

TRINITY COUNTY



INJURY & ILLNESS PREVENTION PROGRAM (I.I.P.P.) & CODE OF SAFE PRACTICES

Trinity County Illness & Injury Prevention Program (I.I.P.P.)

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Trinity County

Injury and Illness Prevention Program (I.I.P.P.)

I. POLICY STATEMENT

Trinity County is committed to preventing injuries and illnesses, as well as providing a safe and healthy workplace. To achieve this goal, Trinity County has adopted an Injury and Illness Prevention Program (I.I.P.P.).

II. RESPONSIBLE PARTIES

See section XI. Appendix A, for current names and contact information.

The responsibilities for safety and health are shared. Trinity County accepts the responsibilities for leadership of the safety and health program, for its effectiveness and improvement, and for the safeguards required to ensure safe conditions.

A. **Program Administrator:** The Risk Manager is responsible for implementing the provisions of this program. Any questions regarding the program should be directed to the Program Administrator or appropriate line manager.

B. **Risk Management Department:**

Risk & Loss Prevention Manager: Program Administrator

- Promotes compliance of this I.I.P.P.
- Oversees safety trainings and meetings
- Identifies hazards / remediation
- Investigates all accidents
- Maintains files of safety communication / records
- Processes Workers' Compensation claims

C. **Managers / Supervisors:**

- Responsible for developing proper attitude toward safety and health in themselves and in those they supervise.
- Held accountable for the safety record of the employee(s) working under them.
- Provide a safe and healthy workplace by ensuring compliance of this I.I.P.P.
- Know which Cal/OSHA safety orders contained in Title 8 of the California Code of Regulations apply to their department and use them to identify potential hazards.
- Responsible for workplace equipment and personal, protective equipment (PPE). Management and supervisors must assure that the operation of workplace equipment is monitored, that routine preventative maintenance is conducted and PPE is reliable.
- Ensure safe work practices by employees and themselves.

- Assure employees are provided and use necessary PPE (Personal Protective Equipment).
- Scheduled inspections are a part of the routine duties of supervisors and managers.
- Must review all written inspection reports and should assist in prioritizing actions and verify completion of previous corrective actions.
- Identify and correct hazards; If the manager is unable to correct a hazard immediately, they shall sign the hazard, block it off or lock out/tag it *and* immediately report the workplace hazard to their supervisor AND the risk management department or program administrator.
- Investigate incidents and injuries and provide a report to the loss prevention specialist.
- Promote and train employees in safety and health procedures.
- Participate in all monthly safety meetings.
- Participate in a minimum of 3 leadership/supervisory trainings per Trindel Insurance Fund's fiscal year (June 30 through May 31st).

D. Department Safety Representatives (DSR):

- Act as contact person in a department for all safety communication.
- Involved in all investigations, inspections, incident / hazard reporting and remediation of their department.
- Notify Department Head and immediate supervisor of any incidents, injuries, and / or hazards immediately.
- Assure monthly safety trainings occur.

E. Employees: All employees are required to comply with the provisions of this policy.

- Follow all Code of Safe Practices, including those specific to their department duties.
- If an employee identifies a hazard and it can not be corrected immediately, the employee shall sign the hazard, block it off or lock it out and tag it AND report it to their supervisor and risk management.
- Report all injuries, hazards and near misses on the incident/hazard forms immediately to their direct supervisor or DSR (department safety representative) *and* the risk management department or the program administrator.
- Participate in all health and safety activities including training and monthly safety meetings.

III. SAFETY RECOGNITION, COMPLIANCE & DISCIPLINE

A. Employee Recognition:

- i. **Annual Safety Award** - Trinity County shall recognize an employee for their high level of safety and health awareness in day to day tasks and participation in the loss prevention program.

This employee shall be presented with an award and certificate before the Board of Supervisors or Annual Employee Picnic prior to the end of the fiscal year. Their name will also be added to a plaque of annual winners which is displayed in the Trinity County Courthouse, located on the second floor outside of the Personnel office.

- ii. **Annual Performance Evaluations** shall reflect employee's safety awareness, practices and compliance.

