safety (department specific)	I/U	<u>Title 8 Index</u>	X	X	X	X	X	X	X	X
Ergonomics - Office	I	<u>5110</u>	X						X	X
Ergonomics – Back Safety	I	<u>5110</u>	X	X	X	X	X	X	X	X
Excavation/Trenching/Shoring	I	<u>1540</u>	X	X					X	X

Training Frequency:

I – Initial Exposure/New Employee

A – Annual

U – Update/Change

C – Certification

**APPENDIX C**

**PUBLIC WORKS – MULTIPLE DIVISIONS  
EMPLOYEE SAFETY TRAINING MATRIX**

	Training Frequency	Cal/OSHA Section Reference	Supervisor/ Superintendent	Maintenance Worker	Electrical Technician	Building Maintenance	Custodian	Fleet	Engineering	Inspector
Fall Protection	I	<u>1670</u>	X	X	X	X	X		X	X
First Aid/CPR (designated staff)	I/C (2yr)	<u>3400</u>	X	X	X	X	X	X	X	X
Forklift	I/C (3yr)	<u>Article 24</u>		X		X		X		
Hazard Communication (General)	I/U	<u>5194</u>	X	X	X	X	X	X	X	X
Hazardous Waste/HAZWOPER (Designated employees)	A	<u>5192</u>	X	X	X	X	X	X		
Hearing Conservation	I/A	<u>5095</u>		X	X	X		X		
Heat Illness Prevention	A-Spring	<u>3395</u>	X	X	X	X	X	X	X	X
Heavy Equipment Operations	I/U	<u>1590 - 1596</u>		X	X	X		X		
Injury & Illness Prevention Program	I/U	<u>3203</u>	X	X	X	X	X	X	X	X
Ladder Safety	I	<u>3276</u>	X	X	X	X	X	X	X	X
Lead Awareness	I/A	<u>5216</u>		X		X	X	X	X	X
Lockout/Tag Out	I/U	<u>3314</u>	X	X	X	X	X	X	X	X
Machine Shop Safety	I	<u>3940</u>		X		X		X		
New Employee Safety Orientation/Specific Job Hazards	I	<u>3203</u>	X	X	X	X	X	X	X	X
Outdoor Hazards (plants, animals, insects)	A-Spring	<u>3203</u>	X	X	X	X	X		X	X
Personal Protective Equipment Requirements (PPE)	I/U	<u>3380, 3385</u>	X	X	X	X	X	X	X	X
Pesticide Use Safety	I/U	<u>5194</u>		X		X				

Training Frequency:

I – Initial Exposure/New Employee

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**APPENDIX C**

**PUBLIC WORKS – MULTIPLE DIVISIONS  
EMPLOYEE SAFETY TRAINING MATRIX**

	Training Frequency	Cal/OSHA Section Reference	Supervisor/ Superintendent	Maintenance Worker	Electrical Technician	Building Maintenance	Custodian	Fleet	Engineering	Inspector
Respiratory Protection	I/A	<u>5144</u>				X		X		
Rigging/Hoisting	I	<u>5006</u>		X		X		X		
Scaffold Safety	I/U	<u>1637</u>				X				
Storm Water Pollution	I	N/A	X	X	X				X	X
Supervisor Safety Training (designated employees)	I/U	<u>3203</u>	X					X		
Tools – Hand & Power (department specific)	I/U	<u>Article 20</u>	X	X	X	X	X	X	X	X
Traffic Control & Flagger Training	I	<u>1599</u>	X	X	X					
Welding & Cutting Safety/Fire Watch/Hot Work	I	<u>4799, 4848</u>	X	X	X			X		
Workplace Violence	I	<u>3203</u>	X	X	X	X	X	X	X	X

Training Frequency:

