

CONTRA COSTA WATER DISTRICT
INJURY AND ILLNESS PREVENTION PROGRAM

May 2006

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1.0 INTRODUCTION

1.1 Health & Safety Program Goal and Commitment

Contra Costa Water District's (District's) goal is to provide every employee with the benefits of a safe and healthy work environment. The District is committed to maintaining a workplace free from work-related injuries and illnesses, and to complying with applicable laws and regulations governing workplace safety.

To achieve these goals, the District has developed a Health and Safety Program. It is everyone's responsibility to work together to identify and eliminate conditions and practices that reduce the benefits of a safe and healthy work environment. Every employee is encouraged to report unsafe work conditions, practices, or policies without fear of reprisal.

1.2 Health & Safety Program Objectives

The Health and Safety Program's objectives are to:

- maximize the safety of employees and the general public
- maintain a safe and healthy work environment as free as possible from threat of injury or illness due to unsafe practices or conditions
- establish safety as a priority in conjunction with efficiency and productivity
- provide appropriate safety training programs for employees
- comply with all federal, state, city, and District safety requirements and guidelines and, where necessary, to implement additional policies to ensure the safety of District employees

2.0 SAFETY COMPLIANCE

Management is responsible for ensuring that the District's safety-related policies and procedures are clearly communicated and understood by all employees. Managers and supervisors are expected to enforce policies fairly and uniformly.

All employees are required to work safely, following directives, policies, and procedures, and assisting in maintaining a safe work environment. As part of an employee's regular performance review, the employee will be evaluated on his/her compliance with safe work practices. Employees who are unaware of correct health and safety procedures will be trained and/or retrained (see Section 6.0, Safety Training).

All employees must be familiar with the District's Safety & Health Manual, Safe Practices Handbook, safety requirements in the Administrative Procedures Manual, any standard operating procedures for their department, and their respective Memorandums of Understanding (MOU).

Employees who deliberately or repeatedly fail to follow safe work practices and/or procedures, or who violate District rules or directives, will be subject to disciplinary action, up to and including termination (see MOU).

3.0 RESPONSIBILITIES

The primary roles and responsibilities for the administration of this program are provided below.

3.1 Department Directors, Division Managers, Superintendents, and Supervisors

Department Directors, Division Managers, superintendents, and supervisors have prime responsibility for ensuring implementation of the Health and Safety Program.

Specific responsibilities:

- budget funds for corrective actions
- provide leadership for departmental health and safety programs
- report and review all injury and equipment damage accidents upon notification, and submit accident/injury forms to the Safety Officer or Risk Management Officer
- assist with inspections and carry out corrections as indicated
- provide safe physical working conditions in workplace facilities, including, but not limited to, proper lighting, ventilation, temperature, general sanitary conditions, and non-slip floors
- keep employees abreast of safety regulations and new safety requirements by providing appropriate guidance and training
- conduct and document quarterly workplace self-inspections
- conduct and document monthly fire extinguisher and emergency eyewash/shower inspections
- provide the necessary safety equipment and protective devices for each job, and ensure that they are used properly
- conduct safety orientations with new or reassigned employees
- meet with employees who have unusual accident and injury records and provide additional training as needed
- evaluate each employee's safety knowledge and compliance in his/her performance appraisal
- continuously check safety of employees' activities
- eliminate hazards to employees upon notice
- train all employees in safe practices applicable to their jobs, and pointing out where hazards exist.
- report to the Safety Officer:
 - safety problems that affect other departments
- stimulate interest in safe work habits through personal example
- require employees to follow safe practice rules, and correcting all unsafe conditions or practices

- recommend/appoint department representatives to the District-wide Safety Committee and site safety committees
- ensure that all accidents are reported, investigated, and recommendations acted upon

3.2 Safety Officer

The Safety Officer is responsible for ensuring the implementation of the Safety & Health Manual.

Specific responsibilities:

- develop and maintain the District's Safety & Health Manual and Safe Practices Handbook
- coordinate the District's Health and Safety Program, providing leadership and direction, stimulate interest in safety, and assist Safety Committee activities
- establish procedures; processing accident and safety reports from all departments and task force(s)
- act in an advisory capacity to District employees to mitigate unsafe working conditions and practices
- plan and provide for District-wide safety training
- conduct accident reviews as required
- conduct or arrange for periodic safety inspections of all District operations and facilities, and monitor implementation of recommended corrective actions
- inform employees of safety standards
- maintain all health and safety records
- conduct safety meetings with O&M Distribution Maintenance and Canal Maintenance employees at least every two weeks.