B. **Compliance**: All employees are required to comply with the provisions of this policy.

C. **Discipline**: Trinity County reserves the right to discipline employees who knowingly violate Trinity County safety rules or policies. Disciplinary measures will include but not be limited to:

- Minor offense – verbal warning and if needed, documented additional training, signed by the employee.
- Severe or repeated violations - written warning and documented training signed by the employee.
- If verbal and written warnings do not prove sufficient -suspension without pay.
- If none of the above measures prove satisfactory and no other acceptable solution can be found - Trinity County may have no choice but to terminate employment for those who continue to jeopardize their own safety and the safety of others.

IV. SAFETY COMMUNICATION

It is Trinity County's policy to maintain open communication between management and staff on matters pertaining to safety. Thoughts regarding safety are considered important and employee's active participation in Trinity County's safety program is encouraged.

A. **Expressing Safety Concerns**: Employees may express any safety concerns or suggestions either during a safety meeting, individually to supervisors, or in writing on the incident hazard form (*see Appendix B, form A*).

B. **Anonymity**: A safety concern or idea may be submitted anonymously through inter-department mail directly to Risk Management, or dropped into the safety suggestion box, located in the Courthouse break room. This box is checked on a weekly basis.

C. **Employee Orientation**: Each employee upon new employment and on the anniversary date of his/her employment is required to attend orientation, which includes training on this I.I.P.P.

D. **Emergency Communication**: This is department specific. Please refer to your department's code of safe practices and/or immediate supervisor.

E. **Safety Bulletin Boards**: Each department has a bulletin board on which all safety communication is posted. This board shall be displayed in a universal location within the department.

F. **Safety Meetings:**

- a. **Employee Safety Meetings:** All employees shall be provided applicable and meaningful safety trainings on a monthly basis. An original signed roster and a copy or description of topic(s) covered shall be submitted to Risk Management within 1 week following each safety meeting.
 - b. **Safety Site Committee Meetings:** Members of these committees are appointed by Department Heads. Member representatives meet on a monthly basis to discuss safety issues pertaining to their department(s). Minutes are prepared within 1 week of the meeting and shared with all employees within that department. The minutes shall be posted on the Safety Bulletin.
 - **Courthouse Safety Committee:** consists of a representative from the following departments: Assessor / Clerk Recorder, Auditor, County Administration Office / Board of Supervisors, Courts/Marshal, District Attorney, Information Technology, Tax/Treasurer, and Risk Management.
 - **Department of Transportation Committee:** consists of the Director, Shop Foreman, Road Superintendent/Safety Officer, and three members At Large
 - **Health & Human Services Committee:** consists of a representative from each unit in Health & Human Services Department.
 - **Sheriff Department Committee:** consists of a representative from each unit within the Sheriff Department (i.e., Administration, Patrol, Jail, etc.)
 - c. **County-Wide Safety Meetings:** An equal mix of supervisors and DSRs (department safety representatives), one representative from each County Department, meet on the last Wednesday of every month. All injuries, incidents and hazards which occurred that month are reviewed and discussed to assure follow through in making corrections and to prevent repeated occurrences. Safety concerns are discussed and resolved. Also reviewed are workers' compensation fiscal claim summaries, safety sub-committee monthly meetings, department safety trainings and department inspections.
- G. **Incident Hazard Form:** Standard form on which a hazard, near miss, injury or incident can be reported. Please refer to **section V. Hazard Identification / Reporting** for correct procedures. Form is available in Appendix B.
- H. **Newsletter:** *Trinity County's "Safety & Wellness Newsletter"* This monthly newsletter is provided to each employee through county email, inter-department mail and/or manual distribution. It shall also be posted on safety bulletin boards within each department / building. Announcements, safety education, hazards, recalls, and wellness education are contained here.
- I. **Email:** Safety issues are often shared via email to the involved or affected employees.

V. REPORTING – Hazards, Injuries, Incidents & Near-Misses (Remediation)

Report immediately to Risk Management (530-623-8376 or 530-623-1382) any injury resulting in:

- Death,
- Loss of a limb (arm / leg) or digit (finger / toe),
- Hospitalization of 24 hours+, or
- Fainting / loss of consciousness.

Cal/OSHA must be notified within 8 hours of such injury, regardless of time or day of the week. The Risk & Loss Prevention Manager shall report to Cal/OSHA. If the Risk & Loss Prevention Manager is not available, the direct supervisor shall report to Cal/OSHA directly. (916) 263-2800 or fax (916) 263-2798.

