

CENTRAL CONTRA COSTA TRANSIT AUTHORITY
INJURY & ILLNESS PREVENTION PROGRAM (IIPP)

TABLE OF CONTENTS

INTRODUCTION	1
SAFETY POLICY	1
I. Responsibility	2
II. Compliance.....	3
III. Communication	3
IV. Hazard Assessment	4
V. Accident/Exposure Investigation.....	5
VI. Hazard Correction	5
VII. Training and Instruction	5
 APPENDICES	
A. CORONAVIRUS DISEASE 2019 (COVID-19) EXPOSURE PREVENTION AND CONTROL PROGRAM.....	8
I. Responsibility	8
II. Exposure Determination	9
III. Preventing the Spread of COVID-19	10
IV. Training	12
V. Standard Operating Procedures	14
 ATTACHMENTS.....	29

I. RESPONSIBILITY

1. General Manager

The General Manager is ultimately responsible for oversight of the IIPP. Duties include, but are not limited to:

- a. Ensuring Executive staff, Directors and managers actively support the IIPP.
- b. Providing an appropriate environment and funds necessary to maintain an effective and compliant safety program.

2. Executive Staff

Under direction of the General Manager, it is the responsibility of the Assistant General Manager, Chief Operating Officer, and Chief Finance Officer to support, encourage and champion an environment that encourages a safe and healthy work environment. Executive staff shall ensure that all Directors and their respective departments actively support the IIPP. Individuals reporting dangerous conditions or shedding light on unhealthy practices and behavior should not be discouraged from doing so.

3. Directors

Directors share in the responsibility in supporting, encouraging, and providing an environment that encourages a safe and healthy work environment. Directors are responsible for delegating to their managers and/or supervisors the responsibility of implementing the IIPP and all its activities.

4. Managers and/or Supervisors

Managers and/or supervisors have the responsibility of providing their employees a safe place to work including facilities, equipment, standards and procedures, adequate supervision and recognition for a job done properly. They are responsible for training employees to perform their jobs properly and safely. They instruct, demonstrate, observe, and enforce compliance with established safety standards.

5. IIPP Administrator

The Director of Safety & Training position has been designated as the Authority's IIPP Administrator and is the individual responsible for the implementation, maintenance, and ensuring this policy is kept up to date. The IIPP Administrator will be identified in all internal and external communications regarding CCCTA's IIPP. If the IIPP Administrator position is vacant, the Assistant General Manager will be designated as the interim IIPP Administrator.

6. Employees

All employees have the responsibility of performing their tasks properly and safely. They are to assure themselves that they know how to do the job properly and ask for additional training or assistance when they feel there is a gap in their ability, knowledge, or training. Employees should never undertake any task, job, or operation unless they are able to perform it safely.

II. COMPLIANCE

1. Management Responsibility

Management is responsible for ensuring that organizational safety and health policies are clearly communicated and understood by employees. Directors, managers, and supervisors are expected to enforce the rules fairly and uniformly.

2. Employee Responsibility

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

3. Employee Recognition

Employees, who make a significant contribution to the safety program, as determined by their supervisors, may receive written acknowledgment that is filed in the employees' personnel files.

4. Employee Training

Employees are trained on safety concerns as needed.

5. Employee Correction

Employees who fail to follow safe work practices and/or procedures, or who violate organizational rules or directives, are subject to disciplinary action, up to and including termination.

Supervisors correct safety violations in a manner considered appropriate by organizational management. Notwithstanding the above, the organization reserves the right to correct in any fashion it deems appropriate, including the right to terminate immediately an employee for a safety violation.

III. COMMUNICATION

1. Two-Way Communication

Management recognizes that open, two-way communication between management and staff on health and safety issues is essential to an injury-free, productive workplace.

2. The Organization's System of Communication

The following system of communication is designed to facilitate a continuous flow of safety and health information between management and staff in a form that is readily understandable.

