



McCloud Community Services District

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McCloud, California 96057

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REGULAR MEETING OF THE POLICY REVIEW COMMITTEE

Scout Hall – 405 E. Colombero Drive

April 10, 2024 at 3pm

- 1) Discussion of Policy MCS D 3080 Purchasing.**
- 2) Discussion of Policy MCS D 3085 Disposal of Surplus Equipment & Property.**
- 3) Discussion of Policy MCS D 3090 Records Retention.**
- 4) Discussion of Policy MCS D 3091 Retention of Electronic Mail.**
- 5) Discussion of Policy MCS D 3092 Public Records Requests.**
- 6) Discussion of Policy MCS D injury and illness prevention plan safety policies.**
- 7) Discussion of Policy MCS D workplace violence prevention plan general industry.**
- 8) Discussion of Policy MCS D 2230 Fire Chief Job Description.**
- 9) Discussion of Policy MCS D strike team**
- 10) General Discussion**
- 11) Adjourn.**

MCS D Mission Statement

McCloud Community Services District will strive to provide the full range of municipal services, at a reasonable cost applied consistently to all customers, while maintaining a healthy infrastructure and environmental integrity.

McCLOUD COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: Purchasing
POLICY NUMBER: 3080
ADOPTED: November 25, 2002
REVIEWED: 11/14/13; 07/12/16; 02/14/18; 05/09/18; 05/13/20
REVISED: 05/29/18, 06/08/20

3080.10 To purchase small items such as office supplies, auto parts and other miscellaneous items costing less than \$500, staff will research up to three (3) comparative products from multiple suppliers whenever possible. District accounts are then awarded to those firms that provide the best prices, discounts, etc. Acquisitions are processed on purchase order forms which list instructions to vendors.

3080.11 Local (McCloud) firms will be allowed a 10% preference margin.

3080.20 To purchase items costing more than \$500-competitive quotations will be solicited from vendors and received by telephone, email, fax or mail prior to processing a purchase order unless only one vendor is available. Staff will research up to three (3) comparative products from multiple suppliers whenever possible.

3080.21 For large quantity orders, the District will provide suppliers with a list of items to be purchased. Items on the list will be purchased from the supplier quoting the lowest prices and having an acceptable delivery date.

3080.22 Vehicles will be purchased through competitive bidding, unless they can be acquired less expensively otherwise.

3080.30 Purchase orders shall be prepared for all purchases, and signed by the General Manager and one additional regular full-time staff member prior to placing the order.

McCLOUD COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: Disposal of Surplus Equipment/Property
POLICY NUMBER: 3085
ADOPTED: October 28, 2002
REVIEWED: July 12, 2016, March 11, 2020
REVISED: December 9, 2013, March 23, 2020

3085.10 Sale of Surplus Equipment

3085.11 Board of Directors takes action to declare equipment surplus.

3085.12 Item is advertised for sale locally with notation of location/hours/days it can be seen and deadline date for submission of sealed bids (advertisement also notes that District reserves the right to reject any or all bids. Equipment is sold AS IS.)

3085.13 Sealed bids are opened at the next Regular Board Meeting and action is taken by the Board to accept or reject highest bid.

3085.14 Bidders are notified of Board's action.

3085.15 If no bids are accepted locally surplus equipment will be sent to auction for the highest bid.

3085.16 Salvage Certificates are obtained for vehicles that cannot pass a smog test without significant repairs.

3085.20 Sale of Real Estate

3085.21 Board takes action to declare property surplus and authorizes District Staff to obtain a current appraisal.

3085.22 Property is offered to public agencies at the appraised price. (State law requires that public agencies have the opportunity to purchase property prior to advertisement to the general public.)

3085.23 If property is not purchased by a public agencies pursuant to Assembly Bill AB1486 - Disposing of Special District Land, it is advertised in the newspaper and on the internet for a minimum of two weeks with a request that sealed bids be submitted to the District.

3085.24 Board takes action at the next regular board meeting to accept or reject highest bid.

3085.25 Bidders are notified of the Board's action.

McCLOUD COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: Records Retention
POLICY NUMBER: 3090
ADOPTED: March 24, 2003
REVIEWED: November 14, 2013; July 12, 2016, March 11, 2020
REVISED: March 23, 2020

3090.10 The purpose of this policy is to provide guidelines to staff regarding the retention or disposal of McCloud Community Services District records, for the purpose of identifying, maintaining, safeguarding and disposal of records in the normal course of business. Ensure prompt and accurate retrieval of records and ensure compliance with legal and regulatory requirements.

3090.20 Vital and important records, regardless of recording media, are those having legal, financial, operational or historical value to the District.

3090.30 The General Manager is authorized by the Board of Directors to interpret and implement this policy and to cause to be destroyed any or all such records, papers and documents that meet the qualifications governing the retention and disposal of records as specified below.

3090.40 Pursuant to the provisions of California Government Code §60200 through 60203, California Water Code §21403, and the guidelines prepared by the State Controller's office and the Controller's Advisory Committee for Special Districts, the following criteria will govern the retention and disposal of records of the McCloud Community Services District.

3090.50 Duplicate records, papers and documents may be destroyed at any time without the necessity of Board authorization or copying to photographic or electronic media.

3090.51 Originals of records, papers and documents more than two years old that were prepared or received in any manner other than pursuant to State or Federal statute may be destroyed without the necessity of copying to photographic or electronic media.

3090.511 In no instances are records, papers or documents to be destroyed where there is a continuing need for such records for such matters as pending litigation, special projects, etc.

3090.52 Original records, papers or documents which are not expressly required by law to be filed and preserved may be destroyed if all of the following conditions are met:

3090.521 The record, paper or document is photographed, reproduced on film of a type approved for permanent photographic records by the National Bureau of Standards, or copied to an approved electronic media.

3090.522 The device used to reproduce such record, paper or document on film, or which retrieves and prints the document from the electronic media, is one which accurately reproduces the original thereof in all details.

3090.523 The photographs or other reproductions on film are placed in conveniently accessible files and provisions are made for preserving, examining, and using the same, together with documents stored via electronic media.

3090.53 Any accounting record except the journals and ledgers which are more than five years old and which were prepared or received in any manner other than pursuant to State statute may be authorized for destruction, provided that:

3090.531 There is no continuing need for said record, i.e., long-term transactions, special projects, pending litigations, etc., and;

3090.532 There exists in a permanent file, an audit report or reports covering the inclusive period of said record, and that;

3090.533 Said audit report or reports were prepared pursuant to procedures outlined in Government Code Section 26909 and other State or Federal audit requirements.

3090.534 Said audit or audits contain the expression of an unqualified opinion.

3090.54 Any accounting record created for a specific event or action may be destroyed upon authorization five years after said event has in all respects been terminated. Any source document detailed in a register, journal, ledger or statement may be authorized for destruction five years from the end of the fiscal period to which it applies. The following may be destroyed at any time:

3090.541 Duplicated (original-subject to aforementioned requirements).

3090.542 Rough drafts, notes or working papers (except audit).

3090.543 Cards, listings, nonpermanent indices, other papers used for controlling work or transitory files.

3090.55 All payroll and personnel records shall be retained indefinitely. Originals may upon authorization be destroyed after seven years retention, provided said records have been shared on electronic media and qualify for destruction as detailed in Appendix A. Payroll and personnel records include the following:

- 3090.561** Accident reports, injury claims and settlements.
- 3090.552** Medical histories.
- 3090.553** Injury frequency charts.
- 3090.554** Applications, changes and terminations of employees.
- 3090.555** Insurance records of employees.
- 3090.556** Time cards.
- 3090.557** Classification specifications (job descriptions).
- 3090.558** Performance evaluation forms, record of oral or written reprimand.
- 3090.559** Earning records and summaries.
- 3090.5591** Retirements.

3090.56 All assessment records may upon authorization be destroyed after seven years retention from lien date; however, these records may be destroyed three years after the lien date when said records are shared on electronic media as provided for in Appendix A.

3090.57 Records of proceedings for the authorization of long-term debt, bonds, warrants, loans, etc., after issuance or execution may be destroyed if microfilmed as provided for in Appendix A above. Terms and conditions of bonds warrants, and other long-term agreements should be retained until final payment, and thereafter may be destroyed in less than ten years if saved on electronic media as provided for in Appendix A. Paid bonds, warrant certificates and interest coupons may be destroyed after six months if detailed payment records are kept for ten years.

3090.60 Minutes of the meetings of the Board of Directors are usually retained indefinitely in their original form. However, they may upon authorization be destroyed if said minutes are saved on electronic media as provided for in Appendix A. Recording tapes (or other media) of Board meetings will be kept for a period of one year from the date of the recorded meeting, after which they will be destroyed.

3090.61 Construction records, such as bids, correspondence, change orders, etc., shall not be kept in excess of seven years unless they pertain to a project which includes a guarantee or grant and, in that event, they shall be kept for the life of the guarantee or grant plus seven years. As-built plans for any public facility or works shall be retained as long as said facility is in existence.

3090.62 Contracts should be retained for its life plus seven years. Any unaccepted bid or proposal for the construction or installation of any building, structure or other public work which is more than two years old may be destroyed.

3090.63 Property records, such as documents of title, shall be kept until the property is transferred or otherwise no longer owned by the District.

3090.70 Files prepared or reproduced electronically, photographed, micro photographed, reproduced on film of a type approved for permanent photographic records, once created, shall not be deleted or destroyed without prior authorization of the General Manager.

Appendix A
Definitions for Records Retention and Disposal Policy

Group No.	Title or Description	Original	Duplicate	Retention Periods		
				Office	Record Center	Retain or Destroy
1	Records affecting title to real property or liens thereof.	X		2 yrs.	OP	ES
2	Records required to be kept permanently by statute.	X		I	I	I
3	Minutes, ordinances & resolutions of Board.	X		I	I	I
4	Documents with lasting historical, administrative, legal, fiscal, or research value.	X		2 yrs.	OP	ES
5	Correspondence, operational reports and information upon which District policy has been established.	X		2 yrs.	10 yrs.	12 yrs.
6	Duplicates of 5, above, when retention is necessary for reference.	X		2 yrs.		2 yrs.
7	Records requiring retention for more than five years, but no more than fifteen years by statute or administrative value.	X		2 yrs.	13 yrs.	15 yrs.
8	Duplicates needed for administrative purposes for five to fifteen years.		X	2 yrs.	13 yrs.	15 yrs.
9	All other original District records, or instruments, books or papers that are considered public documents not included in Groups 1 through 8.	X		2 yrs.	1 yr.	3 yrs.
10	Duplicates and other documents not public records required to be maintained for administrative purposes.	X	X	2 yrs.	3 yrs.	5 yrs.
11	Duplicate records requiring retention for administrative purposes such as reference material for making up budgets, planning and programming.		X	3 yrs.		3
12	Reference files (copies of documents which duplicate the record copies filed elsewhere in the District; documents which require no action and are non-record; rough drafts, notes, feeder reports, and similar working papers accumulated in preparation of a communication, study or other document, and cards, listings, indexes and other papers used for controlling work).		X	1 yr.		1 yr.