Information to be provided:

- (1) Date of injury
- (2) Injured employee's name
- (3) Address of injury
- (4) Time of injury
- (5) Employer (County of Trinity)
- (6) Nature of injury
- (7) Who responded and who transported (i.e., ambulance, city fire dept., etc.)

All accidents and injuries must be reported to your direct supervisor and the Risk Management Department **on the same day of the occurrence.**

A. **Purpose:** Trinity County's Incident/Hazard reporting program provides a means for individual employees to report an injury or an incident, hazard or near-miss that could cause employee injury, illness, death or damage to County property. Trinity County encourages employees to report without fear of reprisal any workplace hazard they identify.

B. Reporting Procedure:

1. Use the Trinity County Incident/Hazard Report form (see Appendix B) which is available in each department, in each employee handbook, and on Trinity County's Risk Management webpage (www.trinitycounty.org).

2. Incident/Hazard form:

- a. **Section A:** Identify if reporting an injury, incident/near-miss or hazard by checking the appropriate box and complete this section by providing the date and time of incident, location, date reported, name of person this was reported to, and the affected department.
- b. **Section B:** Briefly describe incident
- c. **Section C:** List cause, if known

- d. **Section D:** If correction cannot be made immediately, list any suggested corrections. *Brainstorming within the effected department or at a safety meeting can prove to be extremely effective.*
- e. **Section E:** If correction has been made, document here including the date. If not, the Risk & Loss Prevention Manager will follow up here.
- f. **Investigated by:** This is usually by the supervisor, Risk & Loss Prevention Manager and/or department safety representative.
- g. **Signature spaces:** Both the DSR and the Department Head must sign to assure they have been made aware of the incident/injury or hazard.

3. **Remediation:** Trinity County shall take all reasonable necessary steps to remedy a workplace hazard in a timely manner consistent with the health and safety standards in the industry. Hazards will be addressed according to their severity, with the most severe hazards receiving priority attention.

All reported hazards, injuries, incidents & near misses are reviewed by the County-Wide Safety Committee which meets monthly. This committee assures remedies are completed on all reports, in a timely manner.

Matters which can be solved immediately will be addressed without delay. Depending upon the nature of the condition, steps to be taken may include, but not limited to:

- a. Fixing defective equipment
- b. Implementing safer procedures
- c. Implementing other modifications or procedural safeguards
- d. Employee training

Employees are to cooperate fully and immediately with any investigation into an alleged workplace hazard and must comply without delay with any remedial action implemented by Trinity County.

VI. INVESTIGATION – Hazards, Injuries, Incidents & Near-Misses

The purpose of investigations is to determine the cause of an accident or incident and prevent further occurrences. It is not to point blame at anyone.

An unbiased approach is necessary to obtain objective findings. Investigations will be done by the supervisor, if possible, the Risk & Loss Prevention Manager and the Department Safety Representative.

The Immediate Supervisor or Risk Management Department will conduct an investigation into each reported employee injury to determine if a workplace hazard exists. Additionally, an investigation can be made of all “near misses.”

A written report or finalized incident hazard form adequately identifying the cause(s) of the accident or near-miss occurrence shall be completed by the Risk & Loss Prevention Manager and filed within the Risk Management Department. A copy of the report shall be provided to the affected department.

Questions to ask in an accident investigation:

1. **What happened?** The investigation should describe what took place that prompted the investigation: an injury to an employee, an incident that caused a production delay, damaged material or any other conditions recognized as having a potential for losses or delays.

2. **Why did the incident happen?** The investigation must obtain all the facts surrounding the occurrence: what caused the situation to occur; who was involved; was/were the employee(s) qualified to perform the functions involved in the accident or near miss; were they properly trained; were proper operating procedures established for the task involved; were procedures followed, and if not, why not; where else this or a similar situation might exist, and how it can be corrected.

3. **What should be done?** The person conducting the investigation must determine which aspects of the operation or processes require additional attention. It is important to note that the purpose here is not to establish blame, but to determine what type of constructive action can eliminate the cause(s) of the accident or near miss.

4. **What action has been taken?** Action already taken to reduce or eliminate the exposures being investigated should be noted, along with those remaining to be addressed. Any interim or temporary precautions should also be noted. Any pending corrective action and reason for delaying its implementation should be identified. Also document how the corrective action will prevent reoccurrences, as well as, improve overall operation.