3.3 Employees

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

Specific responsibilities:

- Follow safe work practices and procedures established in the District Safety & Health Manual, Safe Practices Handbook, Administrative Procedures Manual, departmental Standard Operating Procedures (SOPs), and directives
- Report any accidents, hazardous conditions, unsafe practices, and unsafe procedures to your supervisor immediately
- Correct unsafe conditions within reason, whenever possible
- Perform only tasks you have been trained or authorized to do
- Be knowledgeable about the chemical hazards for materials used in the workplace, including MSDS information, and report any potential overexposures

- Participate in safety tailgate meetings and training sessions
- Fulfill the responsibilities of the safety committee representative or alternate when serving in this capacity
- Wear all required personal protective equipment (PPE) as indicated by the work environment and circumstances
- Protect the safety of coworkers and public

3.4 Safety Committees

Members of the District's safety committees serve to communicate general safety requirements, principles, and techniques to their fellow employees.

Specific responsibilities:

- provide a forum for direct employee involvement in safety
- review accident reports and discuss/recommend corrective action
- promote safe work practices and employee participation
- identify programs that will enhance employee awareness of health and safety issues
- assist in the overall implementation of the District's safety/loss prevention program
- meet quarterly at an agreed-upon time and day
- prepare agenda and minutes of the meeting and post copies on District server.
- be leaders, influence others by setting an example to work safely

4.0 HAZARD IDENTIFICATION AND CORRECTION

The District utilizes inspection and investigation procedures as the primary tool for identifying unsafe conditions and practices. These procedures reveal hazards that exist in the workplace, provide corrective actions to those hazards, and initiate steps to prevent their recurrence.

Employees are encouraged to report workplace hazards by using Employee Safety Concern/Suggestion/Near Miss Event Forms and through discussions at safety tailgate or staff meetings (see Appendix A, Employee Safety Concern/Suggestion/Near Miss Event Form).

4.1 Assessment of Workplace Hazards

Supervisors are responsible for identifying and evaluating workplace hazards for their employees' safety. While the District encourages all employees to continuously identify and correct hazards and poor safety practices, certain situations require formal evaluation and documentation.

The Safety Officer and/or supervisor shall evaluate the severity of the hazard identified and, if it cannot be abated immediately, suggest priority for corrective action. Employee Safety Concern/Suggestion/Near Miss Event Forms, Facility Inspection Forms, and any accident investigation forms shall be used to document inspections/investigations.

Supervisors are required to assess workplace hazards by the following:

- quarterly documented inspections of employee work activities (see Appendix B, Self Inspection Form)
- daily field work site inspections (documented when safety hazards are identified).
- inspection/investigations will be performed when a new or previously unrecognized hazard, substance, process, procedure, or equipment is introduced or discovered that presents a new health/safety hazard
- review new substances material safety data sheets (MSDS) with employees and send copies to the Safety Officer
- investigations will be conducted when an occupational injury, illness, or property damage accident occurs
- evaluation of Employee Safety Concern/Suggestion/Near Miss Event forms or complaints

4.2 Safety Officer Inspections

The Safety Officer shall inspect occupied District facilities (District Center, Bisso Administration, Concord Maintenance, Antioch Service Center, Bollman WTP, Randall-Bold WTP and Los Vaqueros Watershed facilities) annually, to identify, list, and recommend corrections to potentially hazardous conditions at District facilities. An employee

representative of the Site Safety Committee will participate in the inspection with the Safety Officer.

The Safety Officer shall also conduct periodic field safety inspections.

Depending on the District facility to be inspected, the appropriate department representative(s) will receive a copy of the inspection notification and provide a staff person to accompany the Safety Officer on the inspection.

The Safety Officer will document violations found. An inspection report will be compiled by the Safety Officer, and the report will be sent to the appropriate department heads.

Department Directors and Division Managers are responsible for correcting the violation(s) reported. The Safety Officer is responsible for verifying that corrective action(s) is/are implemented.

4.3 Correction of Workplace Hazards

It is the District's intention to eliminate all hazards and unsafe work practices immediately. Priority will be given to severe and imminent hazards.