13	Transitory files, including letters of transmittal (when not a public record), suspense copies when reply has been received, routine requests for information and publication, tracer letters, feeder reports, and other duplicate copies no longer needed.	X	X	3 mos.		3 mos.
14	Original documents disposable upon occurrence of an event or an action (i.e., audit, job completion, completion of contract, etc.) or upon obsolescence, supercession, revocation.	X		2 yrs.	3 yrs.	5 yrs.
15	Policy files and reference sets of publications.		X	I		I
16	Duplicates or non-record documents required for administrative needs but destroyable on occurrence of an event or an action.		X	I		I

OP = Original or photographic copy.

ES = May be destroyed if stored in electronic media.

I = Indefinitely

McCLOUD COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: Retention of Electronic Mail
POLICY NUMBER: 3091
ADOPTED: February 23, 2004
REVIEWED: November 25, 2013, August 9, 2016, March 11, 2020
REVISED: December 9, 2013, March 23, 2020, May 11, 2020

3091.10 E-mail generates correspondence and other documentation which may be recognized as Official District Records in need of protection/retention in accordance with the California Public Records Act.

3091.20 Although the use of e-mail is considered official District business, the e-mail system is intended as a medium of communication and also can be used for a legal record. Therefore, the e-mail system should not be used for the electronic storage or maintenance of documentation, including but not limited to, Official District Records.

3091.30 If an e-mail message, including any attachments thereto, can be considered an Official District Record, as defined by the General Manager, such e-mails should be printed as a hard copy or saved electronically and filed in accordance with the District's Records Retention Policy. Generally, the sender of the e-mail should be the person responsible for printing and filing it accordingly, but persons responsible for a particular program or project file shall be responsible for retaining all e-mail they send or receive related to that program or project.

3091.40 Although the General Manager will automatically delete any data stored in the e-mail system that is ninety (90) days old, individual employees are responsible for the management of their mailboxes and associated folders. To ensure maximum efficiency in the operation of the e-mail system, staff is encouraged to delete e-mail messages from their in-boxes once they are no longer needed. All deleted items will be held in a "deleted items file" for only seven (7).

3091.50 It is the responsibility of individual employees to determine if an e-mail(s) is an Official District Record which must be retained in accordance with the District's Record Retention policy (3090). The General Manager will assist in making such a determination. You should keep in mind, however, that preliminary drafts, notes or interagency or intra-agency memoranda which are not retained by the District in the ordinary course of business are generally not considered to be Official District Records subject to disclosure. Employees are encouraged to delete documents which are not otherwise required to be kept by law or whose preservation is not necessary or convenient to the discharge of your duties or the conduct of the District's business.

3091.60 Periodically, the District receives requests for inspection or production of documents pursuant to the Public Records Act, as well as demands by subpoena or court order for such documents. In the event such a request or demand is made for an e-mail(s), the employees having control over such e-mail, once they become aware of the request or demand, shall use their best efforts, by any reasonable means available, to temporarily preserve any e-mail which is in existence until it is determined whether such e-mail is subject to preservation, public inspection or disclosure. The General Manager shall be contacted regarding any such e-mails within the employee's control.

McCLOUD COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: Public Records Request
POLICY NUMBER: 3092
ADOPTED: November 28, 2016
REVIEWED: November 9, 2016; February 12, 2020
REVISED: March 9, 2020

3092.1 The California Public Records Act (Government Code Section 6250 et seq.) provides California citizens with important rights to obtain access to records held by public agencies in the State. The purpose of this policy is to clarify the process by which the District will respond to requests for records under the Public Records Act. In addition, the District seeks to establish a clear procedure for responding to Public Records Act requests to ensure that the District processes all requests fairly, consistently and in a time sensitive manner.

3092.11 The District prefers that all requests for public records be in writing on a form prescribed by the District (appendix A), unless the request is to review an agenda or agenda reports of the Board of Directors or a District committee. Oral requests may require further clarification or a response to questions from the District to clarify the request.

3092.2 The General Manager will provide his or her initial response to all requests as soon as possible, but not later than the ten-day period, or extensions thereof, as provided by Government Code sections 6256 and 6256.1. In accordance with the Public Records Act, this initial response will indicate whether the District has any disclosable records in response to the request. The following steps will be taken to make this determination.

3092.21 The General Manager shall review the request and determine whether the request seeks identifiable records and, if not, the General Manager shall so advise the person making the request.

3092.22 The General Manager shall respond to the person requesting records by advising him or her in writing of the availability of the documents and whether disclosure of any of the documents is exempt under the provisions of the Public Records Act.

3093 The documents set forth below include but are not limited to and are illustrative of the categories of documents, which are not subject to inspection. In all cases, the inspection of documents shall be subject to the provisions of the Public Records Act, Government Code Section 6250, et.seq.

3093.21 § 6254. Exemption of particular records. Except as provided in Section 6254.7, nothing in this chapter shall be construed to require disclosure of records that are any of the following: (Refer to Government Code § 6254. for full text).

3093.21.1 Preliminary drafts, notes, or interagency, or intra-agency memoranda which are not retained by the District in the ordinary course of business, provided that the public interest in withholding those records clearly outweighs the public interest in disclosure.

3093.21.2 Records pertaining to pending litigation to which the District is a party, or to claims made pursuant to Division 3.6 of the Government Code (commencing with Government Code Section 810), until the pending litigation or claim has been fully adjudicated or otherwise settled.

3093.21.3 Personnel, medical, or similar files, the disclosure of which would constitute an unwarranted invasion of personal privacy.

3093.21.4 Test questions, scoring keys, and other examination data used to administer a licensing examination, examination for employment, or academic examination.

3093.21.5 The contents of real estate appraisals or engineering feasibility estimates and evaluations made for or by the District relative to the acquisition of property, or to prospective public supply and construction contracts, until all of the property has been acquired or all of the contract agreement obtained. However, the law of eminent domain shall not be affected by this provision.

3093.21.6 Information required from any taxpayer in connection with the collection of local taxes which is received in confidence and the disclosure of the information to the persons would result in an unfair competitive disadvantage to the person supplying the information.

3093.21.7 Records the disclosure of which is exempted or prohibited pursuant to provisions of federal or state law, including, but not limited to, provisions of the Evidence Code relating to privilege.

3093.21.8 Facility security measures and critical information regarding facilities and their operation.

3093.22 The District is also under no obligation to provide the following:

3093.22.1 Customer account data other than that of requesting party.

3093.22.2 Provide or create records and information that may be created in the future.

3093.22.3 Prepare summaries of information, calculations or analysis of information.

3093.22.4 Documents meeting California's attorney-client privilege and California's attorney work product rules.

3093.22.5 The District is not required to respond to a request for information in the manner in which the requester asks for the information to be provided.

3093.23 Whenever the District asserts that a requested document is exempt from disclosure, the District shall justify the claimed exemption by providing a written statement citing either the specific exemption involved or those facts that indicate the public is best served by claiming the exemption.

3094 After the initial response from the District and if disclosable documents are identified, the person requesting such documents may either inspect the documents at the District office or request a copy of such documents.

3094.21 If a request is made for copies of the documents, the General Manager shall also advise the person requesting copies of the estimated time to compile the documents and the costs of copying the documents requested. The person requesting the copies shall pay the per page charge for copying as set forth by resolution of the District Board for all copies requested. The General Manager shall not make the requested copies until a deposit in the amount of the estimated costs of copying per MCSD Policy 1060 Miscellaneous Fee Schedule is received and shall not release the copies until the full cost of copying is paid to the District in the form of cash, check or money order.

3094.22 If the requester wishes to inspect the documents at the District office, then specific information regarding the records requested is needed. Specific information includes the subject matter involved, the inclusive dates within which the records were created, and the names of persons involved, if any. To ensure the integrity of the "original" records of the

District, a member of the District's staff shall remain in the room where the records are being inspected.

3094.23 In accordance with the Public Records Act, the District will provide only specific identifiable records but will not research District records for particular information or analyze information which may be contained within any public records. The District is not required to create a document or record that does not exist. The District will exercise reasonable efforts to locate requested documents normally kept by the District.

3094.24 If the requester seeks a record in an electronic format, the District shall make the information available in any electronic format in which it holds the information, (Government Code 6253.9). If the electronic records must be transferred to a device such as a flash drive, the requester will be charged for the cost of such device per the MCSD Policy 1060 **Miscellaneous Fee Schedule.**

3095 The District will respond to requests for public records in accordance with the terms of the California Public Records Act as the Act now exists or may hereafter be amended, and nothing in this Policy is intended nor shall it be construed to conflict with the terms of the Public Records Act.



MCCLOUD COMMUNITY SERVICES DISTRICT
 P.O. Box 640, McCloud CA 96057
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**MCS D 3092 PUBLIC RECORDS REQUEST
 APPENDIX A**

PUBLIC RECORDS REQUEST

The California Public Records Act (the “Act”) was enacted to ensure public access to public records. You may request copies of specific information or materials and the District will provide this information, or an explanation of why it cannot be disclosed, as soon as possible and consistent with the Act.

When submitting your request, please be as specific as possible (i.e. provide dates of reports or actions, resolution and ordinance numbers, etc.) Non-specific requests may incur additional charges for research time or may be rejected if the request would require an undue amount of research or compilation.

Copy charge:

If MCS D makes copies the fee will be based on MCS D’s Policy 1060 Miscellaneous Fee Schedule.

