

POLICY AND PROCEDURE
UNION PUBLIC UTILITY DISTRICT

DATE REVISED: 08/28/2024	MANUAL	POLICY NO. 2200
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RESPONSIBILITY

Executive management must plan, organize, and administer the program by establishing policy, setting goals and objectives, assigning responsibility, motivating subordinates, and monitoring results. The Union Public Utility District will support and maintain an ongoing Injury and Illness Prevention Program through the following:

1. Providing clear understanding and direction to all employees regarding the importance of safety through the development, implementation, monitoring and revision of policy and procedures.
2. Providing financial support for the IIPP through the provision of adequate funds for the purchase of necessary safety materials, safety equipment, proper personal protective equipment, adequate time for employee safety training, and maintenance of tools and equipment.
3. Overseeing development, implementation, and maintenance of the IIPP and other required safety programs.
4. Maintaining a district commitment to accident prevention by expecting safe conduct on the part of all managers, supervisors, and employees.
5. Holding all levels of management and employees accountable for accident prevention and safety.
6. Reviewing all accident investigations to determine corrective action.

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Managers and Supervisors play a key role in the prevention of accidents on the job. They have direct contact with the employees and know the safety requirements for various jobs. Safety responsibilities for these individuals include:

1. Enforce all safety rules in the Code of Safe Practices and ensure safe work procedures.
2. Verifying corrective action has been taken regarding safety hazards and accident investigations.
3. Conducting periodic documented inspections of the work sites to identify and correct unsafe actions and conditions that could cause accidents.
4. Act as a leader in district safety policy and setting a good example by following all safety rules.
5. Becoming familiar with local, state, and federal safety regulations. The Safety Coordinator is available for assistance.
6. Train all new and existing employees in proper safety procedures and the hazards of the job.
7. Instruct all employees, under their supervision, in safe work practices and job safety requirements.
8. Hold occasional safety meetings with employees.
9. Ensure employee proficiency when assigning work requiring specific knowledge, special operations or equipment.
10. Ascertain that all machinery, equipment, and workstations are maintained in safe working condition and operate properly.
11. Correct unsafe acts and conditions that could cause accidents.
12. Communicate with all employees about safety and accident prevention activities.
13. Correct the cause of any accident as soon as possible.
14. Ascertain that proper first aid and fire fighting equipment is maintained and used when conditions warrant its use.
15. Maintain good housekeeping conditions at all times.
16. Investigate all injuries and accidents to determine their cause and potential corrective action.
17. Ascertain that all injuries involving our employees that require medical attention are properly treated and promptly reported to the office.

The Safety Coordinator or Safety Officer acts as a safety resource for the district and is responsible for maintaining program records. They will also be our primary person to deal with outside agencies regarding the safety program and its contents. ~~Joe Darby is currently responsible for this role.~~ Additional duties include:

1. Coordination of all loss prevention activities as a representative of management. Acting as a consultant to management in the implementation and administration of the Safety Program.
2. Develop and implement loss prevention policies and procedures designed to insure compliance with the applicable rules and regulations of all federal, state, and local agencies.
3. Review all accident reports to determine cause and preventability.
4. Conduct periodic reviews of the program and job sites to evaluate performance, discuss problems and help solve them.
5. Consult with representatives of our insurance companies in order that their loss control services will support the Safety Program.
6. Review Workers' Compensation Claims. Help supply the insurance carrier with information about injured employees in order to keep loss reserves as low as possible.

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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.

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

Our system of ensuring that all workers comply with these practices includes the following practices:

- Informing workers of the provisions of our IIPP.
- Evaluating the safety performance of all workers.
- Recognizing employees who perform safe and healthful work practices.
- Providing training/coaching to workers whose safety performance is deficient.
- Disciplining workers for failure to comply with safe and healthful work practices.

COMMUNICATION

We recognize 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 safety and health information between management and staff in a form that is readily understandable and consists of the following items:

- New worker orientation including a discussion of safety and health policies and procedures.
- Review of our IIPP.
- Workplace safety and health training.
- Regularly scheduled safety meetings held at least once per month.
- Effective communication of safety and health concerns between workers and supervisors, including translation where appropriate.
- Posted and distributed safety information.
- A system for workers to anonymously inform management about workplace hazards.

HAZARD ASSESSMENT

Periodic inspections to identify and evaluate workplace hazards shall be performed by the following competent observer(s) in the following areas of our workplace:

Competent Observer	Area
Jason Eltringham, Joe Darby and Bill Eltringham Designated Employee and Supervisor	Treatment Plant
Joe Darby, Bill Eltringham and Jason Eltringham Designated Employee and Supervisor	Corp Yard/Shop
Joe Darby, Bill Eltringham and Jason Eltringham Designated Employee and Supervisor	Distribution System

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Elaine Urruty and Bill Eltringham Designated Employee and Supervisor	District Office
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Periodic inspections to identify and evaluate workplace hazards shall be performed by a competent observer according to the following schedule:

Once per month in all work areas.

When we initially established our IIPP.

When new substances, processes, procedures or equipment, which present potential new hazards, are introduced into our workplace.

When new, previously unidentified hazards are recognized.

When occupational injuries and illnesses occur.

When we hire and/or reassign permanent or intermittent workers to processes, operations, or tasks for which a hazard evaluation has not been previously conducted.

Whenever workplace conditions warrant an inspection.

