

**McCLOUD COMMUNITY SERVICES DISTRICT**  
**Policy and Procedure Manual**

**POLICY TITLE:** Illness and Injury Prevention Program  
**POLICY NUMBER:** 3010  
**ADOPTED:** September 23, 2002  
**REVIEWED:** January 9, 2014, May 9, 2018, May 13, 2020  
**REVISED** June 8, 2020

**3010.10** Program Goal and Outline

The District has adopted and maintains an Illness and Injury Prevention Plan/Safety Policy. The Code of Safe Practices within the program is a flexible document that will automatically be updated as safety mandates are established. The Board of Directors will be advised by the General Manager of such updates but Board action will not be required to implement new safety mandates. The Board of Directors will, annually review the Illness and Injury Prevention Program, no later than February of each year. The Illness and Injury Prevention Plan/Safety Policy will include:

**3010.11** Providing mechanical and physical safeguards to the maximum extent possible.

**3010.12** Conducting a program of safety and health inspections to find and eliminate unsafe working conditions or practices, to control health hazards, and to comply fully with the safety and health standards, applicable regulation and law for every job.

**3010.13** Training all employees in good safety and health practices.

**3010.14** Providing necessary personal protective equipment, and instructions for use and care.

**3010.15** Developing and enforcing safety and health rules, and requiring that employees cooperate with these rules as a condition of employment.

**3010.16** Any injury no matter how small must be reported to a supervisor immediately and also must follow work place injury procedures outlined in MCSD Injury & Illness Prevention Plan/Safety Policies located in MCSD office.

**3010.17** Investigating promptly and thoroughly, every accident to determine its cause and correct the problem so it will not happen again.

**3010.18** Developing a system of recognition and awards for outstanding safety service and/or performance.

**3010.20** Program Responsibility The District accepts responsibility for leadership of the safety and health program, for its effectiveness and improvements, and for providing the safeguards required to ensure safe conditions. Although the District recognizes that the responsibility for safety and health is shared, the General Manager shall be responsible and have full authority for implementing this policy

**3010.21** All personnel will be provided with a copy of the Illness and Injury Prevention Plan/Safety Policy and subsequent revisions will be provided to all employees for review and discussion. All employees will be required, by signature, to confirm that they have reviewed the program and/or subsequent revisions.