

Sacramento Transportation Authority

Injury and Illness Prevention Plan



This IIPP was created with user input using State Fund's IIPP BuilderSM and is intended solely for internal use by that business.

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Introduction

Sacramento Transportation Authority has established this Injury and Illness Program (IIPP) to communicate with employees our procedures for creating a safe and healthy work environment for all employees. We are committed to ensuring that all employees have the tools, knowledge, and resources to perform their jobs safely.

Responsibility

Dustin Purinton, Accounting Manager, (916) 323-0894 is the person with the overall authority and responsibility for implementing this program.

Dustin Purinton or Management will designate an alternate responsible person during periods of his/her absence such as during personal leave.

Copies of the IIPP are available at the following location(s):

801 12th Street , Floor 5, Sacramento, CA 95814

Supervisor Responsibilities:

- Ensuring that the elements of the IIPP are met, including performing periodic inspections/hazard assessments
- Ensuring employee compliance with safety policies and rules, investigation of accidents and injuries
- Ensuring employees are trained on the hazards and safe work practices relevant to their jobs

Employee Responsibilities:

- Assist in hazard identification
- Report accidents or injuries to supervisors as soon as they occur
- Follow safe work practices for tasks they perform
- Only perform tasks that they are authorized and trained to perform

Compliance with Safe Work Practices

Sacramento Transportation Authority has established rules and procedures to help ensure that work tasks can be performed safely without injury to employees:

- We inform employees about our IIPP.
- We recognize employees who work safely.
- We discipline employees who do not follow our safety rules.
- We provide training to employees who do not follow safety rules.
- We monitor and rate the safety performance of all employees.
- We also have these other procedures for making sure employees follow our safety rules:
 1. Employee Training and Orientation: All employees receive comprehensive safety training during their onboarding process, covering office ergonomics, fire evacuation plans, first aid procedures, and general workplace safety rules.
 2. Periodic Inspections: Supervisors conduct regular safety inspections of the office to identify and address potential hazards promptly.
 3. Employee Feedback: We encourage employees to report unsafe conditions or behaviors via a dedicated safety reporting system, ensuring their concerns are addressed promptly.
 4. Accountability Measures: If safety violations occur, corrective actions, including additional training or verbal/written warnings, are implemented based on the severity of the incident.

Employee Communication

Sacramento Transportation Authority communicates with employees on safety matters through the following:

- We hold safety meetings: annually
- We encourage employees to report hazards and provide feedback by: Suggestion Box

We encourage all employees to report any unsafe conditions or safety concerns immediately to their supervisor or Safety Manager, or bring up the issue during department meetings provided the hazard isn't serious.

Hazard Assessment

We conduct safety inspections annually and when:

- The safety program is first established
- Whenever new substances, processes, procedures, or equipment that represent a safety hazard are introduced into the workplace
- Whenever the employer is made aware of a new hazard

Other ways we evaluate hazards at our workplace include: Floorplan walkthroughs and surveys of employees.

These are the job title(s) of the person(s) responsible for conducting inspections and evaluating hazards at our workplace:

Accounting Manager

Accident Investigation

Sacramento Transportation Authority takes the following steps when investigating accidents and near misses:

- Visit the accident scene as soon as possible
- Interview injured workers and witnesses
- Examine the workplace for factors associated with the accident/exposure
- Determine the root cause of the accident/exposure
- Take corrective action to prevent the accident/exposure from happening again
- Keep a record of the findings and corrective actions taken

The person(s) responsible for conducting accident investigations at is
Accounting Manager

Hazard Correction

Hazards must be corrected in a timely manner as soon as employees or supervisors become aware of the hazard. We correct workplace hazards:

- When first noticed whenever possible, and
- When there is an imminent hazard. In the case of an imminent hazard, we will remove all employees from the area except those needed to correct the condition. We will protect employees working to correct the hazardous condition.

The job title of the person who is responsible for making sure hazards are corrected is:
Accounting Manager

Employee Training

We will conduct training in the following instances:

- When our safety program is first created
- To all new employees
- When employees are given new job assignments
- Whenever new substances, processes, procedures, or equipment are introduced into the workplace
- Whenever the employer is made aware of a new hazard
- For supervisors to make them aware of the safety procedures and workplace hazards for their employees

Employee Access

Sacramento Transportation Authority provides employees with access to the written IIPP through:

Upon request, our business will provide employees with access to the IIPP by:

- Providing an electronic copy of the IIPP

Our employees can request access to a copy of the written IIPP by:

- It is posted on the Authority OneNote. It is also printed and posted in the Copy Room.

We provide unobstructed access through our company server or website, which allows employees to review, print, or email a copy of the IIPP.

A copy of the IIPP will be provided within five (5) business days after receiving the request.

Recordkeeping

We keep records of inspections and hazard assessments for at least one year.

Training records will be kept for a minimum of one year.