ACCIDENT / EXPOSURE INVESTIGATION

Procedures for investigating workplace accidents and exposures to hazardous conditions or practices include:

1. •Visiting the accident scene as soon as possible
2. •Interviewing injured workers and witnesses.
3. •Examining the workplace for factors associated with the accident/exposure.
4. •Determining the cause(s) of the accident/exposure.
5. •Taking corrective action to prevent the accident/exposure from recurring. Recording the findings and corrective actions taken.

HAZARD CORRECTION

Unsafe or unhealthy work conditions; practices or procedures shall be corrected in a timely manner based on the severity of the hazards. Hazards shall be corrected according to the following procedures:

Hazard is observed or discovered. When an imminent hazard exists which cannot be immediately abated without endangering employee(s) and/or property, we will remove all exposed workers from the area except those necessary to correct the existing condition. Workers necessary to correct the hazardous condition shall be provided with the necessary protection. All such actions taken and dates they are completed shall be documented on the appropriate forms.

TRAINING AND INSTRUCTION

All workers, including managers and supervisors, shall have training and instruction on general and job specific safety and health practices. Training and instruction shall be provided as follows:

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When the IIPP is first established.

To all new workers.

To all workers given new job assignments for which they were not previously trained.

Whenever new substances, processes, procedures, or equipment are introduced to the workplace and represent a new hazard.

Whenever we are made aware of a new or previously unrecognized hazard.

To supervisors to familiarize them with the safety and health hazards to which workers under their immediate direction and control may be exposed.

To all workers with respect to hazards specific to each employee's job assignment.

RECORDKEEPING

We maintain the following records of the implementation of our IIPP for one year (except for employees who have worked for less than one year which are provided to the worker upon termination of employment):

- Hazard assessment inspections: Including dates of inspections, person(s) conducting the inspections, unsafe conditions and practices identified, and action(s) taken to correct hazard(s).
- Accident/exposure investigation: Including details and dates of accidents, investigator's name, unsafe conditions and practices identified, and action(s) taken to correct the hazard(s).
- Employee communication: Including dates and types of communication and names of communicators.
- Safety and health training for each worker: Including worker's name, provider's name, date(s) of training and type(s) of training.

HEAT ILLNESS PREVENTION PROGRAM (see updated section - RSP 500, Heat Illness Prevention, CCR, Title 8, § 3395)

~~Our district recognizes that an effective approach to heat illness is vital to protecting the lives of its workers. In this light we have implemented the Heat Illness Prevention Program. All employees will be trained to recognize the symptoms of heat related illnesses and the proper steps to follow to prevent and react to heat related illnesses. The training consists as follows:~~

Factors that Contribute to Heat Illness:

~~Heat illness results from a combination of factors including environmental temperatures and humidity, direct radiant heat from the sun or other sources, air speed, and workload, personal factors, such as age, weight, level of fitness, medical condition, use of medications and alcohol, and acclimation affect how well the body deals with excess heat.~~

Recognizing the Hazard:

~~There is no absolute cut-off below which work in heat is not a risk. With heavy work at high relative humidity or if workers are wearing protective clothing, even work at 70 degrees can present a risk. In the relative humidity levels often found in hot areas of California (20 to 40 percent), foreman and employees need to take some actions to effectively reduce heat illness risk when temperatures approach 80 degrees. At~~

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temperatures above 90 degrees, especially with heavy work, heat reduction needs to be a major concern. It is especially important to be vigilant during periods of abnormally high heat. Following is what to look out for in yourself and your fellow workers during the days when all the factors discussed come into play during a working day.

Heat Exhaustion:

Symptoms of heat exhaustion are dizziness, weakness, headache, blurred vision, nausea, and staggering. The face becomes pale, there is profuse sweating, the pulse is weak, and breathing is shallow. The person may become unconscious.

Sun Stroke (Heat Stroke):

Symptoms of sun stroke are, a severe headache, the face is red the skin is hot and dry, there is no sweating, and the pulse is strong and very rapid. The person has high fever (105-106 degrees) and may become unconscious. This is followed by convulsions, coma, and sometimes death.

Heat Cramps:

Heat cramps are muscle cramps. Usually these cramps occur in the arms or legs but may be in the abdominal or chest muscles as well. These cramps are caused by excessive body fluid loss through sweating.

Treatment:

At first signs of any of the symptoms described above, be it yourself or a fellow worker tell your Foreman immediately. He will instruct you to go to the designated shade area which could be any covered area with ventilation, open and covered garage, a tent, a vehicle or trailer that has air conditioning. You will be required to stay in the shaded area for a minimum of 5 minutes or until you feel sufficiently recovered to go back to work. Your Foreman will also instruct you to drink at least 1 quart of water or more. In cases of convulsion, fainting, hot skin, or rapid pulse the Foreman is instructed to seek medical attention immediately. The location of the nearest clinic and hospital are provided in the Injury and Illness Prevention Program available at each job site.

Prevention:

To prevent heat illnesses it is important that you follow the steps bellow:

Acclimatization:

Acclimate yourself to the work to be done and the temperature of the work day. Drink water at the beginning of your shift. Wear clothing in layers so you can remove layers as the temperature becomes hotter. Wear your protective equipment at all times. Schedule heavy work so that it does not have to be accomplished during the hottest part of the day.

Water:

You will be required to consume at least 4 cups of water per hour or 1 quart per hour. Your Foreman will be monitoring your intake in the form of observation or breaks and will have drinking water available for you at all time during the working day. Sodas, coffee, or enhanced liquids will reduce the effectiveness which you want to achieve. Foremen are responsible for ensuring an adequate amount of water is available by checking the water jugs throughout the day. At least one quart per person is to be maintained at all times.