I – Initial Exposure/New Employee

A – Annual

U – Update/Change

C – Certification

**APPENDIX C**

**PUBLIC WORKS - WASTE WATER  
EMPLOYEE SAFETY TRAINING MATRIX**

	Training Frequency	Cal/OSHA Section Reference	Plant Supervisor/ Chief Plant	Lab	Maintenance Tech	Maintenance Worker	Operator	Electrician/Instru Tech
Aerial Devices	I/(3yr)	<u>3646, 3648</u>	X		X	X		
Asbestos Awareness	I/A	<u>1529, 5208</u>	X		X	X		
Battery Handling & Maintenance	I	<u>5185</u>			X	X		
Bloodborne Pathogens	I/A	<u>5193</u>	X	X	X	X	X	X
Chlorine Awareness	I/U	<u>Title 8 Index</u>	X	X	X	X	X	X
Chlorine B-Kit	I/U	NA	X				X	
Compressed Gas Safety	I	<u>3301, 3304</u>			X	X		
Confined Space Awareness	I/U	<u>5157, 5158</u>	X	X	X	X	X	X
Confined Space Entry	I/U	<u>5157, 5158</u>	X		X	X		X
Defensive Driving (staff who drive while at work)	I	<u>3203</u>	X	X	X	X	X	X
Electrical Safety (General Awareness)	I/U	<u>3203</u>		X			X	
Electrical Safety (Industrial High/Low Voltage)	I	<u>2299 - 2974</u>	X		X	X		X
Emergency Action/Fire Prevention	I/U	<u>3220, 3221</u>	X	X	X	X	X	X
Emergency Eye Wash	I	<u>5162</u>	X	X	X	X	X	X
Equipment Operation Safety (department specific)	I/U	<u>Title 8 Index</u>	X	X	X	X	X	X
Ergonomics - Office	I	<u>5110</u>	X	X			X	
Ergonomics -- Back Safety	I	<u>5110</u>	X	X	X	X	X	X

Training Frequency:

I – Initial Exposure/New Employee

A – Annual

U – Update/Change

C – Certification

**APPENDIX C**

**PUBLIC WORKS - WASTE WATER  
EMPLOYEE SAFETY TRAINING MATRIX**

	Training Frequency	Cal/OSHA Section Reference	Plant Supervisor/ Chief Plant	Lab	Maintenance Tech	Maintenance Worker	Operator	Electrician/Instru Tech
Excavation/Trenching/Shoring	I	<u>1540</u>	X		X	X		
Fall Protection	I	<u>1670</u>	X		X	X		X
First Aid/CPR (designated staff)	I/C (2yr)	<u>3400</u>	X	X	X	X	X	X
Forklift	I/C (3yr)	<u>Article 24</u>	X		X	X		
Hazard Communication (General)	I/U	<u>5194</u>	X	X	X	X	X	X
Hazardous Waste/HAZWOPER (Designated employees)	A	<u>5192</u>	X		X			
Hearing Conservation	I/A	<u>5095</u>	X	X	X	X	X	X
Heat Illness Prevention	A-Spring	<u>3395</u>	X	X	X	X	X	X
Heavy Equipment Operations	I/U	<u>1590 - 1596</u>	X		X	X		X
Injury & Illness Prevention Program	I/U	<u>3203</u>	X	X	X	X	X	X
Ladder Safety	I	<u>3276</u>	X	X	X	X	X	X
Lead Awareness	I/A	<u>5216</u>	X		X	X		
Lockout/Tag Out	I/U	<u>3314</u>	X	X	X	X	X	X
Machine Shop Safety	I	<u>3940</u>	X		X	X		X
New Employee Safety Orientation/Specific Job Hazards	I	<u>3203</u>	X	X	X	X	X	X
Outdoor Hazards (plants, animals, insects)	A-Spring	<u>3203</u>	X		X	X		X
Personal Protective Equipment Requirements (PPE)	I/U	<u>3380, 3385</u>	X	X	X	X	X	X

Training Frequency:

I – Initial Exposure/New Employee

A – Annual

U – Update/Change

C – Certification

**APPENDIX C**

**PUBLIC WORKS - WASTE WATER  
EMPLOYEE SAFETY TRAINING MATRIX**

	Training Frequency	Cal/OSHA Section Reference	Plant Supervisor/ Chief Plant	Lab	Maintenance Tech	Maintenance Worker	Operator	Electrician/Instru Tech
Pesticide Use Safety	I/U	<u>5194</u>				X		
Respiratory Protection	I/A	<u>5144</u>	X		X	X	X	
Scaffold Safety	I/U	<u>1637</u>	X		X	X		X
Storm Water Pollution	I	N/A	X	X	X	X	X	X
Supervisor Safety Training (designated employees)	I/U	<u>3203</u>	X					
Tools – Hand & Power (department specific)	I/U	<u>Article 20</u>	X	X	X	X	X	X
Traffic Control & Flagger Training	I	<u>1599</u>			X	X		
Welding & Cutting Safety/Fire Watch/Hot Work	I	<u>4799, 4848</u>	X		X	X		
Workplace Violence	I	<u>3203</u>	X	X	X	X	X	X

Training Frequency:

I – Initial Exposure/New Employee

A – Annual

U – Update/Change

C – Certification

**APPENDIX C**  
**PUBLIC WORKS - WATER**  
**EMPLOYEE SAFETY TRAINING MATRIX**

	Training Frequency	Cal/OSHA Section Reference	Manager	Operator	Maintenance	Engineering
Aerial Devices	I/(3yr)	<u>3646, 3648</u>			X	
Battery Handling & Maintenance	I	<u>5185</u>			X	
Bloodborne Pathogens	I/A	<u>5193</u>	X		X	
Compressed Gas Safety	I	<u>3301, 3304</u>	X		X	
Confined Space Awareness	I/U	<u>5157, 5158</u>				X
Confined Space Entry	I/U	<u>5157, 5158</u>	X	X	X	
Defensive Driving (staff who drive while at work)	I	<u>3203</u>	X	X	X	X
Electrical Safety (General Awareness)	I/U	<u>3203</u>	X	X		X
Electrical Safety (Industrial High/Low Voltage)	I	<u>2299 - 2974</u>			X	
Emergency Action/Fire Prevention	I/U	<u>3220, 3221</u>	X	X	X	X
Emergency Eye Wash	I	<u>5162</u>	X		X	
Equipment Operation Safety (department specific)	I/U	<u>Title 8 Index</u>	X	X	X	X
Ergonomics - Office	I	<u>5110</u>	X	X		X
Ergonomics -- Back Safety	I	<u>5110</u>	X	X	X	X
Excavation/Trenching/Shoring	I	<u>1540</u>	X			X
Fall Protection	I	<u>1670</u>	X	X	X	X
First Aid/CPR (designated staff)	I/C (2yr)	<u>3400</u>	X	X	X	

Training Frequency:  
 I – Initial Exposure/New Employee  
 A – Annual  
 U – Update/Change  
 C – Certification

**APPENDIX C**

**PUBLIC WORKS - WATER  
EMPLOYEE SAFETY TRAINING MATRIX**

	Training Frequency	Cal/OSHA Section Reference	Manager	Operator	Maintenance	Engineering
Forklift	I/C (3yr)	<a href="#">Article 24</a>	X	X	X	
Hazard Communication (General)	I/U	<a href="#">5194</a>	X	X	X	X
Hazardous Waste/HAZWOPER (Designated employees)	A	<a href="#">5192</a>	X		X	
Hearing Conservation	I/A	<a href="#">5095</a>	X	X	X	X
Heat Illness Prevention	A-Spring	<a href="#">3395</a>	X	X	X	
Heavy Equipment Operations	I/U	<a href="#">1590 - 1596</a>		X	X	
Injury & Illness Prevention Program	I/U	<a href="#">3203</a>	X	X	X	X
Ladder Safety	I	<a href="#">3276</a>	X	X	X	X
Lead Awareness	I/A	<a href="#">5216</a>			X	
Lockout/Tag Out	I/U	<a href="#">3314</a>	X	X	X	
Machine Shop Safety	I	<a href="#">3940</a>	X		X	
New Employee Safety Orientation/Specific Job Hazards	I	<a href="#">3203</a>	X	X	X	X
Outdoor Hazards (plants, animals, insects)	A-Spring	<a href="#">3203</a>	X		X	
Personal Protective Equipment Requirements (PPE)	I/U	<a href="#">3380, 3385</a>	X		X	
Pesticide Use Safety	I/U	<a href="#">5194</a>			X	
Respiratory Protection	I/A	<a href="#">5144</a>	X	X	X	
Storm Water Pollution	I	N/A	X	X	X	X

Training Frequency:

I – Initial Exposure/New Employee

A – Annual

U – Update/Change

C – Certification

**APPENDIX C**

**PUBLIC WORKS - WATER  
EMPLOYEE SAFETY TRAINING MATRIX**

	Training Frequency	Cal/OSHA Section Reference	Manager	Operator	Maintenance	Engineering
Supervisor Safety Training (designated employees)	I/U	<u>3203</u>	X	X	X	X
Tools – Hand & Power (department specific)	I/U	<u>Article 20</u>	X	X	X	X
Welding & Cutting Safety/Fire Watch/Hot Work	I	<u>4799, 4848</u>	X	X	X	
Workplace Violence	I	<u>3203</u>	X	X	X	X

Training Frequency:

I – Initial Exposure/New Employee

A – Annual

U – Update/Change

C – Certification

**APPENDIX C**

**PARKS & RECREATION  
EMPLOYEE SAFETY TRAINING MATRIX**

	Training Frequency	Cal/OSHA Section Reference	Parks Supervisor	Parks Maintenance Worker	Grounds Keeper	Animal Control Officer/Kennel Care	Aquatics/Sports Worker	After School Work for P&R
Aerial Devices	I/(3yr)	<u>3646, 3648</u>	X	X	X			
Aerosol Transmissible Diseases - Awareness	I/A	<u>5199</u>					X	
Aerosol Transmissible Diseases - Zoonotics		<u>5199.1</u>				X		
Asbestos Awareness	I/A	<u>1529, 5208</u>	X	X	X			
Battery Handling & Maintenance	I	<u>5185</u>	X	X	X			
Bloodborne Pathogens	I/A	<u>5193</u>	X	X	X	X	X	X
Compressed Gas Safety	I	<u>3301, 3304</u>	X	X	X			
Confined Space Awareness	I/U	<u>5157, 5158</u>	X	X	X			
Defensive Driving (staff who drive while at work)	I	<u>3203</u>	X	X	X	X	X	X
Electrical Safety (General Awareness)	I/U	<u>3203</u>	X	X	X	X	X	X
Emergency Action/Fire Prevention	I/U	<u>3220, 3221</u>	X	X	X	X	X	X
Emergency Eye Wash	I	<u>5162</u>	X	X	X			
Equipment Operation Safety (department specific)	I/U	<u>Title 8 Index</u>	X	X	X	X		
Ergonomics - Office	I	<u>5110</u>	X					
Ergonomics – Back Safety	I	<u>5110</u>	X	X	X	X	X	X
Excavation/Trenching/Shoring	I	<u>1540</u>	X	X				
Fall Protection	I	<u>1670</u>	X	X	X			

Training Frequency:

I – Initial Exposure/New Employee

A – Annual

U – Update/Change

C – Certification

**APPENDIX C**

**PARKS & RECREATION  
EMPLOYEE SAFETY TRAINING MATRIX**

	Training Frequency	Cal/OSHA Section Reference	Parks Supervisor	Parks Maintenance Worker	Grounds Keeper	Animal Control Officer/Kennel Care	Aquatics/Sports Worker	After School Work for P&R
First Aid/CPR (designated staff)	I/C (2yr)	<u>3400</u>	X	X	X	X	X	X
Forklift	I/C (3yr)	<u>Article 24</u>	X	X	X			
Hazard Communication (General)	I/U	<u>5194</u>	X	X	X	X	X	X
Hazardous Waste/HAZWOPER (Designated employees)	A	<u>5192</u>	X	X	X			
Heat Illness Prevention	A-Spring	<u>3395</u>	X	X	X	X	X	X
Heavy Equipment Operations	I/U	<u>1590 - 1596</u>	X	X	X	X		
Injury & Illness Prevention Program	I/U	<u>3203</u>	X	X	X	X	X	X
Ladder Safety	I	<u>3276</u>	X	X	X	X	X	X
Lockout/Tag Out	I/U	<u>3314</u>	X	X	X			
Machine Shop Safety	I	<u>3940</u>	X	X	X			
New Employee Safety Orientation/Specific Job Hazards	I	<u>3203</u>	X	X	X	X	X	X
Outdoor Hazards (plants, animals, insects)	A-Spring	<u>3203</u>	X	X	X	X	X	X
Personal Protective Equipment Requirements (PPE)	I/U	<u>3380, 3385</u>	X	X	X	X	X	
Pesticide Use Safety	I/U	<u>5194</u>			X			
Respiratory Protection	I/A	<u>5144</u>			X	X		
Standard Operating Procedures (department specific)	A	N/A				X		
Supervisor Safety Training (designated employees)	I/U	<u>3203</u>	X					

Training Frequency:

I – Initial Exposure/New Employee

A – Annual

U – Update/Change

C – Certification

**APPENDIX C**

**PARKS & RECREATION  
EMPLOYEE SAFETY TRAINING MATRIX**

	Training Frequency	Cal/OSHA Section Reference	Parks Supervisor	Parks Maintenance Worker	Grounds Keeper	Animal Control Officer/Kennel Care	Aquatics/Sports Worker	After School Work for P&R
Tools – Hand & Power (department specific)	I/U	<a href="#">Article 20</a>	X	X	X	X	X	X
Traffic Control & Flagger Training	I	<a href="#">1599</a>	X	X	X			
Tree Work	I	<a href="#">3421</a>	X	X	X			
Welding & Cutting Safety/Fire Watch/Hot Work	I	<a href="#">4799, 4848</a>	X	X	X			
Workplace Violence	I	<a href="#">3203</a>	X	X	X	X	X	X
Zoonotics								