Tips for an effective investigation:

1. Visit the accident / incident scene at the earliest moment possible, while facts are fresh and before witnesses forget important details.
2. If possible, interview the injured worker at the scene of the accident and “walk” him or her through a re-enactment.
3. All interviews should be conducted as privately as possible. Witnesses shall be interviewed one at a time. Also, speak with anyone who has knowledge of the accident or incident, even if they did not actually witness it.
4. Request signed statements in cases where facts are unclear or there is an element of controversy.
5. Document details graphically. Use sketches, diagrams, and photographs as needed. Take measurements when appropriate.
6. Focus on causes and hazards. Develop analysis of what happened, how it happened and how it could have been prevented. Determine what caused the accident itself, not just the injury.

7. Every investigation should include an action plan. How will such accidents / incidents be prevented in the future?
8. If a third party or defective product contributed to the accident, save any evidence. It could be critical to the recovery of claims costs.
9. Respond to reporting parties within 30 days with the action that has been or will be taken.

VII. INSPECTIONS / EVALUATION SYSTEM

A. **Facility Inspections:** Trinity County will prevent many hazards from occurring through semi-annual scheduled and documented self-inspections of each workplace. At least one semi-annual inspection will be performed by the Loss Prevention Specialist. The second semi-annual inspection will be conducted by the Department Safety Representative, or individual as directed by the Department Head.

January & July: Child Support Services
 General Services
 Solid Waste – Weaverville Facility & Transfer Sites

February & August: Probation Department
 Sheriff Department – Weaverville, Hayfork, Animal Control

March & September: Library – Weaverville, Hayfork, & Trinity Center
 Building & Development Services – Main Office
 Planning / Transit

April & October: Courthouse
 Dept. of Transportation – Weaverville Main Office & yard

June & December: Health & Human Services
 Behavioral Health Services

B. **Vehicle and Power Equipment Inspections:** All Trinity County vehicles and individual power equipment will be inspected daily by their operators. Inspection forms are available from supervisors for documenting inspections.

C. **Vehicle and Power Equipment Maintenance Inspections:** All Trinity County vehicles and individual power equipment maintenance inspections shall be the responsibility of the assigned departments. Record of all maintenance inspections shall be kept within the assigned department.

D. **Results of Inspections:** Inspection results will be discussed during Trinity County department safety meetings, appropriate safety site-committee meetings

and the County-wide Safety and Risk meetings. Employees are encouraged to discuss and bring forward their ideas and thoughts regarding any safety items mentioned or of concern to them.

VIII. TRAINING IN HEALTH & SAFE WORK PRACTICES

In order to reduce the risk of employee injury, each employee must understand general safe and healthy work practices and any work hazards specific to the employee's job assignment, and any precautions necessitated by these hazards. Supervisors must be aware of the safety and health hazards facing the employees under their direct supervision.

All County employees including managers and supervisors will receive training and instruction on general and job specific safety and health practices. Training and instruction will be provided as follows:

1. When the IIPP is first implemented.
2. To new employees during their initial orientation and on the anniversary date of all employees at their review orientations.
3. To all employees assigned to a new position for which they have not previously been trained.
4. Whenever new potentially hazardous substances, processes, procedures or equipment are introduced into the workplace.
5. To supervisors to familiarize themselves with the health and safety hazards to which their staff may be exposed.
6. To all employees with the respect to hazards specific to their job assignments.
7. Whenever the County is made aware of a new or previously unrecognized hazard.
8. Every effort will be made to provide adequate training to employees. However, if an employee is ever in doubt about how to do a job safely, it is their duty to ask a qualified person for assistance and training.

IX. RECORDKEEPING / DOCUMENTATION

The Trinity County Risk Management Department shall maintain records of the following items:

1. Inspections, Investigations and Evaluations Pertaining to Safety Issues: Trinity County shall maintain records of scheduled inspections (both internal and any performed by an outside federal, state, county or district agency), accident investigations and hazard evaluations to identify unsafe conditions and workplace practices. These records will describe the person(s) conducting the inspections or investigations, the unsafe conditions and work practices that have been identified, the

action taken to correct these conditions and practices and the date of such action. These records shall be maintained for 5 years.

2. Training: Trinity County shall maintain documentation of safety and health training attended by each employee, including the employee's name or other identifier, the employee's signature, training dates, training topics, and training providers. This documentation will be maintained for 5 years.