The Employee Safety Concern/Suggestion/Near Miss Event Form and accident/injury forms completed during the investigation will be used by the supervisor and/or Safety Officer to describe measures taken to abate the hazard or correct the unsafe work practice. Actions to be taken may include:

- fixing or replacing defective equipment
- implementing new safety procedures
- installing guards, modifying equipment
- employee notification and training
- posting warning notices

All corrective actions taken and the dates completed shall be documented by the supervisor on the appropriate forms provided by the Risk Management Officer. When corrective actions involve multiple steps or cannot be completed promptly within 14 days, an action plan shall be developed. The action plan will provide temporary safeguards until the permanent correction can be implemented. The Employee Safety Concern/Suggestion/Near Miss Event Form and/or accident/injury forms can be used for this purpose and is filed as directed in Section 8.0, Record Keeping.

While corrective actions are being made, precautions will be taken to protect or remove employees from exposure to the hazard. Employees shall not enter an imminent hazard area without prior approval from their supervisors and the Safety Officer. Employees expected to correct these imminent hazards shall be properly trained and provided with the necessary safeguards and PPE. If correction of the imminent hazards is beyond the capabilities of the District, other resources shall be contacted by the supervisor and/or Safety Officer.

5.0 ACCIDENT/INCIDENT/NEAR MISS EVENT REPORTING AND INVESTIGATING

The purpose of accident/incident/near miss event reporting and investigation is to determine the cause of an accident or near miss and prevent further occurrences.

A thorough accident/incident/near miss investigation is necessary to obtain facts. The investigation should focus on causes and hazards. Analysis of what happened and why it happened is aimed at determining how it can be prevented in the future.

5.1 Medically Treated (Serious) Injuries and Illnesses

Occupational injuries and/or illnesses that result in medical attention require completion of accident/injury forms in the Initial Injury Packet. This packet is provided by the Risk Management Officer. The injured employee's supervisor must complete the forms and forward a copy to the Safety Officer or Risk Management Officer within 24 hours of occurrence.

Exception: If the accident results in the hospitalization of multiple employees or fatalities, the Supervisor must notify the Safety Officer or Risk Management Officer immediately. The Safety Officer will lead the investigation.

5.2 First-Aid-Treated (Minor) Injuries/Illnesses and Near Misses

Many incidents are minor and do not cause serious injury or illness or significant property damage. However, potentially serious safety issues may become known even after a minor incident or a near miss. The supervisor must document minor incidents in the Supervisor's Minor Injury Log (Appendix C). These mishaps usually indicate an unsafe act, faulty procedure, or hidden hazard. The Safety Officer or supervisor document near misses using the Employee Safety Concern/Suggestion/Near Miss Event form (Appendix A). Full investigations of minor incidents and near misses are conducted at the discretion of the supervisor and Safety Officer.

5.3 Accident/Incident/Near Miss Investigation Procedures

All accidents are to be investigated to determine the cause and contributing factors involved. The extent of the investigation depends on the severity of the accident. Investigation of a minor accident may only consist of completing the Supervisor's Minor Injury Log (see Appendix C). More serious accidents require a full investigation conducted by the injured employee's supervisor and the Safety Officer.

The employee's supervisor is responsible for performing an investigation to find out the cause(s) of the incident, and for correcting the situation to prevent its recurrence. The purpose of accident/near miss investigation is not to fix or find blame, but to find preventative measures that can help to prevent future accidents.

Upon notification of an accident or near miss, the supervisor must:

Accident	Near Miss
<ul style="list-style-type: none"> • provide for immediate medical attention 	
<ul style="list-style-type: none"> • assemble and complete necessary reporting and investigation forms 	<ul style="list-style-type: none"> • assemble and complete necessary reporting and investigation forms
<ul style="list-style-type: none"> • interview injured personnel and witnesses 	<ul style="list-style-type: none"> • interview witnesses
<ul style="list-style-type: none"> • examine the injured employee's work area for causative factors 	<ul style="list-style-type: none"> • examine the employee(s) work area for causative factors
<ul style="list-style-type: none"> • review established procedures to ensure they are adequate and were followed 	<ul style="list-style-type: none"> • review established procedures to ensure they are adequate and were followed
<ul style="list-style-type: none"> • review training records of affected employees 	<ul style="list-style-type: none"> • review training records of affected employees
<ul style="list-style-type: none"> • determine all contributing causes to the accident 	<ul style="list-style-type: none"> • determine all contributing causes to the near miss
<ul style="list-style-type: none"> • take corrective actions to prevent the accident/exposure from reoccurring 	<ul style="list-style-type: none"> • take corrective actions to prevent recurrence
<ul style="list-style-type: none"> • record all findings and actions taken 	<ul style="list-style-type: none"> • record all findings and actions taken
<ul style="list-style-type: none"> • communicate "lessons learned" in safety training 	<ul style="list-style-type: none"> • communicate lessons learned in safety training