- a. An orientation program is provided to all new employees and includes a review of the IIPP as well as a discussion of policy and procedures that the employee is expected to follow. A copy of the IIPP may be provided upon request by the employee.
- b. The Authority may conduct safety meetings where safety is openly discussed by all present. When a general safety topic applies to all employees, everyone is expected to attend meetings and they are encouraged to participate in open discussion.

On occasion, written safety notifications are emailed, posted throughout all facilities, and included in any employee newsletter. Other methods of communicating pertinent health and safety information are used as they are identified.

- c. Additional safety meetings may be held as determined by individual departments. All involved employees are expected to attend and are encouraged to participate in discussion.

- i. Transportation Department

The Transportation department conducts monthly safety meetings for commercial drivers. This is conducted as part of their required annual Verification of Transit (VTT) training.

- ii. Maintenance Department

The Maintenance department conducts monthly safety meeting for all Maintenance employees. Maintenance has implemented a monthly safety committee meeting comprised of both representatives from management and employees.

3. Safety Suggestions and Hazard Reporting

All employees are encouraged to inform their supervisors, or other management personnel of any matter which they perceive to be a workplace hazard, or a potential workplace hazard. They are also encouraged to report suggestions for safety improvement.

- a. Reporting can be done orally or preferably, in writing. If done in writing, the notification may be given directly to the supervisor, the IIPP Administrator, or other management personnel. Management, alongside the IIPP Administrator will review all suggestions and hazard reports.
- b. Employees may also elect to report anonymously a hazard, safety suggestion, or other safety problem. They can do so by completing the form entitled Report of Unsafe Hazardous Conditions, without providing their name. If an employee elects to provide their name, they will be informed of any action taken within approximately thirty (30) working days of receipt.

ATTACHMENT 6

**CENTRAL CONTRA COSTA TRANSIT AUTHORITY
SAFETY INSPECTION FORM / ACTION PLAN**

FACILITY INSPECTED:	NAME OF INSPECTOR:
DATE OF INSPECTION:	DATE OF REPORT:
# of items corrected from previous inspections:	() out of ()
# of items uncorrected from previous inspections:	
# of items uncorrected in this inspection:	
# of items corrected on the spot in this inspection:	
# of total items remaining uncorrected in this report:	
Number (%) of total items uncorrected by priority:	
Priority I:	(%)
Priority II:	(%)
Priority III:	(%)

REPORT RECIPIENTS: _____ , _____ ,
_____ ; _____

**For more information regarding this inspection, please contact:* _____

ATTACHMENT 7

CENTRAL CONTRA COSTA TRANSIT AUTHORITY CAL-OSHA SERIOUS INJURY/ILLNESS REPORTING REQUIREMENTS

Reporting serious occupational injury or illness.

The IIPP Administrator is responsible for immediately reporting to the nearest Cal/OSHA District office the following occupational injuries/illness:

- a. Injury/illness requiring inpatient hospitalization for other than medical observation or diagnostic testing;
- b. The amputation of a body part;
- c. The loss of an eye; or
- d. Any serious degree of permanent disfigurement.

Information to include in your report to Cal/OSHA.

The IIPP Administrator must report the occupational injury or illness within eight (8) hours from when he or she knows, or with diligent inquiry should have known of the occupational injury or illness. (see the transit system's Employee Injury & Illness Prevention Program, regarding conducting accident investigations).

The IIPP Administrator is required to provide the following information to Cal-OSHA at (707) 649-3700*:

1. Time and date of accident.
2. Employer's name, address, and telephone number.
3. Name and job title, or badge number of person reporting the accident.
4. Address of site of accident or event.
5. Name of person to contact at site of accident.
6. Name and address of injured employee(s).
7. Nature of injury.
8. Location where injured employee(s) was (were) moved to.
9. List and identity of other law enforcement agencies present at the site of accident.
10. Description of accident and whether the accident scene instrumentality has been altered.

*This telephone number is for the Cal-OSHA Enforcement Unit Region 1 office located at
3419 Broadway Street, Suite H8, American Canyon, CA 94503