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Breaks:

~~Breaks will be determined by your Foreman during the working day depending on the heat and the work load. This does not mean that you are to wait for the break if you show, or observe in a fellow worker, signs of heat illness.~~

~~Remember Heat Illness is to be taken seriously at all times~~

~~The Heat Illness Prevention Program will be presented to all employees in the form of a tailgate meeting periodically during the hottest months of the year and also included in the new hire training.~~

RSP 500

Heat Illness Prevention

CCR, Title 8, § 3395

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Safety first is our responsibility, each and every one of us

500.1 Heat Illness Recognition

This Heat Illness Prevention Program applies to the control of risk of occurrence of heat illness, and applies to all outdoor places of employment and other work environments, when the environmental risk factors for heat illness are present, such as places with minimal ventilation. Any employee participating in job tasks when environmental risk factors for heat illness are present will comply with the procedures in this document.

Heat Illness can be a serious health hazard for employees required to work while exposed to the sun or other heat sources. A significant potential for heat illness occurs when temperatures are in excess of 80° Fahrenheit. All employees should look continuously for symptoms and signs of heat illness related disorders in other employees and be particularly alert to the hazards and plan for providing first aid and emergency medical services should they become necessary. Awareness of heat illness symptoms can save your life or the life of a co-worker.

Heat illness occurs due to a combination of environmental and internal heat that cannot be adequately dissipated. The risk of heat illness increases with the amount of exertion, amount of direct sunlight, lack of air movement, and even the amount of protective clothing or equipment worn. Heat illness can lead to heat exhaustion, heat stroke, collapse, convulsions, unconsciousness, and even death. Therefore, access to water, shade, rest periods and acclimatization are important to protect employees from overheating.

The Heat Illness Prevention standard applies in all outdoor places of employment whenever environmental risk factors for heat illness are present. Cal/OSHA considers the following working conditions to be environmental risk factors for heat illness:

- ❖ Air temperature
- ❖ Relative humidity
- ❖ Radiant heat from sun and other sources
- ❖ Conductive heat sources such as the ground
- ❖ Air movement
- ❖ Workload severity and duration
- ❖ Protective clothing and personal protective equipment worn by employees

500.2 Risk Reduction Practices for Heat Illness

1. Weather Monitoring – When the temperature is expected to reach 70° Fahrenheit or higher supervisors, managers, department heads and/or assigned safety personnel will be required to begin monitoring the extended weather forecast in preparation to implement the District's heat illness prevention procedures (see Attachment B). The District designates the National Weather Service, the Weather Channel TV Network, and NIOSH and OSHA Heat Index App as the approved places to check for temperatures.

2. Water Consumption and Availability – **Water is a key preventative measure to minimize the risk of heat related illnesses.** It is very important to pre-hydrate prior to beginning work in a high heat environment. If possible, it is recommended that an employee consume at least two cups (16 ounces) of water before beginning work.

The District will provide access to fresh, pure, and suitably cool potable drinking water, that is located as close as practicable to the areas where the employee(s) is working. If not plumbed or otherwise continuously supplied, enough water shall be provided in sufficient quantity at the beginning of the work shift to provide at least **one quart per employee per hour for the entire shift**. Water is required to be located as close as practicable to where employees are working. **The frequent drinking of water shall be encouraged.**

3. Shade - The District will provide access to a shaded area that is either open to the air or provided with ventilation or cooling. When the outdoor work area exceeds 80° Fahrenheit or higher, shade must be physically up and present throughout the day. The shade shall be located as close as practicable to the areas where employees are working and needs to be large enough to accommodate all employees on the jobsite on cool-down or rest periods without having to be in physical contact with other, and those onsite taking meal periods outside. **Access to the shade will be permitted at all times.**

Cooling measures other than shade (e.g. use of misting machines) may be provided in lieu of shade, if it can be demonstrated that these measures are at least as effective as shade in allowing employees to cool or that it is infeasible or unsafe to have a shade structure. Canopies, umbrellas, and other temporary structures or devices may also be used to provide shade, which is to allow the body to cool.

4. Rest Breaks - Rest breaks allow opportunities for employees to cool down and drink water to prevent overheating. Employees should be encouraged to take cool-down breaks in the shade for at least 5 minutes as necessary to prevent heat illness. Employees should not wait until they feel sick to cool down.

5. Acclimatization – People need time for their bodies to adjust working in heat. This is particularly important for employees returning to work after a prolonged absence, recent illness, or recently moving from a cool to hot climate. Inadequate acclimatization can be hazardous to anyone exposed to conditions of heat and physical stress when the work is significantly more intense than what they are used to.

All employees shall be closely observed by a supervisor or designee during a heat wave.

500.3 *Emergency Procedures*

The UPUD Heat Illness Emergency Procedures Guide (see Attachment C) shall be followed for those employees who are experiencing health conditions as a result of a heat related stress illness. In order for the District's employees to effectively respond to others

who may exhibiting heat illness symptoms, the District will train all employees to render first aid as required by California Code of Regulations (CCR) Title 8 Section 3400.

Employees are encouraged to call 911 immediately if an employee displays signs or symptoms of heat illness and does not look OK or does not get better after drinking cool water and resting in the shade. It is important to note that if 911 is called the employee exhibiting symptoms should not be left alone even if resting in the shade.

500.4 *Training for Heat Illness Prevention*

Training is the most important component of the Union Public Utility District's Heat Illness Prevention Program, and shall be provided to all potentially impacted employees working where environmental risk factors for heat illnesses are present, to help reduce heat illness and to assist with obtaining emergency assistance without delay.