3. Safety Committee Meeting Minutes: Trinity County shall maintain prepared minutes of monthly safety site committee meetings and County Safety and Risk meeting minutes. These minutes shall include: Committee name, date of meeting, attendees' names, injuries / incidents / hazards discussed, remediation, inspections. This documentation will be maintained for 5 years.

4. Cal OSHA Required Records: These shall include but not limited to Cal OSHA 300 forms, medical exposure records, and injury reports. This documentation will be maintained for 5 years.

X. HEAT ILLNESS PREVENTION PROGRAM

The following departments maintain a specific Heat Illness Prevention Program:

- The Department of Transportation
- General Services
- Solid Waste
- Health & Human Services – Employment Services

Refer to the department's specific Code of Safe Practices.

XI. CODE OF SAFE PRACTICES

Trinity County will do everything possible to protect our employees from accidents, injuries and occupational disease while on the job.

Many departments have department-related Code of Safe Practices in addition to this general Code, available within their own departments.

Safety is a cooperative undertaking requiring an ever-present safety consciousness on the part of every employee.

If an employee is injured, positive and prompt action must be taken to see that the employee receives adequate treatment.

All operations must be planned to prevent accidents and injuries.

A. GENERAL SAFETY RULES: For the protection and safety of all employees, the County of Trinity has established the following rules designed to prevent accidents and injuries. Compliance with these rules is mandatory. Documentation is made when these rules are distributed.

1. Employees shall report all accidents, injuries, occupational illnesses and unsafe conditions or practices at the time of occurrence to their immediate supervisor and shall complete an Incident Hazard Report Form.
2. Risk & Loss Prevention Manager shall be informed of all accidents, injuries, occupational illnesses and unsafe conditions or practices at the time of occurrence by a supervisor or department safety representative (DSR).
3. Machines or equipment shall not be operated until employees are properly instructed on their operation.
4. Horseplay, practical jokes, throwing things, running in aisles and stairways, unnecessary shouting, and any other acts that tend to have an adverse influence on the safety or well-being of the employees are prohibited.
5. Work shall be well-planned and supervised to forestall injuries in the handling of heavy materials and in working together with equipment.
6. No one shall knowingly be permitted or required to work while his or her ability or alertness is so impaired by fatigue, illness, or other cause that might unnecessarily expose him, her or others to injury.
7. Employees should be alert to see that all guards and other protective devices are in proper places and adjusted, and shall report deficiencies promptly to a supervisor.
8. All spilled oil, grease, water and other liquids must be wiped up immediately.
9. Areas in which maintenance is being performed will be blocked off and posted to prevent possible injury from falling objects or trip hazards. A

barricaded or posted area will not be entered except by those performing the work.

10. Any defective tool or equipment must be immediately reported. Any defective tool or equipment will not be used until repaired or replaced.
11. Failure by an employee to comply with the safety rules will be grounds for corrective disciplinary actions.
12. Specific Department Safety Rules, when applicable, will be posted in appropriate work areas.
13. No open flames in work areas unless associated with a required task.
14. Employees shall not handle or tamper with any electrical equipment, machinery, air or water lines in a manner not within the scope of their duties, unless they have received proper instruction.

B. PERSONAL PROTECTIVE EQUIPMENT (PPE):

1. Safety glasses, goggles and/or face shields will be worn where eye protection is required.
2. Safe shoes are required of all employees. Shoes with exposed heels, toes or archways will not be permitted in shop, maintenance or construction areas.
3. Where there is a danger of hair entanglement in moving machinery or equipment, a hair enclosure (cap, net or hat) must be worn.
4. Personal Protective Equipment required when performing specific tasks will be worn and used as directed in each department's specific Code of Safe Practices.

C. HOUSEKEEPING:

1. Good Housekeeping must be practiced at all times.
2. Materials, equipment and supplies will be kept out of aisles.
3. Materials and supplies will not be stored against doors, exits, fire ladders or fire extinguishers.
4. Tools and other equipment will be returned to their proper storage area each time after use.
5. Tools will be kept dry; all spills will be wiped up immediately.
6. Trash and scrap will be thrown in proper waste containers.