NAME:
ADDRESS:
CELL PHONE:
E-MAIL:

IDENTIFICATION OF DOCUMENTS

SPECIFIC NAME/DATE OF DOCUMENT	TYPE OF DOCUMENT (i.e. resolution, ordinance, report, agreement, etc.)
Signature of Requestor:	Date:
AREA BELOW FOR OFFICE USE ONLY	
Date received:	Date of Response:
Estimated Cost:	Amount of Deposit:
	Refund/Additional Payment:

MCSD

Injury & Illness Prevention Plan/ Safety Policies

Program Developed for:

McCloud Community
Services District
PO Box 640 , 220 West
Minnesota Ave. McCloud
Ca, 96057

Program Prepared by:

MCSD Safety Committee

Last Revised:

Injury Illness Prevention Program

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i. Introduction

The safety and health of each McCloud Community Services District (MCSD) (District) employee is of primary importance. The safety and health of our employees and volunteers continues to be a primary consideration in District operations, therefore the prevention of occupationally-induced injuries and illnesses will be given precedence whenever necessary. Safety and health must be a part of every District operation. Without question, it is every employee's responsibility at all levels.

The MCSD will maintain safety and health programs and has developed this Injury & Illness Prevention Plan (IIPP) as part of this effort. The IIPP sets forth the District's commitment and plan to ensure all MCSD employees work in a safe and healthy environment. The IIPP states both the District's role for ensuring safe work practices and the employee's responsibilities for adhering to these work practices.

The MCSD has developed the IIPP in accordance with California Code of Regulations Title 8, Section 3203. The District expects this document to provide 1) guidance to MCSD employees and 2) the foundation for safe and healthy work practices. To be successful, this program must embody the proper attitudes toward injury and illness prevention not only on the part of supervisors and employees, but also between each employee and their co-workers.

This IIPP is designed to:

- 1) Authorize the responsibility for the implementation of this Program;
- 2) Develop a system to ensure compliance with existing rules & regulations;
- 3) Develop a system of communicating safety & health information to all District employees;
- 4) Implement methods of identifying & evaluating work place hazards;
- 5) Provide tools to fully investigate occupational injuries, illnesses, & near misses;
- 6) Provide methods to correct unsafe conditions & work practices; &
- 7) Implement a training program.

District Management will support and uphold these objectives to the extent possible to ensure a safe and healthy work environment. In doing this, management also pledges to comply with safety and health regulations and to enforce them wherever possible.

General Manager

Any questions or additional information regarding this IIPP may be obtained by contacting the MCSD Office

Safety Committee – acts as a liaison between the MCSD Safety Committee and the employees they represent. Tasks may include:

1. Regularly attend quarterly meetings;
2. Communicate health and safety information to respective units;
3. Assist with implementation of District policies and procedures;
and
4. Oversee corrections of identified hazards.

General Manager: is responsible for support, general guidance, participation in and maintenance of the IIPP.

1. Provide financial and other support necessary to maintain an effective IIPP;
2. Oversee implementation of IIPP by each Department Head; and
3. Ensure employee participation and adherence to IIPP policies and programs.

Department Heads - are responsible for implementing safe work practices and maintaining a safe work environment. Tasks may include:

1. Support the IIPP;
2. Provide employee training in accordance with applicable Federal, State and local laws and document all training received;
3. Ensure participation of all department employees in the IIPP;
4. Encourage employees to promptly report all accidents and potential hazards to ensure timely investigation and/or correction;
5. Budget accordingly for training, personal protective equipment (PPE), and costs associated with investigating/correcting hazardous conditions; and
6. Report **all** injuries, accidents and hazards to the General Manager immediately.

Mid-Managers and Supervisors – are responsible for direct supervision of employee's, including their work practices, to ensure compliance with existing policies, rules and regulations.

1. Identify and report all potential safety hazards;
2. Provide necessary personal protective equipment (PPE) along with enforcing proper use of such equipment;
3. Enforce established safety policies and programs;
4. Assist in identifying training needs and see that employees receive such training;
5. Assist in identifying where operating procedures should be updated;
6. Make sure safety guards are in place and properly maintained;
7. Make sure all tools are used properly and are in good working order;
8. Do not allow employees to operate equipment or tools for which training has not been received;
9. Communicate hazards and appropriate work practices to employees; and
10. Report **all** injuries, accidents and hazards to the General Manager immediately.

3. Compliance with Rules & Regulations

All production, maintenance, repair, and any other work related tasks conducted by District employees shall be done in accordance with existing safety and health rules and regulations. These regulations have been established in order to protect worker's health in the workplace. Thus, it is in the best interest of all MCSD employees to ensure compliance.

The Administrator, or designee, will organize and implement methods to ensure compliance with safety regulations. This may include conducting and/or contracting random inspections, having pre or post-task meetings, implementing a Job Safety Analysis (JSA) system, or any other method deemed appropriate.

Employee Safety Evaluations

MCSD employees receive annual performance evaluations from Managers/ Supervisors. An important part of the evaluation is each employee's performance pertaining to safety and health. Safety is a component of the evaluation form and employees will be evaluated on how well they comply with the District's safety rules, regulations and procedures. Failure to comply with these rules, regulations and procedures will be handled on an individual basis.

Employee Training Program

The MCSD shall offer employee training in applicable safety and health topics. This training program is further detailed in Section 8.

Departmental Safety Rules

Each Department provides different services that require adherence to specific rules and regulations. The Department safety procedures are to be strictly adhered to. Failure to comply with these procedures will be handled on an individual basis.

Fitness for Duty

The following policies are in place so that unnecessary injuries in the workplace are kept to a minimum:

- A. No employee should attempt to perform any work task he or she is not mentally or physically fit to conduct;
- B. If a supervisor has reasonable suspicion that an employee is either mentally or physically unfit to work, he or she should prohibit that employee from working until acceptable evidence to the contrary is secured.
- C. In the event that an employee's doctor has placed them on medical work restrictions, it is imperative that the employee adhere to these work restrictions to avoid further injury.

Safety Training

Each employee must know the hazards and other pertinent safety and health information pertaining to their specific job. The MCSD has implemented a Training Program as one method of conveying such specific information (i.e. Fall Protection, lock out/ tag out, etc.) to affected employees. The training program is further detailed in Section 8.

Safety Meetings

The MCSD may not be able to provide a formal training session for each safety topic. However, the information must be communicated to the affected employees. Safety meetings will be held at the department level for specific issues and should include information on the hazards present and how work will be done to 1) eliminate hazards or 2) work safely around the hazards.

Meetings should be held before a job begins to cover specific project information. For projects lasting several days, Cal-OSHA requires that supervisory personnel conduct "toolbox" or "tailgate" safety meetings at least once every ten (10) working days. This allows supervisors to discuss new hazards identified and other pertinent safety information specific to the job.

Recommended topics for discussion at safety meetings include:

- New hazards that have been introduced or discovered
- Causes of recent accidents, injuries or near-misses
- Methods adopted by the District to prevent a repeat of injury
- Any health and safety issue of concern to employees or deemed by the supervisor/manager to require further discussing or reinforcement.

Supervisory personnel may contact the GM office for assistance in obtaining safety-related materials or scheduling training sessions.

Department Emails

Email may also be used to share health and safety information for a specific job or task within a Department. All affected employees should have access to email or be provided the information in another form.

Job Safety Analysis (JSA)

The JSA process is an organized method of evaluating job tasks and the associated hazards and/or risks. This process will identify hazards, conditions or unsafe work practices that could contribute to an injury or illness. Results of the analysis will be used to determine how the task can be modified to reduce hazard potential.

JSA shall be conducted 1) when a specific job task has resulted in two (2) or more lost time occupational injuries/illnesses within twelve (12) calendar months or 2) any other time deemed appropriate by a Supervisor. The Supervisor will contact the General Manager to schedule a meeting for completion of a JSA.

Once the analysis is complete, the Supervisor will be notified of the results, and should use the information to train employees on how to do the job task as set forth by the analysis.

7. Methods & Procedures for Correcting Unsafe Conditions

The MCSD will address each identified workplace hazard(s). Because it may not be possible to correct each unsafe condition, they may be ranked in order of potential risk and addressed accordingly.

Common Hazard Corrections

Correction of workplace hazards will generally be accomplished by a Public Works employee at the direction of the Safety Committee.

If an employee can readily and properly correct a potential hazard, the employee should make the correction and report his/her action to their Supervisor. In the event that a reported hazard is not corrected in a timely manner, and the employee has not been informed of a reason, the employee should notify GM, which will follow up with the department response (or lack thereof).

Hazards with Risk of Imminent Harm

Whenever possible, it is the District's intention to immediately eliminate any hazard which gives rise to a risk of imminent harm. When such a hazard exists that cannot be eliminated immediately without endangering employees, all exposed employees will be removed from the area of potential exposure except those necessary to correct the hazardous condition. All employees involved in correcting the hazardous condition will receive appropriate training in how to do so and will be provided with necessary safeguards and personal protective equipment. In situations in which it is not possible for employees to correct the hazard without placing themselves in danger, outside experts trained in abatement of the particular hazard will be hired to correct the condition.

Corrective Measures

When it is agreed upon that correction is required, one or more of the following methods of corrective action may be taken:

1. Engineering, Mechanical or Job Design Change Controls:
This is the Cal-OSHA preferred action since it usually eliminates or reduces the hazard and is a permanent solution.
2. Training:
Not only is training required by law, it is also an effective way of establishing a safe method to do a job.

8. Occupational Safety & Health Training Program

Awareness of occupational safety and health hazards, along with the knowledge of how to prevent or control such hazards, is essential to a safe and healthy work environment. To create and maintain awareness, the MCSD has established a safety and health training program. The training program is designed to instruct each employee on **general** safety procedures as well as **specific** hazards and safety procedures associated with each employee's work assignment. This would include any training necessary to teach employees how to use personal protective equipment (PPE), such as respirators and hearing protection.

When Training will be Provided

1. To all new employees upon orientation where new employees will be given a copy of the IIPP and be required to review the sections appropriate to his/her job;
2. Whenever an employee is given a new job assignment for which training has not previously been provided;
3. Whenever new substances, processes, procedures or equipment which represent a new hazard are introduced into the work place;
4. Whenever the MCSD is made aware of a new or previously unrecognized hazard;
5. Whenever the Program Administrator, Department Manager or Supervisor believes that additional training is necessary; and/or
6. As required by Cal-OSHA.

Training Responsibilities

Supervisors and Managers will be made aware of training courses and opportunities relevant to the safety and health hazards to which employees under their immediate direction may be exposed. Employees are responsible for participating in all required training.

Upon request, the General Manager will assist Department Heads in identifying necessary safety training programs. Contracted outside professionals will also be periodically hired to coordinate safety training courses and seminars.