The supervisor's findings and corrective actions must be documented on accident/injury forms and sent to the Risk Management Officer within 24 hours of notification of the accident. Near miss forms are sent to the Safety Officer. If the supervisor is unable to determine the cause(s) and appropriate corrective actions, the Safety Officer will be sought for assistance.

The Safety Officer will review each accident or injury report to ensure that the investigation was thorough and that all corrective actions are completed. Investigations and/or corrective actions that are incomplete will be routed back to the supervisor for further follow-up, with specific recommendations noted by the Safety Officer. Corrective actions not implemented in a reasonable period of time will be brought to the attention of the supervisor's manager by the Safety Officer.

A monthly status report on all reportable accidents will be routed to supervisors for discussion at safety tailgate meetings. Supervisors' minor injury/incident logs should also be discussed at safety tailgate or staff meetings.

6.0 SAFETY TRAINING

The District considers safety training an integral part of its employee training program. Safety training will be provided to employees in an understandable manner, so employees can be productive workers, as well as safe workers. New or reassigned employees are to receive orientation to the safety procedures and hazards associated with their positions (see Appendix E, Employee New Hire/Reassignment Orientation Checklist).

Supervisors, with assistance from the Safety Officer, are to assess training needs of all employees under their direction. Supervisors must ensure employees are trained in general workplace health and safety, and give them specific instructions regarding hazards unique to any job assignment. The Safety Officer is responsible for developing, coordinating, and conducting the District's safety training program based on regulatory requirements and supervisor requests.

The District recognizes that continuing safety training is needed for:

- employees given a job assignment for which they have not previously been trained
- hazards specific to job tasks and methods used to determine the presence of hazardous conditions/substances
- new substances, processes, procedures, or equipment that pose a new hazard
- hazards previously unknown to supervisors and Safety Officer
- periodic refresher safety training involving general workplace safety, job-specific hazards, and/or hazardous materials as applicable

Safety training records shall be maintained for a minimum of three years. Training records shall be kept by employee name, training date, type of training, and training provider. (See Appendix F, Safety Meeting/Training Attendance Sheet).

7.0 COMMUNICATION

The District 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 health and safety information.

- The new employee orientation will include review of the Safe Practices Handbook, the District's Safety & Health Manual, the Administrative Procedures Manual, and any departmental policies and procedures the employee is expected to follow
- Tailgate safety or staff meetings are used to provide safety information and to allow free and open discussion on safety-related issues between supervisors and workers. Attendance shall be taken at these meetings in accordance with record keeping requirements.
- Periodic written safety notifications (e.g., safety newsletters) will be distributed and/or posted. Employees should check bulletin boards regularly for such posting(s). Other methods of communicating pertinent health and safety information may include electronic mail and safety committees.
- All employees are encouraged to inform their supervisors or Safety Officer of any matter which they perceive to be a workplace hazard and/or a potential workplace hazard. Employees are also encouraged to make safety and/or training suggestions.
- If an employee so wishes, he/she may make such notification anonymously by sending an Employee Safety Concern/Suggestion/Near Miss Event Form to the Safety Officer. Responses will be posted on bulletin boards.
- All concerns will be reviewed by the Safety Officer, who will initiate the necessary corrective actions.
- Any directives issued as a result of an inspection or investigation shall be distributed to all employees affected by the hazard, or shall be posted on designated bulletin boards.

7.1 Safety Committees

District Safety Committees meet regularly to review occupational health and safety procedures and practices, discuss overall District health and safety problems, and identify corrective measures to provide a safe work environment.

The members of the District-wide Safety Committee act as a health and safety steering committee to the District. Membership is composed of representatives from each of the Site Safety Committees, a management representative from O&M, Administration, and Engineering Divisions, and a representative from each labor unit. The Safety Officer is also on the committee in an advisory/technical expert role. All District-wide health and safety-related issues, including new policies, procedures, and programs, are routed through this committee.