Initial training and refreshers thereafter regarding heat illness prevention shall be provided to all supervisory and non-supervisory employees per Title 8 CCR 3395 (h) (1). This training will ensure familiarity with established work practices and will address the following:

- ❖ Environmental and personal risk factors for heat illness;
- ❖ District procedures for identifying, evaluating, and controlling exposures to environmental and personal risk factors for heat illness;
- ❖ The importance of frequent consumption of small quantities of water for heat illness, up to 4 cups per hour (32 ounces), when the work environment is hot and employees are likely to be sweating more than usual in the performance of their duties;
- ❖ The importance of acclimatization;
- ❖ The different types of heat illness and the common signs of symptoms;
- ❖ The importance to employees of immediately reporting to their supervisor, manager or HR, symptoms or signs of heat illness in themselves or in co-workers;
- ❖ The District's procedures for responding to symptoms of possible heat illness, including how emergency medical services will be provided if necessary;
- ❖ The District's procedures for contacting emergency medical services, and if necessary, for transporting employees to a point where they can be reached by an emergency medical service provider; and
- ❖ The District's procedures for ensuring that, in the event of an emergency, clear and precise directions to the work site can and will be provided as needed to emergency responders.

In addition to the training points listed above, Supervisors and Managers will also be trained on:

- ❖ The procedures to follow in order to implement the provisions of the Districts Heat Illness Prevention Program

- ❖ The procedures to follow when an employee exhibits signs or reports symptoms consistent with possible heat illness, including emergency response procedures.
- ❖ Where to monitor weather reports and how to respond to hot weather advisories.

500.5 *Assigned Responsibilities*

Managers and Department Heads are responsible for:

- ❖ Identifying all employees who are required to work outdoors or in other environments where potential heat illness could occur, and identify the Supervisor of the employee.
- ❖ Ensuring all identified employees are trained in the District's heat illness prevention procedures.
- ❖ Ensuring that the requirements in this document are followed.

Designated Persons are responsible for:

- ❖ Assuring that adequate water, shade, and necessary rest breaks are available when the environmental risk factors for heat illness are present.
- ❖ Ensuring that all affected employees are trained on heat illness prevention.
- ❖ Providing a daily brief tailgate like meeting to reinforce heat illness prevention with emergency response procedures.
- ❖ Ensuring that the requirements in this document are followed.
- ❖ Carrying a District provided cell phone and other means of communication, to ensure that emergency medical services can be called and you can communicate with employees. The Supervisor shall ensure the cell phone is working properly prior to each workday.

All employees are responsible for:

- ❖ Complying with the provisions of the District's heat illness prevention procedures, as described in this document and in the training sessions they attend.
- ❖ Ensuring that they have the appropriate amount of drinking water available at all times when the environmental risk factors for heat illness are present.
- ❖ Ensuring they have access to a shaded area
- ❖ Reporting heat related illness symptoms to the supervisor.

Attachment A

Glossary of Terms

Acclimatization – Temporary adaptation of the body to work in the heat that occurs gradually when a person is exposed to it. When temperatures rise suddenly, the body needs time to adapt. Acclimatization peaks in most people within four to fourteen days of regular work for at least two hours per day in the heat.

Environmental Risk Factors for Heat Illness – Working conditions that create the possibility that heat illness could occur, including air temperature, relative humidity, radiant heat from the sun and other sources, conductive heat sources such as the ground, air movement, workload severity and duration, protective clothing and personal protective equipment worn by employees.

Designated Person – This is the person designated by the Supervisor, Manager/Department Head, or safety personnel who is responsible for carrying out a specific task as it relates to the heat illness prevention procedures.

Heat Illness – A serious medical condition resulting from the body's inability to cope with a particular heat load, and includes heat cramps, heat exhaustion, heat syncope and heat stroke.

Heat Wave – Any day in which the predicted high temperature for the day will be at least 80 degrees Fahrenheit **and** at least ten degrees higher than the average high daily temperature in the preceding five days.

Personal Risk Factors for Heat Illness – Factors such as an individual's age, degree of acclimatization, health, water consumption, alcohol consumption, caffeine consumption, and use of prescription medications that affect the body's water retention or other physiological responses to heat.

Preventive Recovery Period – A period of time to recover from the heat in order to prevent heat illness.

Shade - Blockage of direct sunlight. Canopies, umbrellas and other temporary structures or devices may be used to provide shade. Once indicator that blockage is sufficient is when objects do not cast a shadow in the area of blocked sunlight. Shade is not adequate when heat in the area of shade defeats the purpose of shade, which is to allow the body to cool. For example, a vehicle sitting in the sun does not provide acceptable shade to person inside it, unless the car is running with air conditioning.

Temperature – The dry bulb temperature, as indicated by a thermometer, in degrees Fahrenheit obtained by using a thermometer to measure the outdoor temperature in an area where there is no shade.

Attachment B Heat Illness Prevention Procedures

A copy of this procedure must be on location while working in the field.

The District's Heat Illness Prevention Procedures begins when the temperature meets or exceeds 70 degrees Fahrenheit. The requirements increase as the temperature rises.

The following guide has been established to direct you with the required tasks and precautions that need to be taken:

LEVEL 1 – To be implemented when the temperature reaches or exceeds 70 degrees Fahrenheit:

- Supervisors, Managers/Department head, and assigned safety personnel will begin to monitor the extended weather forecast in preparation to implement the level's 2, 3, or 4 District's heat illness prevention procedures. The District designates the National Weather Service, the Weather Channel TV Network, and the NIOSH and OSHA Heat Index App as the approved places to check for temperatures.
- Shade structures will be available and/or brought to work sites. The structures are not required to be set up. However, they should be opened and set in place upon worker(s) request. **Please Note: The interior of a vehicle may not be used to provide shade, unless the vehicle is air-conditioned and the air conditioner is on.**
- Supervisors will inventory water cooler, containers, disposable cups, ice packs, and shade structure needs. If any supplies are needed the Supervisor shall work with the District's Purchasing Agent to purchase needs items. The water cooler and containers should be cleaned and ready for use.