Fire Prevention

This policy defines fire prevention techniques that employees should implement where fire is a hazard. This includes material storage and prompt reporting of conditions that could result in fire, or elevated fire risk, so the conditions may be corrected immediately. Departments working with flammable materials will develop a specific Fire Prevention Plan.

Fire Safety

This policy covers safety associated with fires. This includes ensuring District employees are trained in the proper use of fire extinguishers and emergency evacuations. It is important that all MCSD employees are knowledgeable of the content within this policy.

First Aid & Medical Services

This policy discusses First Aid and general response procedures. Only trained personnel will administer First Aid. The MCSD will ensure First Aid kits are maintained in the necessary Departments. This policy also calls on specific procedures outline in the District's Bloodborne Pathogens policy.

Gas Cylinders & Welding

This policy discusses appropriate work activities associated with welding operations and compressed gas cylinders. It details appropriate ventilation measures, storage and use of gas cylinders and safe working practices. This policy is designed specifically for employees who work with these materials.

Hand Tools

This policy describes and establishes procedures to safely work with hand and powered tools. MCSD employees working with these tools will be trained how to work safely with each tool and necessary PPE that may be required while working with certain tools.

Hazard Communication (HAZCOM)

This policy establishes procedures for information on hazardous substance present in the workplace to be communicated to affected District employees. Communicating may be done in a variety of means including labels, email, facsimile, or other written or verbal methods. Employees will receive appropriate training regarding specific hazards and/or substances in their work area, or that they may reasonably come in contact with, during work activities.

Hearing Conservation

This policy provides training for MCSD employees working in or around equipment/processes that create noise exposure above the 85 decibel threshold in order to prevent permanent hearing loss.

Protective Clothing & Safety Devices

This policy establishes procedures to be followed when PPE is worn by employees. This includes eye, face, hearing, respiratory, head, hand, body and foot protection. Employees working with these types PPE should be familiar with the content of this policy. Specific policies have been developed for respiratory and hearing protection, which should also be adhered to by affected employees.

Respiratory Protection

This policy establishes procedures for proper selection, use, and maintenance of respiratory protection. Typically, the MCS D prohibits use of air-supplied respiratory protection unless the affected Department establishes procedures for proper use (i.e. Fire Department). Employees who wear respiratory protection during work related tasks will receive annual training and fit-testing as outlined in this policy.

Street Work Procedures

This policy establishes procedures for employees working in District streets and alleys. Such work will be required to clearly warn and direct traffic away from work activities. Employees required to perform such work activities will be appropriately trained and familiar with the requirements of this policy.

Tree Work

This policy establishes procedures to be implemented while trimming or cutting down of trees and other shrubbery. MCS D employees will ensure that equipment used during such tasks is in good working order and used in a safe manner.

Trenching, Excavations, and Sub-Surface Operations

This policy establishes procedures that will be followed during excavations and trenching work. Specific controls may be necessary for each job. Affected District employees will be trained on proper safety procedures and be familiar with the content of this policy.

Vehicle Accident Reporting and Investigation

This policy specifies actions to be taken following any vehicular accident involving any city employee either while on city business or off duty while in a District vehicle. Actions will include immediate reporting and possible follow-up investigation.

Workplace Violence Prevention

This policy prohibits violence in the workplace. All MCS D employees will be familiar with the content of this policy in order to recognize and/or respond to events that may lead to, or have, become violent. This includes armed assailants, bomb-threats, hostage situations and possibly others.

Appendix A

Safety Report

Safety Report Instructions

Department: _____

Safety Report

1. Personal Information (Optional for "Hazard Report" only).

Name: _____ Supervisor: _____

Division: _____

2. Injury Report

Type: Cut/Abrasion Sprain/Strain Other: _____

Location on body: _____

Severity: Slight (Req'd First Aid only, even if supplied by Medic) Serious (Req'd Physician) Severe (Req'd Hospitalization)

3. Damage Report (Over \$500)

Type: Damage by Others Private Property Private Vehicle District Owned Property

District Vehicle No. _____ District Equipment

Severity: Minor (Less than \$1,000) Moderate (Less than \$5,000) Major (More than \$5,000)

4. Hazard Report (May be submitted anonymously)

I'm reporting a hazard which may result in: Injury Illness and/or Property Damage

This hazard involves: Hazardous Materials Another Department: _____

Risk Assessment: Possible (Is likely to happen) Probable (Will absolutely happen)

5. Description (Fill out applicable sections)

Date: _____ Time: _____ am/pm Clear Cloudy Windy Rainy Icy Hot (90°+)

Location: _____ Activity: _____

Witness(es): _____

Describe incident or condition:

(Include or attach sketch if applicable)

6. Requested Action

Information (I would like information and/or training to deal with this incident or condition)

Investigation (I would like to have this incident or condition investigated)

Improvement (I would like to have this incident or condition corrected in the following manner:)

Submitted by _____

Date _____

Received By _____

Date _____

Appendix B

Safety Action Report

Safety Action Report Instructions

Department: _____

Safety Action Report

EMPLOYEE'S NAME/PHONE NUMBER: _____

1. Investigation Activities Completed:

Interviews: Employee Witness Supervisor Other: _____
Inspections: Equipment Materials Location Other: _____
Reviews: Procedures Training Record Other: _____

2. Causative Factors:

Causes: Employee Procedures Equipment Work Environment Materials
Comments: _____

Employee's concurrence w/findings: I Agree I Disagree _____ Date: _____

3. Recommended Corrective Action:

- | | |
|-------------------------------------------------------------|--------------------------------------------------------------------------|
| <input type="checkbox"/> No Action Required | <input type="checkbox"/> Replacement, repair or improvement of equipment |
| <input type="checkbox"/> Discipline employee | <input type="checkbox"/> Modify or improve worksite |
| <input type="checkbox"/> Train employee in proper procedure | <input type="checkbox"/> Use alternative materials |
| <input type="checkbox"/> Develop or modify procedure | <input type="checkbox"/> Other: _____ |

4. Description of Corrective Action:

5. Costs: No Cost Est. Cost \$ _____ Budgeted Cap. Outlay Req'd Cap. Impvt. Req'd

6. Signatures

Recommended: ✓	Supervisor	Date	Reviewed:	Safety Action Team	Date
Authorized:	Supervisor	Date	<input type="checkbox"/> Concur w/ Recommendation		
and/or			<input type="checkbox"/> Recommend Alternative Action		
Authorized:	GM	Date	<input type="checkbox"/> Recommend Additional Actions		
Completed:	Supervisor	Date	Finalized:	Safety Action Team	Date

Case No. _____

Appendix C

MCSD Safety Policies

Bloodborne Pathogens

TRAINING: MCSD employees who could potentially be exposed to bodily fluids will receive training specific to the requirements of this policy. This training will include an explanation of the Bloodborne Pathogen regulations, possible modes of transmission, any existing Exposure Control Plan, symptoms of disease(s), methods to identify potential risks, proper cleanup and disposal, PPE, and other relevant information. Records of the training will be maintained by Departments.

POLICY REVIEW: The Policy Review Committee and Board of Directors will review and revise this Policy as necessary. This will be done to ensure that policy provisions are being effectively implemented and that this Policy covers current work conditions and regulatory requirements.

APPROVED BY:

_____ Date _____

MCSO POLICIES AND PROCEDURES

Subject:	Chemical Storage, Handling, & Transportation
Issue Date:	
Revision Date:	
Prepared By	MCSO Safety Committee
Approved By:	

Chemical Storage, Handling, & Transportation

PURPOSE: The MCSO has established this policy to ensure the safe storage, handling, and transport of chemicals and other hazardous materials.

REFERENCE: California Code of Regulations Title 8 Sections 4650 & 5164.

RESPONSIBILITY: All MCSO employees shall ensure that hazardous materials are properly stored, handled, and transported as per existing regulations. The District will provide necessary training to impacted employees.

Contractors shall ensure they follow all applicable regulations anytime they work on District premises.

HANDLING GUIDELINES: All employees working with hazardous materials will be trained on proper use of the materials, storage, and their respective material safety data sheets (MSDS). Extreme care will be exercised by all personnel handling or working with acids, caustics, petroleum products, chlorine or other gases; this also applies to transporting activities.

1. Handle tools carefully working around acid or other chemicals to avoid dropping them where they may cause a splash.
2. After tools have been near corrosive chemicals, clean them thoroughly by neutralizing with lime baking soda.
3. All spilled materials will be cleaned up immediately if the spill is minor and can be done safely. Large spills will require immediate evacuation. Cleanup of such spills will be done by a contractor specifically trained for such clean-up activities.
4. Only authorized, licensed personnel will use pesticides, herbicides, fungicides, or any agricultural chemicals having critical toxicity ratings.
5. Make sure employees know how to handle chemicals, understand how to dispose of them and know where to find the Material Data Safety Sheets (MSDS).

STORAGE GUIDELINES: Storage of all hazardous materials first shall be evaluated to ensure compatibility. If necessary, materials will be stored in sufficiently separated areas. Ventilation of the storage area may be required.

All materials will be stored in compatible containers. Containers of injurious chemicals or hazardous substances will be plainly labeled with proper identification information (i.e. name, hazard, etc.). The labels should clearly communicate the hazards and what precautionary measures should be taken. Each container shall be stored in a manner that prevents physical damage and/or deterioration. Signs stating "Proper Safety Equipment Required" will be posted in the storage areas of chemicals, hazardous substances, pesticides, and herbicides.

MCSD POLICIES AND PROCEDURES

Subject:	Confined Space Safety
Issue Date:	
Revision Date:	
Prepared By	MCSD Safety Committee
Approved By:	

Confined Space Safety

PURPOSE: The MCSD has established this policy to establish procedures to be implemented for safe work in and around confined spaces. A written program is required to ensure proper procedures are adhered to prior to entering a permit-required confined space.

RESPONSIBILITY: The MCSD will evaluate work spaces and identify permit-required confined spaces. These spaces and associated hazards will be communicated to affected employees and contractors expected to work within the designated space(s).

All District employees who enter, permit, or assist work being conducted in confined spaces shall be familiar with the content of this policy.

Contractors and other employers will be required to adhere to the procedures outlined within this policy and applicable regulations while working in, and around confined spaces on District premises. Copies of required entry permits will be provided to the District.

REFERENCE: California Code of Regulations (CCR) Title 8, Section 5157.

DEFINITIONS: To be a confined space, three criteria must be met: 1) large enough and configured in a way that an employee can gain entrance to and work within, 2) has limited or restricted means of entry or exit, and 3) is not designed for continuous occupancy. Examples of confined space include storm drains, sewers, vaults, manholes, pump stations, etc.. These spaces may require an entry permit if the atmosphere has the possibility of becoming hazardous or an engulfment hazard exists.