The District-wide Safety Committee meets on a quarterly basis to review occupational health and safety procedures and practices; discuss overall District health and safety problems; and respond to specific situations by identifying the corrective measures needed to provide a safe and healthy work environment.

Site safety committees act as conduits for communicating safety concerns to and from District employees. Membership is composed of volunteers or appointees from each working group located at that particular site. The committees are as follows:

Committee	Represented Departments
District Center Safety Committee	Administration <ul style="list-style-type: none"> • General Management • Finance • Human Resources • Public Information and Conservation • Watershed & Lands
Bisso Admin. Safety Committee	<ul style="list-style-type: none"> • Engineering • Planning • Construction • Cal/Fed
Central County Safety Committee	O&M and Facilities Maintenance <ul style="list-style-type: none"> • Bollman Operations • Central County Maintenance • Canal Maintenance • Distribution Maintenance
East County Safety Committee	O&M <ul style="list-style-type: none"> • East County Maintenance • Canal Maintenance

CalARP/PSM Committee	<ul style="list-style-type: none">• Randall Bold Water Treatment & Maintenance• Bollman Water Treatment & Maintenance• Safety Officer
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Site safety committees meet quarterly to review accidents and accident investigations, address the safety concerns of employees at the Site, and provide input on the corrective measures necessary to develop and maintain a safe and healthy work environment.

8.0 RECORD KEEPING

No operation can be successful without record keeping that provides the ability to learn from past experiences and make corrections for future operations. In addition, Cal/OSHA regulations require that records be kept of the steps taken to establish and maintain the health and safety program.

8.1 Health & Safety Program Records

Each supervisor will maintain a current copy of the District's Health and Safety Manual. The Safety Officer will retain the following records on file for at least three years:

- master copy of the District's Health and Safety Manual including changes/updates, chemical inventories, and current MSDSs
- documents verifying that the District has maintained ongoing two-way communication with employees, such as:
 - memos, letters, or e-mails to employees on safety and health issues
 - new employee safety orientation acknowledgments
 - employee safety suggestions and District responses
- all records of inspections/investigations, including date, name of the persons who performed the inspection/investigation, unsafe conditions and work practices identified, corrective actions taken and date of correction. Forms covered in this category include:
 - any accident/injury/near miss event forms required by the Risk Management Officer
 - Supervisor's Minor Injury Log
 - Employee Safety Concern/Suggestion/Near Miss Event Form
 - Self Inspection Form
 - Safety Inspection Reports
- records of health and safety training received by employees, containing the employee's name, training date, type of training, and identification of the trainer. Examples are:
 - Safety Meeting/Training Attendance Sheet
 - Employee New Hire Safety Orientation Checklist Sheet



EMPLOYEE SAFETY CONCERN/SUGGESTION/NEAR MISS EVENT FORM

Employee/Department Name (optional)	Check box for confidential report <input type="checkbox"/>	Date Submitted
Location and Description of Safety Concern/Suggestion/Near Miss Event		
Employee's Recommendation for Resolution/Benefits		
Supervisor's Action: <input type="checkbox"/> Action Taken <input type="checkbox"/> None Needed <input type="checkbox"/> Forwarded to Safety Officer for Action		Date Received
Explain:		
Safety Officer's Action: <input type="checkbox"/> Action Taken <input type="checkbox"/> None Needed <input type="checkbox"/> Returned to Dept. Manager Supervisor for Follow-up. Explain:		Date Received
Course of Action Complete/Employee Notification		
_____		_____
Safety Officer Signature		Date

INSTRUCTIONS:

Suggestor

1. Complete form and take "employee receipt" copy.
2. Forward to your immediate supervisor (optional).

Supervisor

1. Upon receipt, date and forward Safety Officer's copy
2. Notify/discuss with the committee safety representative
3. Immediately investigate (with the safety rep. if possible) and take appropriate action.
4. Respond, with course of action (or recommended course of action) within five (5) working days to: 1) suggestor 2) Safety Officer



CONTRA COSTA WATER DISTRICT
SELF INSPECTION FORM

This self-assessment form is intended to facilitate inspections of work areas to identify workplace hazards and to provide a mechanism to correct them. This self inspection should be conducted on a quarterly basis by the supervisor or his designee. All "NO" responses required comments and corrective actions on the back of this form. Forwarded the completed form to the Safety Officer for corrective action and/or record keeping.