LEVEL 2 – To be implemented when temperature meets or exceeds 80 degrees Fahrenheit:

In addition to the requirements in Level 1 the following tasks shall also be implemented.

The Supervisor for the work crew will hold a ‘tailgate’ type meeting at the start of the work day to review the heat illness prevention procedures including:

- Encouraging and reminding employees of the importance of water and to drink plenty of water.
- Informing employees of their right to take a cool-down rest when necessary.
- Reviewing signs and symptoms if heat illness.
- Reminding and encouraging employees to immediately report to their supervisor any signs or symptoms they or fellow employees may be experiencing.
- Reviewing emergency response procedures.
- Informing employees that they are authorized to call for emergency medical services if needed.

Water Requirements:

- The *designated person* will bring # of container needed drinking water containers (of 5 to 10 gallons each) to the site, so that at least 2 quarts (64 ounces) of water per employee are available at the start of the shift.
 - The water must be fresh, pure, and suitably cool (cooler than the ambient temperature). Water from non-approved or non-tested water sources (e.g., untested wells) is not acceptable. If hoses or connections are used, they must be approved for potable drinking water systems as shown on the manufacture’s label.
 - The *designated person* may begin the shift with smaller quantities of water if there is an effective procedure to replenish the water during the shift as needed.
 - The *designated person* will check the water level of all containers every 60 minutes. When the water level within a container drops below 50%, water containers will be refilled with cool water and/or ice.
 - The *designated person* will pour some water from the container on their skin to ensure that the water is suitably cool but not so cold as to cause discomfort.
- The *designated person* will bring the necessary number of paper cone rims or bags of disposable cups and the necessary cup dispensers to ensure that enough disposable cups are made available for each worker and are kept clean until used.
- The *designated person* will check the work site and place the water as close as possible to the workers (i.e. no more than 50 feet from the workers).

- If field terrain prevents the water from being placed as close as possible to the workers, the *designated person* will bring bottled water or individual containers (in addition to disposable cups and water containers), so that workers can have drinking water readily accessible.
 - The *designated person* will ensure that the water containers are relocated to follow along as the crew moves, so drinking water will be readily accessible.
- The *designated person* will be responsible for cleaning the water containers and ensuring that they are kept in sanitary condition (all necessary cleaning supplies are provided by the company).

Shade Requirements:

- Each *designated person* will bring *# of structures needed* shade structures to the work site, to accommodate all employees at the site on recovery or rest periods, and those onsite taking meal periods. In addition, the *designated person* will:
- Ensure that the necessary number of shade structures are opened and placed as close as practical to the workers.
 - Ensure that the shade structures are relocated to follow along with the crew and double-check that they are as close as practical to the employees, so that access to shade is provided at all times.
 - Will point out the daily location of the shade structures to the workers.
 - All employees will be notified and encouraged to take a **5-minute cool-down rest in the shade**, in addition to the time needed to access the shade, when they feel the need to do so to protect themselves from overheating.
- Each *designated person* will bring either chairs, benches, sheets, towels or any other items to allow employees to sit and rest without contacting the bare ground. However, chairs, benches, etc. are not required for acceptable sources of shade such as trees.
- In situations where it is not safe or feasible to provide shade (example: portable shade structures in winds of more than 40 mph), the *designated person* will document how this determination was made, and what steps will be taken to provide shade upon request, or other alternative cooling measures with equivalent protection.
- Employees taking a “preventative cool-down rest” must be monitored by an employee as designated by the *designated person* for symptoms of heat illness, encouraged to remain in the shade and not ordered back to work until symptoms are gone. Employees with symptoms must be provided appropriate first aid or emergency response as written in the District’s Heat Illness Emergency Procedures (see Attachment D).
- You will also need to follow the District’s acclimatization procedures (–see Attachment C) if the average of the previous five days has been at least 10 degrees Fahrenheit lower.

LEVEL 3 – To be implemented when temperature meets or exceeds 90 degrees Fahrenheit:

In addition to the requirements in Level 1 and 2 the following tasks shall also be implemented.

- Water replenishment procedures by the *designated person* will be increased to every 30 to 45 minutes to check the water level of all containers.
- The *designated person* will carry ice and ice packs in separate containers, so that when necessary, it will be added to the drinking water to keep it cool.
- The *designated person* will point out daily, the location of the water coolers to the workers, and remind them to drink water frequently.

LEVEL 4 – To be implemented when temperature meets or exceeds 95 degrees Fahrenheit or during a heat wave:

In addition to the requirements in Level 1, 2, and 3 the following tasks shall also be implemented.

- Prior to assigning an employee or crew to a particular worksite, the Supervisor of the employee/crew will:
 - Ensure that a qualified, appropriately trained, and equipped person will be available at the site, to render first aid if necessary.
 - Prior to the start of the shift determine if a language barrier is present at the work site
 - If a language barrier exists assign one person with the responsibility to call emergency medical services (911).
- To ensure that employees can contact a supervisor and/or emergency services, the *designated person* will ensure that effective communication is maintained. This can be done through observation, voice, or electronic device (cell phone, text, truck radio, etc.).
- If an employee is working on their own, regular communication between the sole employee and the *designated person* shall occur via radio or cell phone. If this is not feasible than a buddy system must be used.
- The *designated person* will observe employees for alertness and signs and symptoms of heat illness.
 - If the *designated person* is unable to be near the workers to observe them or communicate with them in person, then an electronic device, such as a cell phone, may be used for this purpose **only if reception in the area is reliable.**
- The *designated person* will ensure employees **increase their cool-down rest period to a minimum 10-minutes in the shade** every two hours and allow more frequent cool-down breaks as necessary for workers to prevent heat illness from occurring.

