# 3-02/050.00 - Injury/Illness Prevention Program (IIPP)

The Department, in conformance with county policies and procedures, and local, state, and federal laws, rules, and regulations pertaining to health and safety, maintains a comprehensive and continuous safety program to assure, so far as possible, safe and healthful working conditions. The objective of this program is to protect and conserve the manpower, equipment, and resources under the Department's control. Cooperation in this effort and compliance with health and safety rules are expected of all employees as a condition of employment.

Safety rules and regulations shall be developed, protective equipment adopted and used, and work instructions given that will assure that each employee is aware of appropriate safety practices in performing work assignments. These rules, regulations, and work instructions will be kept in a manual entitled Injury/Illness Prevention Program (IIPP) and will be made readily available to unit supervisors, employees, Inspectional Services, and CAL/OSHA when warranted.

The prime responsibility for suggesting, implementing, adopting, observing, and enforcing safety measures rests in the normal employee-supervisor-management chain of command. Compliance with safety regulations and concern and care of property shall be considered in the employee's annual evaluation. Where the employee functions in a supervisory capacity, the safety and property care record of his unit will be considered in that evaluation. The success or failure of fulfilling safety responsibilities shall be taken into consideration when promotion opportunities exist and when ratings of performance efficiency are made.

Training Safety Policy

All training shall be conducted in a manner which promotes the safety of personnel involved. Each unit commander, training manager, and training supervisor shall be responsible for ensuring safety in any training he conducts or oversees. This responsibility includes but is not limited to:

- Ensuring an appropriate degree of on-site supervision during training;
- Ensuring instructor and student familiarity with and adherence to sound safety practices; and
- Ensuring swift, effective response to training injuries, including first aid, medical treatment, notifications, and reporting.