Employee Name:

Work Area:

DRIVING

YES NO NA

Seat belts used?

___ ___ ___

Compliance with parking procedure (cones and wheel chocks set out as needed)?

___ ___ ___

TOOLS AND EQUIPMENT

Electrical equipment/cords free from damage?

___ ___ ___

Equipment properly guarded?

___ ___ ___

GFCI used when needed?

___ ___ ___

Compressed gas cylinders secured?

___ ___ ___

Equipment de-energized before service and maintenance?

___ ___ ___

Right tools for job used?

___ ___ ___

Tools in good condition?

___ ___ ___

Slings, hooks and hoisting equipment in good condition? Capacities labeled?

___ ___ ___

Whip-checks used on pneumatically-powered tools?

___ ___ ___

PERSONAL PROTECTIVE EQUIPMENT (PPE)

Appropriate PPE worn (steel-toed shoes, face/eye protection, hard hats, traffic vest, PFD, gloves, ear plugs, fall protection)?

___ ___ ___

OTHER WORK SITE ITEMS

Good housekeeping?

___ ___ ___

Flammables kept away from hot work?

___ ___ ___

Fire extinguisher handy during hot work?

___ ___ ___

Ladder used when needed (work areas more than 4' high/deep)? Ladder in good condition?

___ ___ ___

Confined space monitor used prior/during entry into confined space?

___ ___ ___

Lighting adequate?

___ ___ ___

Hazardous materials containers labeled with hazard information?

___ ___ ___

Safe lifting technique(s) used?

___ ___ ___



SUPERVISOR'S MINOR INJURY LOG

NOTE: This form shall be completed by the employee's immediate supervisor and the employee. The intent of this form is to log minor first aid accidents to determine contributing accident factors as well as recommended action to prevent recurrence. The original shall be maintained for 1 year by the supervisor and then forwarded to the Safety Officer for recordkeeping.

When	Date of Accident	Time of Accident	Date Reported
Who	Injured Person's Name	Job Title	Department
How	Description of Accident (Detail what employee was doing; how he/she was doing it; and any equipment used.) _____ _____ _____		
Corrective Action	What actions are being done and by whom to eliminate the hazards or prevent recurrence of this type of accident? (Explain in detail, include target dates) _____ _____ _____		
Treatment	Did employee receive medical treatment beyond first aid? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Signature	I have reviewed the above accident with employee. Supervisor _____ Employee _____		Date _____

When	Date of Accident	Time of Accident	Date Reported
Who	Injured Person's Name	Job Title	Department
How	Description of Accident (Detail what employee was doing; how he/she was doing it; and any equipment used.) _____ _____ _____		
Corrective Action	What actions are being done and by whom to eliminate the hazards or prevent recurrence of this type of accident? (Explain in detail, include target dates) _____ _____ _____		
Treatment	Did employee receive medical treatment beyond first aid? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Signature	I have reviewed the above accident with employee. Supervisor _____ Employee _____		Date _____

Appendix D
(intentionally blank)

Safety Orientation Checklist

Employee Name: _____

Date: _____

Signature: _____

- Emergencies
- Fire Prevention, Fire Extinguisher
- Safety Manual / Injury Illness Prevention Program
- Hearing Conservation (if applicable)
- Ergonomic Workstation Check (if applicable)
- Lock and Tag (if applicable)
- Material Safety Data Sheets/Hazard Communication (if applicable)
- other SOPs (as applicable)
- Ergonomics – Lifting (if applicable)
- Personal Protective Equipment (if applicable)
- Flagging (if applicable)
- Powered Tools (if applicable)
- Heat Illness (if applicable)
- Enroll in Driver Awareness, A/C Pipe, HAZWOPER, Confined Space Entry class (if applicable)
- Safe Practices Handbook
- Particular Hazards of Job; Previous Accidents/Injuries Related to Job



CONTRA COSTA WATER DISTRICT SAFETY MEETING/TRAINING ATTENDANCE SHEET

Date	Beginning Time	Ending Time
Department	Location	Meeting Leader/Trainer

Topic(s) Discussed

ATTENDEES

	Name (Print)	Signature
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
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