Attachment C Acclimatization Procedures

Union Public Utility District Operations Department Management, HR, and/or any other designated personnel with safety responsibilities will monitor the weather and in particular be on the lookout for sudden heat wave(s), or increases in temperatures to which employees haven't been exposed to for several weeks or longer.

- For new employees, the *designated person* will try to find ways to lessen the intensity of the employees work during a two-week break-in period (such as scheduling slower paced, less physically demanding work during the hot parts of the day and the heaviest work activities during the cooler parts of the day (early-morning or evening) if the employee is not already acclimated. Steps taken to lessen the intensity of the workload for new employees will be documented.
 - The *designated person* will be extra-vigilant with new employees and stay alert to the presence of heat illness symptoms.
- The *designated person* will assign employees a "buddy" or experienced coworker to watch each other closely for discomfort or symptoms of heat illness.
- During high heat (temperatures over 95 degrees Fahrenheit), the *designated person* will observe all employees closely (or maintain frequent communication via phone or radio), and be on the lookout for possible symptoms of heat illness.
- If there is a new employee on the crew The *designated person* will closely supervise that person, or assign a "buddy" for the first 14 days of the employee's employment by UPUD, unless the employee indicates at the time of hire that he or she has been doing similar outdoor work for at least 10 of the past 30 days, for 4 or more hours per day.

Attachment D
Heat Illness EMERGENCY Procedures

The most important item to note in the procedure is to call 911 if an employee is exhibiting signs of heat illness and is not getting better after drinking water and resting in a shaded place.

Signs and Symptoms of Heat Illness

Heat Illness Symptoms:	Warning Signs:	Early Warning Signs:
Dehydration Dizziness Cramps Exhaustion Stroke Rash	High Body Heat Confusion Irrational Actions No Sweating Lack of Stamina Rapid Breathing Nausea Blurry Vision Muscle Pain Loss of Coordination General Discomfort Irritability Poor Concentration Unconsciousness	Cramps Lack of Stamina Headache General Discomfort Dehydration

Handling a Sick Employee:

When an employee displays possible signs or symptoms of heat illness, an employee trained in first aid will take immediate steps to **keep the employee cool** by:

- Placing the worker in the shade;
- Removing excess layers of clothing;
- Placing ice packs in the armpits and groin area;
- Fanning the victim; and
- **Stay with the employee to continuously check the status of the employee**

The employee observing or administering first aid to an employee will determine whether resting in the shade and drinking cool water will suffice, or if emergency service providers should be called.

When an employee displays possible signs or symptoms of heat illness and no trained first aid worker or supervisor is available at the site, call 911.

While the ambulance is in route, employees should initiate and/or continue first aid.

Where work is being conducted at remote locations such as rural or undeveloped areas, the supervisor or lead person on the job will designate an employee or employees to physically go to the nearest road or highway where emergency responders can see them. If daylight is diminished, the designated employee(s) shall wear their reflective vest or use a flashlight, in order to direct emergency personnel to the location of the worksite, which may not be visible from the road or highway.

In no case should an employee be ordered to go back to work until signs or symptoms of heat illness have abated.

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HAZARD COMMUNICATION

Our district intends to provide information about chemical hazards and other hazardous substances and the control of hazards utilizing the following:

The program administrator is responsible for hazard communication procedures.

An inventory of hazardous substances is located at the Treatment Plant and the Corp Yard. Material Safety Data Sheets (MSDS) for all hazardous substances are located at the Treatment Plant and the Corp Yard.

Employees may review MSDSs and the standard by verbal request. MSDSs not on hand which are requested by employees will be requested of suppliers within 7 days by letter.

The MSDS file is updated with new information and new hazards identified by the program administrator.

Containers of hazardous materials entering the premises will be checked by the program administrator to assure they are properly labeled with the chemical name of the contents, the appropriate hazard warning and the name and address of the supplier/manufacturer.

Containers of hazardous materials on the premises will be labeled with the chemical name and hazard warning. The program administrator must approve exceptions.

The following exceptions have been approved: N/A

Non-routine tasks involving hazardous materials are: N/A. Procedures for complying with the standard for these jobs are: N/A

Employee training is provided initially to all employees and for all new employees who are exposed to hazardous materials. This training covers the following areas:

- The basic requirements of the Hazard Communication Standard and their right to information on chemical hazards.
 - Our company's program to comply with the standard and procedures to follow to see the standard, company program and MSDSs.
 - How to interpret and use the labels on containers of hazardous materials.
 - The potential physical hazards and health effects of the hazardous substances and how to use MSDSs for more information.
 - How to handle the hazardous substances safely and other protective measures in place.
 - What to do in an emergency (emergency evacuation, spills, etc.).
 - How the presence of hazardous chemicals can be detected in the work area.
 - This training is documented in the following manner: On Employee Training Record.
 - Training concerning new hazards (new chemicals or new information on MSDSs) will be provided within 30 days and documented.
 - Periodic refresher training will be provided and documented.
- Outside employees (contractors and visitors) will be advised of chemical hazards in the following manner: Verbal instruction from the program administrator.