Training Frequency:

I – Initial Exposure/New Employee

A – Annual

U – Update/Change

C – Certification

<b>APPENDIX C</b>					
<b>FIRE</b>					
<b>EMPLOYEE SAFETY TRAINING MATRIX</b>					
	Training Frequency	Cal/OSHA Section Reference	Fire Chief	Firefighter/EMS	
Aerial Devices	I/(3yr)	<u>3646, 3648</u>	X	X	
Aerosol Transmissible Diseases	I/A	<u>5199</u>	X	X	
Asbestos Awareness	I/A	<u>1529, 5208</u>		X	
Bloodborne Pathogens	I/A	<u>5193</u>	X	X	
Confined Space Entry	I/U	<u>5157, 5158</u>		X	
Defensive Driving (staff who drive while at work)	I	<u>3203</u>	X	X	
Electrical Safety (General Awareness)	I	<u>2299 - 2974</u>	X	X	
Electrical Safety (High/Low Voltage) (designated employees)	I	<u>2299 - 2974</u>		X	
Emergency Action/Fire Prevention	I/U	<u>3220, 3221</u>	X	X	
Emergency Eye Wash	I	<u>5162</u>	X	X	
Equipment Operation Safety (department specific)	I/U	<u>Title 8 Index</u>	X	X	
Ergonomics - Office	I	<u>5110</u>	X	X	
Ergonomics – Back Safety	I	<u>5110</u>	X	X	
Fall Protection	I	<u>1670</u>		X	
First Aid/CPR	I/C (2yr)	<u>3400</u>		X	
Hazard Communication (General)	I/U	<u>5194</u>	X	X	
Hazardous Waste/HAZWOPER (designated employees)	A	<u>5192</u>		X	

Training Frequency:

I – Initial Exposure/New Employee

A – Annual

U – Update/Change

C – Certification

**APPENDIX C**

**FIRE  
EMPLOYEE SAFETY TRAINING MATRIX**

	Training Frequency	Cal/OSHA Section Reference	Fire Chief	Firefighter/EMS
Hearing Conservation	I/A	<u>5095</u>	X	X
Heat Illness Prevention	A-Spring	<u>3395</u>	X	X
Heavy Equipment Operations	I/U	<u>1590 - 1596</u>		X
Injury & Illness Prevention Program	I/U	<u>3203</u>	X	X
Ladder Safety	I	<u>3276</u>	X	X
Lockout/Tag Out	I/U	<u>3314</u>		X
Machine Shop Safety	I	<u>3940</u>		X
New Employee Safety Orientation/Specific Job Hazards	I	<u>3203</u>		X
Outdoor Hazards (plants, animals, insects)	A-Spring	<u>3203</u>	X	X
Personal Protective Equipment Requirements (PPE)	I/U	<u>3380, 3385</u>	X	X
Respiratory Protection	I/A	<u>5144</u>	X	X
Rigging/Hoisting	I	<u>5006</u>		X
Standard Operating Procedures (department specific)	A	N/A		
Supervisor Safety Training (designated employees)	I/U	<u>3203</u>	X	X
Tools – Hand & Power (department specific)	I/U	<u>Article 20</u>	X	X
Traffic Control & Flagger Training	I	<u>1599</u>		X
Workplace Violence	I	<u>3203</u>	X	X

Training Frequency:

I – Initial Exposure/New Employee

A – Annual

U – Update/Change

C – Certification

**APPENDIX C**

**POLICE  
EMPLOYEE SAFETY TRAINING MATRIX**

	Training Frequency	Cal/OSHA Section Reference	Police Chief	Dispatch	Command Staff	Police Officers
Aerial Devices	I/(3yr)	<u>3646, 3648</u>			X	X
Aerosol Transmissible Diseases	I/A	<u>5199</u>	X		X	X
Bloodborne Pathogens	I/A	<u>5193</u>			X	X
Confined Space Awareness	I/U	<u>5157, 5158</u>			X	X
Defensive Driving (staff who drive while at work)	I	<u>3203</u>	X	X	X	X
Electrical Safety Awareness	I/U	<u>3203</u>	X	X	X	X
Emergency Action/Fire Prevention	I/U	<u>3220, 3221</u>	X	X	X	X
Equipment Operation Safety (department specific)	I/U	<u>Title &amp; Index</u>			X	X
Ergonomics - Office	I	<u>5110</u>	X	X	X	X
Ergonomics – Back Safety	I	<u>5110</u>	X	X	X	X
First Aid/CPR (designated staff)	I/C (2yr)	<u>3400</u>		X	X	X
Hazard Communication (General)	I/U	<u>5194</u>			X	X
Hearing Conservation (Firing Range Impact Noise)	I/A	<u>5095</u>			X	X
Heat Illness Prevention	A-Spring	<u>3395</u>	X		X	X
Injury & Illness Prevention Program	I/U	<u>3203</u>	X	X	X	X
Ladder Safety	I	<u>3276</u>	X	X	X	X
New Employee Safety Orientation/Specific Job Hazards	I	<u>3203</u>	X	X	X	X

Training Frequency:

I – Initial Exposure/New Employee

A – Annual

U – Update/Change

C – Certification

**APPENDIX C**

**POLICE  
EMPLOYEE SAFETY TRAINING MATRIX**

	Training Frequency	Cal/OSHA Section Reference	Police Chief	Dispatch	Command Staff	Police Officers
Outdoor Hazards (plants, animals, insects)	A-Spring	<a href="#">3203</a>			X	X
Personal Protective Equipment Requirements (PPE)	I/U	<a href="#">3380</a> , <a href="#">3385</a>	X		X	X
Respiratory Protection (N95 and Gas Mask)	I/A	<a href="#">5144</a>	X		X	X
Standard Operating Procedures (Department Specific)	A	N/A	X	X	X	X
Supervisor Safety Training (designated employees)	I/U	<a href="#">3203</a>	X	X	X	X
Tools – Hand & Power (department specific)	I/U	<a href="#">Article 20</a>			X	X
Workplace Violence	I	<a href="#">3203</a>	X	X	X	X

Training Frequency:

I – Initial Exposure/New Employee

A – Annual

U – Update/Change

C – Certification

## Appendix D

### CITY OF YUBA CITY GENERAL CODE OF SAFE WORK PRACTICES FOR ALL EMPLOYEES

1. Horseplay or fighting and other acts that tend to have an adverse affect on the safety of employees will not be tolerated while on duty.
2. Employees will refrain from running or jumping, except in extreme emergencies.
3. Employees will not use illegal drugs or intoxicating beverages while on duty, nor work under the influence of such substances. Employees must report to their supervisor the use of any prescribed medication that may impair actions or judgment.
4. Employees will not have in their possession firearms, fireworks, or explosives while on duty, unless authorized by the City.
5. Employees may smoke only in designated areas. Employees may not smoke inside any City facilities or vehicles.
6. Employees will use or wear appropriate City-provided safety equipment when and where required.
7. Appropriate eye protection will be worn in any area where there is danger to the eyes (for example, punctures, abrasions, contusions, splashing, and burns).
8. Only authorized personnel will operate power tools and heavy equipment.
9. Employees will observe safety rules for all power tools and heavy equipment.
10. Employees will abide by the City's safety rules, policies, and procedures.
11. Jewelry and loose clothing are not to be worn when working around moving machinery. Hair will be secured so as not to interfere with equipment operation or become tangled in equipment.
12. Each employee will leave washroom facilities in a clean and orderly condition after using.
13. Employees will not use compressed air for blowing dust and/or other foreign particles from clothing.
14. Employees will promptly report unsafe conditions and injuries to their supervisor.
15. Employees will keep all tools in safe working condition; will not use defective tools or equipment; and will report any defective tool or equipment promptly to their supervisor.
16. Employees will properly maintain and be responsible for their personal protective equipment.
17. Employees will not leave materials/equipment in aisles, walkways, stairways, roads, or other areas of exit unless authorized.
18. Employees will implement good housekeeping at all times.
19. Employees will not stand or sit on the sides of moving equipment, and will use equipment only for the intended purpose.
20. Posted safety rules and information must not be removed except by management's authorization.

**Appendix E**  
**CITY OF Yuba City**  
**INJURY AND ILLNESS PREVENTION PLAN**  
**EMPLOYEE ACKNOWLEDGMENT**

**Employee Statement of Acknowledgment:**

I hereby acknowledge that I have received and reviewed a copy of the City of Yuba City's Injury and Illness Prevention Program (IIPP).

I hereby certify that I participated in the IIPP training and IIPP implementation.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date