Permit-required confined space may meet one of four conditions: 1) hazardous atmosphere, 2) engulfment hazard, 3) configuration of a space such that the employee could be trapped, or 4) has a recognized safety or health hazard. These spaces require evaluation and a permit system to be completed prior to entry.

ENTRANCE COVERS & OPENINGS: Employees shall ensure that hazards associated with removing a cover are eliminated. This includes back strain that may occur due to a heavy load or traffic near a manhole. Any open entrance that creates a fall hazard will be sufficiently guarded with a railing or temporary barrier.

HAZARDOUS ATMOSPHERE: A hazardous atmosphere is an ambient condition that could result in incapacitation, unconsciousness, impairment of one's ability for self rescue, injury or possibly death. This includes gas/vapor concentrations exceeding 10% of the lower explosive limit (LEL); oxygen concentrations outside the normal range (19.5-23.5%); and elevated airborne concentrations of contaminants.

Confined Space

the specific entry along with possible behavioral effects of exposure to the identified hazard (e.g., nausea associated with hydrogen sulfide) and will be responsible for initiating rescue or emergency services. At no time should the attendant be taken away from monitoring the entrant.

ENTRY SUPERVISOR: Entry supervisor means the person (such as the employer, foreman, or crew chief) responsible for determining if acceptable entry conditions are present at a permit space where entry is planned, for authorizing entry and overseeing entry operations, and for terminating entry as required by this section.

Note: An entry supervisor also may serve as an attendant or as an authorized entrant, as long as that person is trained and equipped as required by this section for each role he or she fills. Also the duties of the entry supervisor may be passed from one individual to another during the course of an entry operation.

RESCUE & EMERGENCY SERVICES: At least one (1) appropriately trained person appropriately trained will be immediately available to perform non-entry rescue and emergency services. They will be familiar with the necessary equipment to assure a safe non-entry rescue. These persons will practice non-entry rescue procedures at least once annually and be certified in first aid and CPR. The Fire Department shall provide confined space entry rescue.

POSTINGS: Postings will be placed at the entry of all permit-required confined spaces. These postings shall read, "DANGER – PERMIT REQUIRED CONFINED SPACE. DO NOT ENTER."

ATMOSPHERE TESTING REQUIREMENTS: Prior to employee entry, the atmosphere within any closed vessel or confined space must be tested with an approved testing device to establish the presence or lack of explosive or toxic gases, and/or lack of proper oxygen level. If a dangerous gas, vapor or low oxygen content is found prior to entry, the atmosphere will be made safe by mechanical venting as required by the policy.

The atmosphere of any confined space will be constantly monitored by approved testing equipment. Each department is responsible for assuring that employees receive adequate training in the use of testing equipment.

When working in a confined space, no entry will be made, and no work will be done, without a trained second person available for emergencies.

SAFETY LINES REQUIREMENTS: Any work that requires entering a sanitary-sewer manhole, a storm-sewer manhole, or the use of respiratory equipment will require that the employee be equipped with and wear a safety line which will be manned at all times by the attendant.

TRAINING: MCSD employees working in or around confined spaces will receive training specific on the requirements of this policy. This training will include assigned duties, air monitoring, entry permits, and other proper entry procedures. Employees are required to be knowledgeable of the monitoring, communication, and protective equipment. The MCSD Office will maintain records of this training.

PROGRAM EVALUATION: The MCSD will review and revise this Policy as necessary. This will be done to ensure provisions within are being effectively implemented and that this Policy covers current work conditions and regulatory requirements.

APPROVED BY:

Date

MCSD POLICIES AND PROCEDURES

Subject:	Electrical Safety
Issue Date:	
Revision Date:	
Prepared By	MCSD Safety Committee
Approved By:	

Electrical Safety

PURPOSE: The MCSD has established this policy to establish requirements that shall be followed by those District employees working with, or around electrical systems. This policy also establishes criteria that electrical equipment should meet in order to be operated safely.

RESPONSIBILITY: The MCSD will label electrical hazards with signs reading, "DANGER ELECTRICAL HAZARD, AUTHORIZED PERSONNEL ONLY." Any MCSD employee who works with, or near electrical systems shall be knowledgeable on how to work safely around electrical hazards.

Contractors and other employers working on District premises will be required to adhere to safety policies defined herein and applicable regulatory requirements.

ELECTRICAL SAFETY REQUIREMENTS: Electrical work shall only be performed by individuals who have been adequately trained. All MCSD employees shall consider that all apparatuses and electrical lines are energized unless they have been tested and found to be de-energized or cleared.

Electrical hazards will be reported immediately to the appropriate supervisor. This includes steam, water, or oil leaks observed near electrical equipment and overheating or sparking equipment. If possible, these devices will be shut down immediately and reported. The equipment shall not be used until proper repairs have been implemented.

Working surfaces will be kept dry when working with, or near an electrical apparatus. Do not attempt to use or start any electrical equipment if hands are wet or if standing on a wet surface. All portable and fixed electrical equipment must be securely grounded before using. No employee will operate equipment or machinery within ten (10) feet of a power line.

Employees will follow all procedures specified in the District's Lock Out/ Tag Out policy to ensure proper locking and bleeding of energy sources, including electrical. A switch will not be closed without full knowledge as to why the circuit is open. The tag on the switch will be removed only by the person who tagged the switch open.

ELECTRICAL EQUIPMENT REQUIREMENTS: All powered equipment will be periodically inspected to ensure it is in good working condition, including electric cords. Any equipment found not to be in good working condition shall be marked for repair or discarded immediately. Conditions that may render a piece of equipment not in good working condition including frayed power cords, deteriorated insulation, missing grounding prong on cord plug or other unsafe conditions. The use of makeshift or over-capacity fuses and circuit breakers is prohibited as is the overloading of electrical outlets.

MCSO POLICIES AND PROCEDURES

Subject:	Emergency Procedures
Issue Date:	
Revision Date:	
Prepared By	MCSO Safety Committee
Approved By:	

Emergency Procedures

PURPOSE: The MCSO has established this policy for emergency incidents that require immediate actions. The steps laid out by this policy should be followed if you witness a fire, medical emergency, hazardous materials spill, earthquake, bomb threat or other emergencies.

MANAGEMENT RESPONSIBILITIES: Managers and supervisors are responsible for communicating these action steps to all employees in their respective departments. They are also responsible for communicating additional information, as it becomes available, to employees.

REFERENCE: California Code of Regulations (CCR) Title 8, Section 3220.

STAFF RESPONSIBILITIES: All employees are responsible for knowing these action steps and implementing them in case the described instances occur.

EMERGENCY ACTION PLANS: Each District facility or Department shall establish a specific Emergency Action Plan (EAP) that should be followed in case of an emergency. The EAP shall include 1) emergency escape routes, 2) critical operation procedures, prior to evacuation, 3) procedures to account for all District personnel after evacuation, 4) rescue and medical duties, 5) alarm systems, and 6) training. The purpose of the EAP is to ensure emergency evacuation procedures have been communicated to each District employee.

HOW TO CALL: Dial 9-9-1-1 if you are using a telephone within the District phone system. If you are using a pay phones or other phones outside the District phone system, dial 9-1-1. Be sure to speak the following calmly and clearly:

1. "This is a (type of incident – e.g., automobile accident) emergency";
2. "I need the (fire department, sheriff's department, or paramedics)";
3. Explain exactly what the problem is;
4. Give the location of the incident/victim, this may include the nearest cross street;
5. Provide your name;
6. DO NOT HANG UP until asked to;
7. Follow any instructions you are given.

Note: If using a cell phone, tell the call-taker immediately what city you are calling from and what type of emergency you have. Different emergency services use different dispatch centers. With the correct information, the call-taker will transfer you to the right center and then you can proceed with the above listed procedure.

MCSO POLICIES AND PROCEDURES

Subject:	Fall Prevention
Issue Date:	
Revision Date:	
Prepared By	MCSO Safety Committee
Approved By:	

Fall Prevention

PURPOSE: The MCSO has established this policy for District employees to prevent fall related injuries.

RESPONSIBILITY: The MCSO will provide all necessary fall arrest systems and training to ensure proper use of fall protection equipment. In the case of a fall, the MCSO will ensure prompt rescue.

All MCSO employees must wear appropriate fall protection when working above ground, near ledges, poles, towers or other locations where falls in excess of 7½ feet could occur. This policy also requires fall protection for employees working on elevated poles, towers, scaffolds, among other structures.

Contractors working on District premises will be required to adhere to fall protection requirements.

REFERENCE: California Code of Regulations (CCR) Title 8, Sections 1637, 1670, 3209, 3276, 3277, and 3279.

FALL ARREST: Employees will use lifelines or lanyards as part of a fall arrest system. These should be capable of locking and used under a qualified individual's supervision. Lanyards and lifelines will have a breaking strength of 5,000 pounds. Each employee will also have separate lifelines. MCSO employees will take the necessary precautions to protect lanyards and lifelines from being cut or abraded.

All fall arrest systems will limit free fall to less than two (2) feet. Therefore, lifelines will be secured to an anchor at a height not lower than the employee's waist. The lifeline will attach to a harness in the center of the employee's back, near shoulder level or above the head. Employees will use fall arrest equipment according to its intended purpose.

All lifelines and lanyards will be attached to an anchor capable of withstanding four (4) times the intended load. If horizontal movement is required, the lanyard will be anchored in such a way that it will slide with the employee.

All personal fall restraints used by the District will be labeled as meeting the requirements of ANSI A10.14-1991 or ANSI Z359.1-1992. Employees will follow all manufacturers' instructions to ensure proper use of fall protection.

GUARDRAILS: Guardrails shall be present on all stairwells, ramps, and on all sides of unenclosed elevated work locations. The top of guardrails should be 42-45 inches from the floor and be able to handle a live load of twenty (20) pounds per linear foot in any direction. Other means of protection may be required in situations where guardrails can't be installed or they create an additional hazard.

MCSO POLICIES AND PROCEDURES

Subject:	Fire Prevention
Issue Date:	
Revision Date:	
Prepared By	MCSO Safety Committee
Approved By:	

Fire Prevention

PURPOSE: The MCSO has established this policy to establish fire prevention procedures.

RESPONSIBILITY: All District employees shall be familiar with the content of this policy.