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Our company relies on the information contained in MSDSs as permitted by the OSHA Hazard Communication Standard and does not perform independent hazard determinations.

FIRST AID PROCEDURES

EMERGENCY PHONE NUMBERS

Safety Coordinator: **Joe Darby** Designated Employee

Poison Control: 911

First Aid: 911

Fire Department: 911

Ambulance 911

Police: 911

Medical Clinic: Angels Camp Medical Clinic 209/736-0813, SaveMart Shopping Center, Angels Camp

Nearest Provider: ~~Dr. Ryan Thompson 209/728-2021, Main Street, Murphys~~ Angels Camp Medical Clinic 209/736-0813

Minor First Aid Treatment (In All District Vehicles and District Office)

First aid kits are stored in the district office, corporation yard and treatment plant. If you sustain an injury or are involved in an accident requiring minor first aid treatment:

- Inform your supervisor.
- Administer first aid treatment to the injury or wound.
- If a first aid kit is used, indicate usage on the accident investigation report.
- Access to a first aid kit is not intended to be a substitute for medical attention.
- Provide details for the completion of the accident investigation report.

Non-Emergency Medical Treatment

For non-emergency work-related injuries requiring professional medical assistance, management must first authorize treatment. If you sustain an injury requiring treatment other than first aid:

- Inform your supervisor.
- Proceed to the posted medical facility. Your supervisor will assist with transportation, if necessary.
- Provide details for the completion of the accident investigation report.

Emergency Medical Treatment

If you sustain a severe injury requiring emergency treatment:

- Call for help and seek assistance from a co-worker.
- Use the emergency telephone numbers and instructions posted next to the telephone in your work area to request assistance and transportation to the local hospital emergency room.

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- Provide details for the completion of the accident investigation report.

First Aid Training

Each employee will receive training and instructions from his or her supervisor on our first aid procedures.

FIRST AID INSTRUCTIONS

In all cases requiring emergency medical treatment, immediately call, or have a co-worker call, to request emergency medical assistance.

WOUNDS:

Minor: Cuts, lacerations, abrasions, or punctures

- Wash the wound using soap and water; rinse it well.
- Cover the wound using clean dressing.

Major: Large, deep and bleeding

- Stop the bleeding by pressing directly on the wound, using a bandage or clothing.
- Keep pressure on the wound until medical help arrives.

BROKEN BONES:

- Do not move the victim unless it is absolutely necessary.
- If the victim must be moved, "splint" the injured area. Use a board, cardboard, or rolled newspaper as a splint.

BURNS:

- Thermal (Heat)
- Rinse the burned area, without scrubbing it, and immerse it in cold water; do not use ice water.
- Blot dry the area and cover it using sterile gauze or a clean cloth.
- Chemical
- Flush the exposed area with cool water immediately for 15 to 20 minutes.

EYE INJURY:

Small particles

- Do not rub your eyes.
- Use the corner of a soft clean cloth to draw particles out, or hold the eyelids open and flush the eyes continuously with water.

Large or stuck particles

- If a particle is stuck in the eye, do not attempt to remove it.

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- Cover both eyes with bandage.

Chemical

- Immediately irrigate the eyes and under the eyelids, with water, for 30 minutes.

NECK AND SPINE INJURY:

- If the victim appears to have injured his or her neck or spine, or is unable to move his or her arm or leg, do not attempt to move the victim unless it is absolutely necessary.

HEAT EXHAUSTION:

- Loosen the victim's tight clothing.
- Give the victim "sips" of cool water.
- Make the victim lie down in a cooler place with the feet raised.

ACCIDENT REPORTING AND PROCEDURES FOR MANAGERS AND SUPERVISORS

1. Take appropriate action including first aid when necessary.
2. If the injury is of an immediate and serious nature, the decision should be made to call the Paramedics using the **911** emergency service number.
A person with a serious injury or a spine injury should not be moved or transported in any way except by qualified medical personnel.
3. If injury is not an emergency situation, the employee should be escorted to the medical facility indicated on the Medical Treatment Order. Remember to call the facility to let them know you will be arriving.
4. Fill out the Medical Treatment Order. Send with injured employee.
5. Provide injured employee form DWC-1 "Employee's Claim For Workers' Compensation Benefits. The form is to be completed by employee and returned to the office.
6. Whenever possible, eliminate the hazard if it is safe to do so.
7. Notify the ~~Office Manager~~ District Office immediately of the injury at 209/728-3651.
8. Complete the Accident Investigation form and give to the ~~Office Manager~~ General Manager

Remember Use the First Aid Option

Please inform the medical center of our plan.

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This procedure for job related injuries were written to assist you when you have incident. If you follow the step-by-step instructions, it will make managing the incident easier and it will insure that all of the important steps are followed.

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SAFETY RULE VIOLATION

You have been observed behaving in an unsafe manner contrary to district safety rules. We consider the safety of our employees to be very important. In order to prevent accidents, it is our policy to enforce district safety rules strictly.

Type of Violation:

Result of Violation:

Disciplinary Action:

I, _____, have read/been read and understand the safety rules of the Union Public Utility District. I agree to act in accordance with the safety rules at all times while working, and understand that the violation of any rule is cause for stern disciplinary action which could include termination of employment.

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

.File original in employee's personnel file, with a duplicate given to employee.