D. BLOODBORNE PATHOGENS EXPOSURE:

In the event of an incident or accident which may cause occupational exposure to blood or other body fluids:

1. Contact the appropriate emergency personnel for injured person(s).
2. Once incident has been addressed, use the appropriate universal precautions (i.e., gloves, face mask or shield, goggles).

3. Spilled body fluids should **not** be cleaned up without the appropriate protective equipment and materials specifically designated for such fluids.
4. Barricade the area using caution tape, cones, and signage.
5. Contact Risk Management immediately.

XII. APPENDIX A (*Contacts*)

A. DEPARTMENT HEAD LISTING

Ag. Commissioner/Sealer of Weights & Measures:	Jeff Dolf	530-623-1356
Airports:	Richard Tippett	530-623-1365
Assessor:	Shanna White	530-623-1257
Auditor:	Angela Bickle	530-623-1317
Behavioral Health Services:	Noel O'Neill	530-623-1362
Board of Supervisors:		
District 1 -	Keith Groves	530-623-1217
District 2 -	Judy Morris	530-623-1217
District 3 -	Karl Fischer	530-623-1217
District 4 -	Bill Burton	530-623-1217
District 5 -	John Fenley	530-623-1217
Building & Development Services/ Environmental Services	Richard Tippett	530-623-1365
Child Support Services:	Lisa Dugan	530-623-1306
Clerk Recorder/Elections:	Shanna White	530-623-1257
County Administration Officer:	Margaret Long	530-623-1382
County Counsel:	Margaret Long	530-623-1382
District Attorney:	Eric Heryford	530-623-1304
Department of Transportation:	Richard Tippett	530-623-1365
General Services	Margaret Long	530-623-1217
Grants:	Margaret Long	530-623-1217
Health & Human Services:	Letty Garza	530-623-1265
Information Technology:	Margaret Long	530-623-1217
Library:	Margaret Long	530-623-1217
Personnel:	Margaret Long	530-623-1217
Planning:	Richard Tippett	530-623-1365
Probation/Juv. Detention/Collect:	Hal Ridelhuber	530-623-1204
Risk Management:	Margaret Long	530-623-1382
Solid Waste:	Margaret Long	530-623-1382
Sheriff:	Bruce Haney	530-623-2611
Transit:	Richard Tippett	530-623-1365
Treasurer/Tax Collector:	Terri McBrayer	530-623-1251
Veterans Services Office:	Margaret Long	530-623-1217

B. DEPARTMENT SAFETY REPRESENTATIVES (DSR)

Risk & Loss Prevention Manager	Shelly Pourian	530-623-8376
Airports	Lisa McNeely	530-623-1365
Administration, Personnel, I.T., BOS, Grants & Veteran's Services	Rebecca Cooper	530-623-8371
Agriculture	Angela Blanchard	530-623-1356
Auditor	Pam Coffey	530-623-1317
Behavioral Health Services	Ellen Eggers-Brinson	530-623-8290
Bldg. & Development Svcs. /Env. Hlth. /Plng.	Kristy Anderson	530-623-1459
Child Support Services	Diane Darrah	530-623-1306
Clerk Rec./Assessor/Elections	Maddy Woodman	530-623-1215
Dept. of Transportation	Laura Lyons	530-623-1365
District Attorney	Donna Harrison	530-623-1304
General Services	Anthony Miller	530-623-1319
Health & Human Services	Clintina Waters	530-623-8201
Juvenile Detention	Tim Rogers	530-623-1204
Library	Oresta Esquibel	530-623-1373
Probation/Collections	Lance Floerke	530-623-1204
Sheriff	Lynn Ward	530-623-2611
Solid Waste	Diane Rader	530-623-1326
Treasurer/Tax	Cyndi Teal	530-623-1251
Transit	Polly Chapman	530-623-1365

XIII. APPENDIX B (*Forms*)

- A. Incident Hazard Form**
- B. Public-involved Incident/Accident Form**
- C. Inspection Form – *Office***
- D. Inspection Form – *Shop***
- E. Safety Meeting Record**
- F. Automobile Accident Form**

Internal Use Only!