REFERENCE: California Code of Regulations (CCR) Title 8 Section 3221.

GUIDELINES: Fire requires three things: oxygen, fuel source and a flame. If you observe a condition where a fire hazard exists, report it immediately to a supervisor.

SMOKING: No open flames or smoking will be permitted in areas where flammable gases or liquids are stored or used. "No Smoking" and "No open Flames" signs will be posted.

MATERIAL STORAGE & HANDLING: Departments shall see that all chemicals and materials are stored properly. Flammable liquids will be stored and properly labeled in approved safety cans. Drums of flammable liquids will be stored in an upright position and dispensing will only be done with an approved crank-type pump. All drums of flammable liquids will be properly grounded.

Oil and paint soaked rags will be stored only in approved safety containers. Disposal of such rags will only be in safe receptacles placed outside buildings daily, or in approved safety containers.

The dispensing of flammable liquids will be done in an approved mixing/dispensing room or outside. Transfer of flammable liquids will be done well away from open flames and other sources of ignition. Open-flame heaters, including water heaters, will be properly guarded and located. No clothing or combustible material will be stored in close proximity to any open flame or electric heater in such a manner as to permit ignition.

WELDING OPERATIONS: Welding will only be permitted in areas where there are no combustible or flammable contents and where there is no risk of fire.

FIRE PREVENTION PLAN: Departments working with hazardous materials and flammable materials shall develop a Fire Prevention Plan as required by Cal-OSHA. This plan shall identify: potential fire hazards; proper handling and storage procedures; control of ignition sources and fire protection systems that are in place. It will also identify those responsible for the fire protection systems and overseeing chemical storage. Once established, employees within the department are required to be trained on the plan's content.

Approved By:

Date

MCSD POLICIES AND PROCEDURES

Subject:	Fire Safety
Issue Date:	
Revision Date:	
Prepared By	MCSD Safety Committee
Approved By:	

Fire Safety

The MCSD has established this policy to ensure the safest conditions in the event of a fire. This policy focuses on actions to be taken in case of a fire.

RESPONSIBILITY: All MCSD employees shall be familiar with the requirements of this policy.

REFERENCE: California Code of Regulations (CCR) Title 8 Sections 1922 and 6151.

TRAINING: Employees are expected to know how to use fire extinguishers and will be provided training on the proper use and the associated hazards. This training will be done annually as required by Cal-OSHA.

FIRE EXTINGUISHERS: Fire extinguishers are located throughout District buildings. The locations of these fire extinguishers will be clearly visible and communicated to MCSD employees. Efforts will be made to ensure a maximum travel distance of seventy-five (75) feet to extinguishers, where deemed appropriate.

All District extinguishers will be inspected to ensure 1) an extinguisher is indeed present where marked, 2) it is pressurized, and 3) it is in good condition. Extinguishers will be serviced annually by persons licensed by the State Fire Marshal. When an extinguisher appears to be in suspect condition, report it immediately.

Approved fire extinguishers (Dry chemical) will be provided in all areas for storing, dispensing, mixing or handling of flammable liquids is likely to occur. The type of extinguishers present will be based on materials present, fires anticipated and other factors. Employees must ensure the proper fire extinguisher is used for the proper type of fire. If unsure, it is better to evacuate the area and call the Fire Department. Some extinguishers could exacerbate the fire (e.g., using a water extinguisher on electrical fires). Extinguishers containing carbon tetrachloride or chlorobromomethane agents are prohibited by the District.

EMERGENCY EVACUATION: Exit signs and directional exit signs, when required, will be properly maintained. Exit doors must be unlocked when the building is occupied. Free passage to, and through, these exits must be maintained at all times. All employees must know the exits from the building in which they work. More detailed emergency procedures are provided in the District's Emergency Procedures Policy.

APPROVED BY:

Date

MCSO POLICIES AND PROCEDURES

Subject:	First Aid & Medical Services
Issue Date:	
Revision Date:	
Prepared By	MCSO Safety Committee
Approved By:	

First Aid & Medical Services

PURPOSE: The MCSO has established this policy to define the intent of first aid and general first Aid administration procedures. The steps laid out by this policy should be followed if immediate and temporary care of an accident or illness is needed.

INTENT: The intent of first aid is to quickly determine the extent of an injury or illness, so as to minimize the severity of such event, by applying appropriate skills and not causing additional injury. First aid shall not be a substitute for medical attention administered by licensed professionals.

REFERENCE: California Code of Regulations (CCR) Title 8, Sections 3400 and 1512.

RESPONSIBILITY: Only trained personnel will administer first aid, in accordance with approved procedures as endorsed by the American Red Cross until ambulance services arrive or the injured person(s) reach the appropriate treatment facility.

FIRST AID KITS: First aid kits will be maintained in all District facilities and in all District vehicles. First aid kits should be readily available and kit locations known to all affected personnel. In addition to basic first aid supplies, all first aid kits should include latex gloves and pocket facemasks for mouth-to-mouth resuscitation.

WHAT TO DO:

1. If in a District facility, in the event of emergency call 9-9-1-1 . Administer first aid until medical services arrive.
2. Keep the victim lying down until the severity of the injury is determined.
3. If the injured person has no pulse and is not breathing, administer CPR.
4. Treat for shock by keeping the victim warm and elevate feet eight (8) to twelve (12) inches.
5. Do not move an injured person unless it is to prevent further injury.
6. Do not give unconscious or semi-conscious victim water or other liquids.
7. Practice **Universal Precautions** to prevent contact with blood and body fluids.

PERSONAL SAFETY: Employees should use protection to prevent contact with blood and body fluids. See the Bloodborne Pathogens policy for further detail.

APPROVED BY:

Date

MCSO POLICIES AND PROCEDURES

Subject:	Gas Cylinders and Welding
Issue Date:	
Revision Date:	
Prepared By:	MCSO Safety Committee
Approved By:	

Gas Cylinders and Welding

PURPOSE: The MCSO has established this policy to develop safe working procedures for District employees that perform welding tasks and work with or around gas cylinders.

RESPONSIBILITY: Any MCSO employee working welding operations and around gas cylinders.

REFERENCE: California Code of Regulations (CCR) Title 8 Sections 1536, 1740, 4838, 4839, 4845, 4851, 4852, 4853, and 5150.

INDOOR WELDING: Welding indoors shall only be done when ample controls are in place. This includes either ventilation of the immediate work area or adequate respiratory protection. Ventilation at a minimum air velocity of 100 feet per minute (fpm) is required for potentially hazardous metals, fluxes or coatings. Examples include beryllium, cadmium, chromium, fluorides, lead, mercury and zinc. When using beryllium, supplied air respirators may be required.

No welding shall be done near degreasing or other operations involving chlorinated hydrocarbons. Interactions of ultraviolet radiation from welding and gaseous vapors may result in highly toxic gases.

REGULATORS: Employees must not use a cylinder of compressed gas without reducing the pressure through a regulator. Regulators must be selected for specific gases and pressures for which they are to be used. Repair to regulators will be done only by mechanics specializing in regulator repair. If a regulator is found to be operating poorly or is broken, it should be replaced immediately.

Regulators shall be connected following common "cracking" procedures. Before a regulator is removed from a cylinder valve, the cylinder valve will be closed and the gas released from the regulator. Regulators should not be connected or removed near open flames or live welding operations.

HOSES: Hoses for fuel gas and oxygen shall be easily distinguished from one another and shall not be interchanged. Typically, red hoses are for fuel gas and green hoses are for oxygen. Connections of these hoses shall be maintained according to Connection Standards and any hose or connection that has been found to be worn or in poor condition, should be replaced immediately. Hoses and connections should have backflow protection.

TORCHES: All torches should be inspected prior to use. Torches found to be clogged shall be cleaned. Lighting of torches shall be done by friction lighters or other approved devices.

GAS CYLINDERS STORAGE: Portable gas cylinders or containers will be handled with extreme care and will be stored in a well-ventilated location away from direct sunlight. All cylinders must be kept in an upright position

MCS D POLICIES AND PROCEDURES

Subject:	Hand Tools
Issue Date:	
Revision Date:	
Prepared By	MCS D Safety Committee
Approved By:	

Hand Tools

PURPOSE: The MCS D has established this policy to ensure safe working procedure for District employees who work with hand tools.

RESPONSIBILITY: Any MCS D employee who uses hand tools shall be familiar with the contents of this policy.

REFERENCE: California Code of Regulations (CCR) Title 8 Section 3556.

TRAINING: Employees will be trained to use powered hand tools.

GUIDELINES: Only trained, competent personnel will operate drills, air hammers, and other powered hand tools. However, persons undergoing training may operate such power tools under the supervision of a trained and experienced person. Employees will only use tools that are clean and in good working condition. Employees shall always use proper tools for the proper job. Examine tools for flaws, correct sizes, and cutting edges before using. Defective tools will be tagged "defective" and removed from service, or disposed of.

Appropriate tools will be used for each task. Pliers and cutters will not be used on nuts, pipe fittings, etc. The wrench designed for the particular job will be used, and stored so the pull forces the jaws onto the nut or stud head. Whenever possible, only soft metal, hard rubber or rawhide hammers will be used for striking hardened steel or other brittle metals.

Adequate care will be exuded when working with all tools, but especially for those that might result in cuts and abrasions. Sharp pointed tools will be carried in sheaths instead of loose in the pocket. Keep hands out of the path of sharp tools. When using knives or chisels, cut away from you body instead of towards you body.

Employees shall routinely clean up their immediate work area. This will be done to ensure others don't slip or trip over tools and other work materials.

When using pneumatic tools, always shut off air at manifold and bleed air hose before disconnecting machine, hand tools or air hose. Portable air drills, air hammers, air chippers, etc., will be equipped with a hand grip switch, which will shut off the supply of air when the grip is released.

If work is to be done in a confined space that requires the use of hand-held power tools, the atmosphere should be tested for the existence of explosive vapors. The selection and use of tools should be done to prevent the creation of sparks, unless the area of enclosure has been thoroughly ventilated.

PERSONAL PROTECTIVE EQUIPMENT: Use safety glasses, protective clothing, gloves, steel-toed boots, etc., appropriate to the task. Employees will not use power tools unless eye protection is worn. Eye protection will also be worn when cutting wire or strapping, which is under tension.

GAURDS: Guarding, if present, will be used at all times. Electric saws will be unplugged before changing blades. No employees will remove, replace or render inoperative any guard except for repair.

Since it sometimes becomes necessary to improvise and use other than the best type of tool for a specific job, allowance should be made for these circumstances and extra caution used.