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Safety Meeting Report

Date: _____ Instructor: _____

Location: _____

Topics discussed:

Specific safety rules generated or emphasized:

Materials provided:

Suggestions made:

Attendance (signatures required):

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

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SUPERVISOR'S REPORT OF ACCIDENT
(Internal Record)

Employee's name:			
Social Security Number:			
Job position/title			
Supervisor's name:			
Date and time of accident:			
Location:			
Task being performed when accident occurred:			
Date and time accident reported to you:			
Name(s) of witnesses			
Accident resulted in:	Injury	Fatality	Property Damage
First aid given:	Medical treatment required?	Workdays lost	
Describe how the accident occurred:			
What actions, events or conditions contributed most directly to this accident:			
Prior to this accident, were any incidents or near hits reported:			
Could anything be done to prevent accidents of this type?		If so, what:	

Signature of Supervisor _____

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NEW / EMPLOYEE ORIENTATION
SAFETY CHECKLIST

Employee Name _____

Date of Hire: _____ Supervisor: _____

The supervisor and the new employee are to review the following safety concerns, check and discuss those that apply:

	District safety policies and programs:
	Safety rules, both general and specific to job assignment:
	Safety rule enforcement procedures:
	Safe use of tools and equipment:
	Proper guarding of equipment:
	Proper work shoes and other personal protective equipment (safety glasses, gloves, etc.) as needed:
	How, when and where to report injuries:
	Special hazards of job:
	When and where to report unsafe conditions:
	Emergency procedures and First Aid locations:
	Hazardous Communication program and location of MSDS file.
	Fire safety:
	Safe operation of following vehicle(s):
	Designated Medical Provider policy:
	Supervisor will adequately and frequently review performance of new employee, superior behavior will be reinforced and substandard behavior will be corrected.
	Employee agrees to cooperate fully with the safety efforts of the employer, follow all safety rules and use good judgment concerning safe work behavior.
	Additional comments and notes:

I hereby acknowledge that I have received instruction in and agree to abide by the rules and procedures that pertain to my job assignment. I understand that I will be subject to disciplinary action for failure to follow these or operate any tool or equipment with the guards or safety devices removed, disconnected or otherwise made inoperable including those designated as "Out of Service".

Signed: _____ Signed: _____ Date: _____
Supervisor
Employee

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CODE OF SAFE PRACTICES

Compliance with this district Code of Safe Practices is mandatory. Personnel in violation of any or all of these codes are subject to the company progressive disciplinary policies.

1. All persons shall follow these safe practices, render every possible aid to safe operations and report all unsafe conditions or practices to the foreman or supervisor.
2. Supervisory personnel shall insist on employees observing and obeying every rules, regulation, and order as is necessary to the safe conduct of the work and shall take such actions as necessary to obtain observance.
3. All employees shall be given frequent accident prevention instructions. These shall be given at least once per month.
4. Anyone known to be under the influence of drugs or intoxicating substances shall not be allowed on the job while in that condition and is subject to immediate termination.
5. Horseplay, scuffling and other acts that tend to have an adverse influence on the safety or well being of others shall be prohibited.
6. Work shall be well planned and supervised to prevent injuries in the handling of materials and working together with equipment.
7. No one shall knowingly be permitted or required to work while their ability or alertness is so impaired by fatigue, illness, or other causes that it might unnecessarily expose them or others to injury.
8. Employees shall be instructed to ensure that all guards and other protective devises are in proper places and adjusted and to report all deficiencies promptly to the foreman or supervisor. At no times will guards be removed or tampered with.
9. All injuries will be reported promptly to the supervisor so that arrangements can be made for medical or first aid treatment.
10. Lifting and carrying injuries are among the most serious of all work related injuries and most frequent. To minimize this potential, do the following:

*Whenever possible, eliminate manual lifting by using mechanical lifting aids.

*Follow this procedure before you start to lift:

Size up the load estimating the weight, size and shape. If the load is too much, get help.
Inspect for silvers, jagged edges, burrs, rough or slippery surfaces, protruding nails.
Hands should be clean and free of oil and grease.
Before handling any object, wipe it clean if it is wet, greasy, slippery or dirty.

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Wear appropriate protective clothing such as slip resistant safety shoes and gloves.
Keep fingers away from pinch points.
Get a firm grip on the object being lifted or carried.
Keep your feet parted one alongside, one behind the object.
Keep your back straight, but not necessarily vertical.
Tuck your chin in.
Grip the object with the whole hand.
Tuck your elbows and arms in.
Keep your body weight directly over your feet.
Stand close to the object, keeping your feet 8-12 inches apart for good balance.
Bend the knees to a comfortable position and get a good handhold.
Using both the leg and back muscles, lift the load straight up. Move smoothly and easily pushing with the legs and keep the load close to the body.
Lift the object to the carrying. Avoid twisting and turning until the lift is completed.

To turn the body, change foot positions and check to see the path of travel is clear before moving.
To set the load down, bend the knees using the leg and back muscles. When the load is securely positioned, release it.

11. Appropriate footwear shall be worn at all times.
12. Do not block aisles, traffic lanes or fire exits.
13. All exits and exit ways shall be free of obstructions and other objects that may impede personnel when exiting.
14. Electrical panels must be accessible at all times.
15. Obey all “No Smoking” signs.
16. Fire extinguishers will be available and accessible at all times.
17. Personal protective equipment like glasses will be worn when there is a potential for flying objects.
18. Power equipment, tools and machinery shall be operated only by trained and authorized personnel.
19. All tools and equipment shall be maintained in good condition.
20. Damaged or defective tools shall be promptly removed from service and tagged “Defective”.
21. Portable electric tools shall either be double insulated or equipped with a ground plug to minimize the potential for shock.
22. Electric cords shall not be exposed to damage and shall be adequately covered to prevent tripping hazards.