Trinity County – Incident/Hazard Report

Section A	<input type="checkbox"/> INJURY	<input type="checkbox"/> INCIDENT	<input type="checkbox"/> NEAR MISS	<input type="checkbox"/> HAZARD
Date & Time of Incident:	Location:		Date Reported:	
Reported to:	Reported by: (Optional)		Department:	
Section B	Description of Incident – Injury, Incident, Near Miss, Hazard (What happened?) <i>Include area and task, equipment, and tools involved.</i>			
Section C	CAUSES (Describe in detail the cause of the incident) <i>Something or someone that produces an effect, result or condition.</i>			
Section D	SUGGESTED CORRECTIONS (Possible solutions/ how to prevent a reoccurrence) <i>Give suggestions for preventing a repeat.</i>			
Section E	CORRECTIVE ACTION <i>What has been done to prevent injury or illness?</i>			
<u>Department Safety Representative Signature:</u> Date:		<u>Department Head Signature:</u>		Date:

TRINITY COUNTY

PUBLIC INCIDENT/ACCIDENT REPORT

(For incidents or accidents involving the public—to be filled out by County Employees – NOT the public).

(DO NOT ADMIT FAULT OR LIABILITY)

- To report accidents: First contact your supervisor and then report to: Shelly Pourian or CAO 623-8376 or 623-1382 on day of incident.
- Send report immediately to the Risk Management office
- Please preserve any property damage & photographs for investigation!

Name of person making report _____ Date of Report _____

Department _____ Phone # _____

Date of Incident _____ Time ____ A.M. ____ P.M. ____

Where did incident happen?

Type of Incident? (i.e., slip & fall, etc.)

Persons Injured Name _____

(If minor child
Include info. On Address _____

Parent or guardian)
Phone # _____

Nature and Extent of Incident:

Was injured taken by ambulance? Yes ____ No ____

Name, Phone # _____
& Address of _____

Witnesses' _____
(Important) _____

Please give full details of accident

Date of this report _____

Trindel Insurance Fund

Office Walkthrough Inspection

Date		County		Dept.	
Location		Inspected by:		DSR	

Item	Description	Corrective Action	C.A. Date
Emergency Communication (Postings, evacuation maps, MSDS, etc.)			
Housekeeping (Clutter, cleanliness, storage, not blocking exits, etc.)			
Trip & Fall Hazards (Carpets, rugs, steps and stairways, cords, clutter, storage, etc.)			
Electrical (Extension cords, receptacles, GFIs, breaker panels, exposed or frayed wiring, appliances, etc.)			
Heating & Ventilation (Registers clean, filters, recirculation air, temperature, etc.)			
Lighting (Indoor, parking lots, etc.)			
Emergency Exits (Egress, signage, are lighted signs illuminated, lighting, etc.)			
Janitor Closet (Clutter, chemical & flammable storage, cleaning			

products, eye wash inspected monthly, MSDS binder present Etc.)			
Exterior (Parking lots, sidewalks, walkways, etc.)			
Security (Public access, emergency communication, etc.)			
Rest Rooms			

<u>Can an Employee locate the IIPP?</u>		
<u>First Aid Kit Stocked – Any expirations?</u>		
<u>Fire Extinguishers Checked?</u>		
<u>Misc.</u>		

General Comments:

Inspected by:	
Signature	
Inspected by:	
Signature	
Dept. Safety Rep.	
Signature	
Department Head	
Signature	

Trindel Insurance Fund

Maintenance Shop Safety Inspection

Date		County	TRINITY	Department	
Location		Inspect by:		DSR	

Item	Description	Corrective action
Housekeeping (Clutter, cleanliness, storage, not blocking exits, etc.)		
Trip & Fall Hazards (Carpets, rugs, steps and stairways, cords, clutter, storage, etc.)		
Electrical (Extension cords, receptacles, GFIs, breaker panels, exposed or frayed wiring, appliances, etc.)		
Compressed air (Check permit)		
Power & Hand tools		
Welding area / equipment		
Hydraulic Press		

Oil Room		
Jacks / Hoists / Blocking		
Tire / Storage Shed		
Flammable Storage		
Steel / Cutting Edge storage		
Ventilation		
Lighting		
Shop Exterior		
Rest Rooms		
Eye wash station		
Yard		

<u>Can an Employee locate the IIPP?</u>		
<u>First Aid Kit Stocked</u> <u>- Any expirations?</u>		
<u>Fire Extinguishers</u> <u>Checked?</u>		
<u>Misc.</u>		

General Comments:

Inspected by:	
Signature	
Inspected by:	
Signature	
Dept Safety Rep.	
Signature	
Department Head	
Signature	

TRINTY COUNTY Safety Meeting Record

Department _____ Date _____

Conducted by _____ Location _____

Safety meeting topics (in order of priority):

1. Injuries since last meeting?
2. Property damage since last meeting?
3. Near-Misses since last meeting
4. Identified hazards?
5. What will we be doing until the next safety meeting?
6. Relevant Topic other than above?