APPROVED BY:

Date

MCSO POLICIES AND PROCEDURES

Subject:	Hazard Communication
Issue Date:	
Revision Date:	
Prepared By	MCSO Safety Committee
Approved By:	

Hazard Communication

PURPOSE: The MCSO has established this policy to ensure District employees are provided information about chemical or other substance hazards present in the workplace.

RESPONSIBILITY: The MCSO will maintain this written Hazard Communication policy and communicate hazards associated with chemicals or materials on District premises to employees. Employees may be informed by labeling, training or other forms of warning. The MCSO will also communicate this information to affected visitors, contractors and other employers on District properties.

All MCSO employees shall know whether hazardous substances are present in the work place that the employee may potentially be exposed under normal or emergency situations. Employees may request information on hazards without being discriminated against.

REFERENCE: California Code of Regulations (CCR) Title 8 Section 5194.

MEANS OF COMMUNICATION: The MCSO will communicate hazards verbally or in writing by fax, email, placards, labels, or other means.

LABELING: All containers will have a label that identifies the contents, the appropriate hazard warnings and the manufacturer's name and address. Labels will be updated from time to time to communicate more current information. Labels will not be removed or defaced.

Operations or areas may also use placards, signs, process sheets, operating procedures or other written materials to communicate hazards. Regardless of the type of communication, all warnings must be legible in English and prominently displayed on the container.

This responsibility has been assigned to each District department. To further ensure that employees are aware of the hazards of materials used in their work areas, all secondary containers will be labeled. If applicable, department supervisors will ensure that all secondary containers are labeled with either an extra copy of the original manufacturer's label or a generic label; which have a block for identity and blocks for the hazard warning. No label will be removed or defaced until the container is emptied.

MATERIAL SAFETY DATA SHEETS (MSDS): The MCSO will maintain a MSDS for all hazardous substances used for District work tasks. MSDS shall be kept in departments or in a central location. MSDS will be in English and provide detail regarding the chemical name(s), CAS number(s), physical properties, chemical properties associated physical and health hazards, potential routes of entry, exposure limits/guidelines, safe handling requirements and control measures. If this information is missing, it should so be documented on the MSDS.

MCSD POLICIES AND PROCEDURES

Subject:	Hearing Conservation
Issue Date:	
Revision Date:	
Prepared By	MCSD Safety Committee
Approved By:	

Hearing Conservation

PURPOSE: The MCSD has established this policy to establish procedures to be implemented in order to prevent hearing loss injuries related to occupational exposure.

REFERENCE: California Code of Regulations (CCR) Title 8, Sections 5096 5097.

RESPONSIBILITY: The MCSD will ensure resources to ensure adequate noise evaluation of work activities. If necessary, the MCSD shall develop a Hearing Conservation Program. Departments will need to evaluate processes to determine which ones require hearing protection and enrollment of employees into a hearing conservation program. District employees are required to follow established hearing conservation procedures.

Contractors and other employers will be required to adhere to the procedures outlined within this policy and applicable regulations while working in, and around materials requiring hearing protection on District premises.

DEFINITIONS: Audiometric testing is a method of measuring one's ability to hear various volumes at different frequencies. This is done to detect hearing loss and done by a licensed audiologist.

HEARING PROTECTION: Hearing protection will be provided to any employee exposed to an 8-hour time-weighted average (TWA) of 85 decibels or greater. Such protection will be replaced as necessary. The MCSD will ensure that multiple options of hearing protection is available to employees to ensure the greatest effectiveness and comfort. Upon initial use, Department managers shall ensure the hearing protection is worn properly. Periodic inspections may be done as well.

HEARING CONSERVATION PROGRAM: A written program shall be written if any employee is evaluated and found to be above a TWA of 85 decibels. Exposure may be assumed to be over this threshold or quantified by area or personal monitoring.

Any employee who is found to have noise exposure over this threshold shall receive an audiometric test (audiogram) within six months of being hired to establish a baseline. The audiogram is to be repeated annually thereafter unless work duties have changed and the employee is not longer exposed to noise above the Cal-OSHA threshold. These evaluations are to be provided free from cost to the employee.

TRAINING: MCSD employees working in or around equipment/ processes that create noise exposure above the 85 decibel threshold shall be trained on respective noise hazards and how to effectively wear hearing protection to prevent permanent hearing loss.

POLICY REVIEW: The Policy Review Committee and Board of Directors will review and revise this Policy as necessary. This will be done to ensure provisions within are being effectively implemented and that this Policy covers current work conditions and regulatory requirements.

Approved By:

Date

MCSO POLICIES AND PROCEDURES

Subject:	Heat Illness Prevention
Issue Date:	
Revision Date:	
Prepared By	MCSO Safety Committee
Approved By:	

Heat Illness Prevention

PURPOSE: The MCSO has established this policy to control the risk of occurrence of heat illness in outdoor work tasks of District employees.

REFERENCE: California Code of Regulations (CCR) Title 8, Section 3395.

RESPONSIBILITY: The MCSO will ensure that ample drinking water is provided for all MCSO employees working outdoors. A minimum of 1 quart per hour per employee shall be provided during each shift.

Employees shall ensure they stay hydrated with the provided drinking water. If any District employee is believed to have heat illness, they shall be removed from the work duties and allowed to cool down in the shade or otherwise effective location. Medical attention shall be sought following any heat illness experienced by a District employee.

TRAINING: All MCSO employees who work outside and their respective supervisors shall receive training. The training will include; risk factors of heat illness, importance of frequent consumption of water, acclimatization, different types and symptoms associated with heat illness, and procedures for reporting and responding to symptoms.

POLICY REVIEW: The Policy Review Committee and Board of Directors will review and revise this Policy as necessary. This will be done to ensure provisions within are being effectively implemented and that this Policy covers current work conditions and regulatory requirements.

APPROVED BY:

Date

MCSD POLICIES AND PROCEDURES

Subject:	Housekeeping
Issue Date:	
Revision Date:	
Prepared By	MCSD Safety Committee
Approved By:	

Housekeeping

PURPOSE: The MCSD has established this policy to ensure adequate maintenance of work spaces and promote safe and healthy work environments.

RESPONSIBILITY: All MCSD employees.

REFERENCE: California Code of Regulations (CCR) Title 8, Sections 1513, 5551, & 5562.

GENERAL GUIDELINES: Good housekeeping practices can play a significant role in reducing workplace accidents and injuries. Good housekeeping is a vital aspect of worksite safety inspection requirements and Cal-OSHA regulations in which work spaces are well kept in order to minimize physical hazards. Your office, work and bench areas should be kept clean and neat.

Generally, aisles and passageways should not be used for storage. Walkways, stairs, and fixed ladders will be kept clear of obstructions. This includes power extension cords, welding hoses, and other obstructions.

Keep tools and equipment arranged and stored in their proper places. Make sure that no tool or appliance has been left in any machine during repair activities that could become a hazard when the equipment is re-energized. Tools should not be stored in locations where they might fall.

Protruding nails, debris, or other hazards should be cleared from the work area as necessary.

Return all surplus materials and stock to their proper storage areas. Metal stock, lumber, and cased or created goods should be stored neatly. Round stock should be blocked, or otherwise secured, to prevent rolling (e.g. gas cylinders secured by chains in an upright position).

Clean spilled materials if able, including water, oil, or small amounts of household chemicals. Spills involving hazardous chemicals shall be addressed by appropriately trained personnel. When necessary, procedures will be developed to prevent accidental spills or leaks of flammable and combustible liquids. Procedures may also be developed for the control and clean-up of such spills or leaks.

Ground area around buildings and unit operating areas shall be kept free of weeds, trash or other unnecessary combustible materials.

APPROVED BY:

Date

MCSD POLICIES AND PROCEDURES

Subject:	Lifting Techniques
Issue Date:	
Revision Date:	
Prepared By	MCSD Safety Committee
Approved By:	

Lifting Techniques

PURPOSE: The MCSD has established this policy to provide procedures for District employees to follow in order to prevent injury while lifting objects.

RESPONSIBILITY: All District employees shall be familiar with the content of this policy.

REFERENCE: General practice.

LIFTING FORM: The position of the body is important during lifting. Altering the body's position can increase susceptibility to injury. Body position should be emphasized regardless of the weight being lifted.

Be sure to keep your back upright. Whether lifting or putting down the load, squat instead of bending at your waist. Leg muscles are substantially stronger than back muscles. Also, bending at the waist adds the weight of your body to the load you're lifting. Avoid twisting during lifting, as it can cause injury. Keep the load close to the body, as the closer it is to the spine, the less force exerted on the back. Footing is also important. Be sure to maintain firm footing with your feet shoulder-width apart for a stable stance.

GENERAL LIFTING GUIDELINES: Employees should take precautions and be aware that rings and loose clothing may interfere with one's ability to safely lift an object. Before any material is handled, it should be examined for sharp edges, protrusions, signs of weakness, or other factors likely to cause injury. Defective or broken strapping on cargo will be removed, repaired, or replaced before handling.

When necessary, the MCSD will evaluate current processes to determine proper procedures are being utilized or if alterations to work practices are necessary.

MOVING A LOAD: Care should be taken while moving an object. Employees shall avoid twisting while holding a load. Never carry a load that blocks your vision. Wheelbarrows, hand trucks, and other similar devices will not be so heavily loaded, or loaded in an unbalanced manner, that they can't be easily handled.

GENERAL LOAD PLACING GUIDELINES: Fingers and toes should be in the clear before setting down any materials or equipment. Employees shall verify that other employees are not in harm's way of the load prior to placement.

HEAVY LOADS: Some items can't be lifted by one individual. Any time excessive force is needed to lift an object, the lift should be done in teams.

MECHANICAL LIFTING: Some loads can only be lifted and moved by using mechanical means. When mechanical means are implemented, employees shall stand clear of all overhanging loads. Cranes with long chains or swinging loads should only be moved with extreme caution. Cranes or hoisting mechanisms will be labeled with the load limit and no person will lift loads exceeding the limit.

APPROVED BY: _____

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MCSD POLICIES AND PROCEDURES

Subject:	Lockout / Tag Out
Issue Date:	
Revision Date:	
Prepared By	MCSD Safety Committee
Approved By:	

Lock Out / Tag Out

PURPOSE: The MCSD has established this policy to establish procedures to be implemented in order to prevent injuries resulting from accidental start-up or release of energy from equipment during repair and maintenance activities. Written procedures are required to ensure proper procedures are adhered to for each piece of District-owned/ operated equipment that may require lockout/ tag out procedures.