Safety topic(s) discussed:

Action(s) needed to address safety topics discussed:

Comments:

Employees Present:

Print Name	Signature
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	
13.	
14.	
15.	
16.	
17.	
18.	
19.	
20.	

If more space is needed attach additional sign in sheet.

Forward original to: RISK MANAGEMENT

Retain a copy for department training records.

TRINITY COUNTY
Safety Meeting Record
Page 2 sign-in sheet

Department _____ Date _____

Conducted by _____ Location _____

21.	
22.	
23.	
24.	
25.	
26.	
27.	
28.	
29.	
30.	
31.	
32.	
33.	
34.	
35.	



TRINDEL INSURANCE FUND
George Hills Company, Inc.
Claims Administrators
TRINITY COUNTY

Report accident within 8 hours of incident.

To report accident call: Shelly Pourian, Risk & Loss Prev. Manager (530) 623-1382 or 623 -1325

GIVE DETAILS AS FULLY AS POSSIBLE BUT DO NOT DELAY REPORT

Name of Person Making Report Name _____

Home Address _____ Home Phone No. _____
 (Street & No.) (City or Town) (State)

Business Address _____ Business Phone No. _____
 (Street & No.) (City or Town) (State)

Time, Type and Place of Accident Date of Incident/Accident _____ Time of Incident _____ A.M. _____ P.M. _____

Where did incident/accident happen _____

Weather at time of incident/ accident _____

Type of incident/accident (i.e., slip & fall, vehicles, etc.) _____

County Driver and Automobile (If Applicable) Department _____

Make _____ Year _____ Type of Body _____ VIN: _____ License _____

Name of Driver _____ Age _____

Address of Driver _____ Phone No. _____

Persons Injured

Name	Addresses	Phone No.
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

Nature and extent of injuries _____

If medical aid was rendered, give name of doctor _____

Where was injured taken _____
 (City)

Other Driver/ Damage to Property Kind of property and extent of damage _____ Estimate of Damage \$ _____

of Others If automobile, make of car _____ Year/Model _____ License _____

Driver's Lic. # _____ Insurance Co. name & policy # _____

Name of Driver/Owner _____ Address _____

Driver/Owner's phone number _____ Where can property be seen _____

Damage to your automobile Extent of damage to your automobile. (Please give full details) _____

Names and Addresses
of Witnesses (Important)

Names

Addresses

Phone No.

Description of
Accident
(If applicable)

Direction your automobile was going _____ Other automobile _____

Rate of speed, your car _____ Other car _____

Number of persons in your car _____ Other car _____

Was roadway wet or dry _____ Paved _____ Dirt _____ Under construction _____

Was either automobile on the wrong side of the road, if so which automobile _____

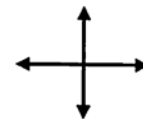
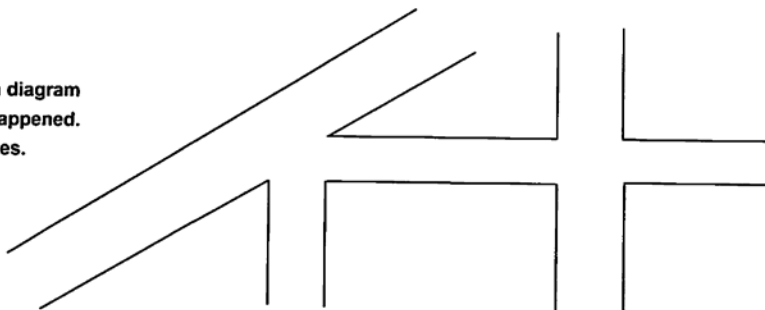
Was either driver arrested _____ Did police investigate _____

If at night, were all lights on other automobile lit _____

Who was at fault for the accident, and why _____

Please give full details of accident.

Please show on diagram
How accident happened.
Give street names.



Indicates points of compass
N.E.S.W.

Date of This
Report

Month/Date/Year

Report made by