REFERENCE: California Code of Regulations (CCR) Title 8, Sections 3314 & 3341.

RESPONSIBILITY: The MCSD will provide resources to ensure adequate evaluation and development of hazardous energy control procedures. Departments will need to evaluate processes to determine which ones require such written procedures. District employees are required to follow established lockout/ tag out procedures.

Contractors and other employers will be required to adhere to the procedures outlined within this policy and applicable regulations while working in, and around materials requiring lockout/ tag out on District premises.

DEFINITIONS: Hazardous energy control procedures are written steps detailing how a specific process will control hazardous energy during maintenance and repair activities. Procedures are required for all equipment that could release energy during such activities.

A lockout device is a method used for isolating or securing machinery and equipment from mechanical, hydraulic, pneumatic, chemical, electrical, thermal, or other energy sources.

A tag is any paper or other material used to identify a hazardous condition (e.g., shutdown of electrical circuit for maintenance).

LOCK OUT: All equipment shall be evaluated prior to maintenance activities in order to sufficiently evaluate whether lockout/ tag out procedures are required. Lockout will be required any time there is a potential for release of energy during maintenance activities. All moving parts will also be blocked to prevent unanticipated movement (e.g., a rotating fan blade).

Lockout shall be done by each employee working on the piece of equipment. Only the person who has placed the lock shall be allowed to remove the lock. If repair work is to last longer than 1 shift, no lock shall be removed unless a member of the oncoming shift has first placed their lock on the clasp.

TAGS: All tags shall be labeled with "Danger" or "Caution," followed by more specific details regarding the present hazard or work being done. Names of the person locking out the device shall be on the tag. The tag *must* be legible and affixed as closely as possible to lock or the area of the hazard.

TRAINING: District employees working in or around equipment/ processes that may be lock/tagged out shall be trained on the meaning of tags. They will also be trained on proper procedures and those specific to certain pieces of equipment and machinery.

POLICY REVIEW: The Policy Review Committee and Board of Directors will review and revise this Policy as necessary. This will be done to ensure provisions within are being effectively implemented and that this Policy covers current work conditions and regulatory requirements.

Approved BY:

Date

MCSO POLICIES AND PROCEDURES

Subject:	Machinery & Machine Guarding
Issue Date:	
Revision Date:	
Prepared By	MCSO Safety Committee
Approved By:	

Machinery & Machine Guarding

PURPOSE: The MCSO has established this policy for District employees working with machines and associated guarding.

RESPONSIBILITY: All MCSO employees who operate machinery or equipment.

REFERENCE: California Code of Regulations (CCR) Title 8 Sections 3942-3944 and 4183-4187.

MACHINERY GUIDELINES: Employees may operate machinery or equipment only after receiving full instruction on its safe operation. Employees will report any defective or malfunctioning machinery to a supervisor immediately. All equipment will be operated following general guidelines. This includes ensuring everyone is clear before starting machines and that loose clothing are not worn while working near moving machinery. Machinery should be completely stopped and have energy sources appropriately locked out before maintenance or repair activities can begin.

All gears, belts, pulleys or other power-transmission equipment will be adequately safety guarded. Machine guards and safety devices will be kept in place at all times, except when necessary to remove for repairs and maintenance. Machinery should be stopped before adjusting, oiling or cleaning. A brush will be used for cleaning chips away from machinery, equipment or work benches.

ANCHORING: All equipment and machines that are designed for use in a fixed location shall be securely anchored to prevent walking or moving.

GUARDING: All guards will be appropriate for the hazards involved and adequately guard moving parts, including rolls. All new equipment will be evaluated prior to use to insure appropriate style and coverage of guards in place. Guards will be placed in locations as close as possible to moving parts. Employees will not alter or otherwise make any guard inoperable.

INSPECTION: MCSO department supervisors will evaluate their facilities to determine equipment that requires guarding or other control. Employees shall inspect guards and controls before using equipment to ensure they are in good working condition. Equipment with broken/missing guards will be reported immediately and will not be used until the appropriate repairs are made.

LOCK OUT/TAG OUT: The lock out/tag out procedure applies to any operation in which there may be an unexpected energization, start up, or release of stored energy. It applies to equipment such as motor pumps, air compressors, lighting, elevators, piping valves, wood shop equipment, boilers, welders, fans, switch gear and transformers. Employees shall follow procedures outlined in the District's Lock Out/ Tag Out policy to protect from unexpected energizing.

TRAINING: MCSO employees must be trained in safe operation prior to operating equipment and machinery. The training will include identifying and discussing current hazards along with the purpose and function of guarding in place to protect from those hazards. Retraining may be necessary if hazards change or there is a change to the procedures.

PROGRAM EVALUATION: The Policy Review Committee and Board of Directors will review and revise this Policy as necessary. This will be done to ensure provisions within are being effectively implemented and that this Policy covers current work conditions and regulatory requirements.

Approved By:

Date

MCSO POLICIES AND PROCEDURES

Subject:	Motor Vehicles and Driving Safety
Issue Date:	
Revision Date:	
Prepared By	MCSO Safety Committee
Approved By:	

Motor Vehicles and Driving Safety

PURPOSE: The MCSO has established this policy for safe operation of District vehicles.

RESPONSIBILITY: All MCSO employees who operate District vehicles shall be familiar with the content of this policy.

REFERENCE: General practice.

PRIOR TO DRIVING: Operators of District-owned motor vehicles are responsible for checking the vehicle's safety devices before driving the vehicle. This includes seat belts, tire air pressure, side and rear-view mirrors and the functionality of brakes and blinkers, among others. If conditions are identified that could create an unsafe condition on the road, they should be reported immediately and the vehicle should not be used until the issue(s) is corrected.

KEYS TO SAFE DRIVING: MCSO employees shall exude caution and tactics of defensive driving similar to the Smith System 5 Keys to Safe Driving. These keys include 1) Aim High in Steering, 2) Get the Big Picture, 3) Keep Your Eyes Moving, 4) Leave Yourself an Out, and 5) Make Sure They See You.

DRIVING REGULATIONS: All drivers will obey and comply with the provisions of the California Vehicle code and all California traffic regulations. All employees who drive District vehicles will have a valid driver's license in their possession (Law Enforcement is exempt from this requirement).

All costs of citations for traffic law moving violations are the responsibility of the employee. MCSO employees are prohibited from smoking in all District vehicles. Cell phone and other electronic devices are also restricted while operating a motor vehicle. Refer to the District's Wireless Communication Policy for details.

Seat belts will be worn by the driver and all passengers whenever the vehicle is in operation.

LOAD RESTRICTIONS: Employees shall attempt to have all loads fully within the vehicle. Any load or cargo that extends four (4) feet beyond the end the truck or trailer will be clearly marked with a red warning flag or cloth not less than sixteen (16) inches.

BACKING UP: It is important to back up only when the operator is sure it is safe. Trucks will not back up without an employee on the ground to the rear of the truck, visible to the driver and who will ensure that the backing area is clear and safe. If the driver is alone, the employee shall get out of the truck and check the area to the rear before backing up. Backup warning devices will in no way be deactivated or muffled.

EMERGENCIES: Drivers of emergency vehicles are reminded that the exemptions enumerated in the California Vehicle Code do not relieve them of the duty to drive with due regard for safety of all persons using the highway. The provisions of this section will not protect any such driver from the consequences of an arbitrary exercise of the privileges declared in this section.

PARKING: Employees shall exercise caution when parking to prevent contacting other vehicles and to ensure they are in appropriate parking spaces. Prior to exiting the vehicle, the engine is to be stopped and ignition keys removed. This may vary in departments where a different procedure exists, particularly for emergency or maintenance vehicles.

LOOSE MATERIALS: Articles, tools, equipment, etc., in District cars and truck cabs will be stored in such a manner as not to interfere with vision or proper vehicle operation in any way.

Approved By;

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MCSO POLICIES AND PROCEDURES

Subject:	Office Safety and Ergonomics
Issue Date:	
Revision Date:	
Prepared By	MCSO Safety Committee
Approved By:	

Office Safety and Ergonomics

PURPOSE: The MCSO has established this Policy for ensuring general office safety and prevention of repetitive motion injuries (RMI's).

RESPONSIBILITIES: All MCSO employees working in office environments shall be familiar with the content of this Policy.

REFERENCE: California Code of Regulations (CCR) Title 8, Section 5110 and general practice.

GENERAL RULES FOR OFFICE SAFETY: District buildings will be maintained in a safe condition. This includes ventilation, lighting, housekeeping and maintenance. Damage to District buildings should be reported so appropriate action and possible repairs can be scheduled.

Employees will also be responsible for maintaining safe working conditions. They shall report all unsafe conditions to their supervisor. This may include: defective equipment; splintered, rough surfaces, and sharp corners; frayed extension chords; trip hazards; or more. If possible, any unsafe condition should be addressed (e.g., close a drawer, or move a trip hazard).

Walkways, hallways and stairways shall be kept free of trip hazards. Stairs will have necessary hand rails and appropriate tread. Carpets and rugs will be secure. Any damage to flooring should be reported so it may be repaired as necessary to eliminate trip hazards. Wet floors should be marked immediately to warn against slip hazards.

Materials should not be stored directly above an employee's desk without appropriate restraints. A stepladder or stool will be used to reach materials out of reach. DO NOT stand on chairs, boxes, counter tops, desktops, or crates. No objects should be stored in a manner that blocks a sprinkler head. Heavier objects should be placed at an easily accessible height. All book cases, shelves and cabinets shall be secured to the wall to prevent tipping.

Electric power strips must be plugged directly into the wall outlet. All electric cords must be in good condition, free of fraying or exposed wires.

Proper precautions should be taken to avoid catching hair, ties, jewelry or clothing in moving parts. DO NOT operate any office machinery having moving or rotary parts.

Other unsafe conditions, not described above, may exist within a District building and shall be addressed on an individual basis.

MCSD POLICIES AND PROCEDURES

Subject:	Protective Clothing and Safety Devices
Issue Date:	
Revision Date:	
Prepared By	MCSD Safety Committee
Approved By:	

Protective Clothing and Safety Devices

PURPOSE: The MCSD has established this policy to ensure District employees wear and use proper protective clothing and safety devices, also known as personal protective equipment (PPE) during necessary work tasks.

REFERENCE: California Code of Regulations (CCR) Title 8 Sections 1514, 1519-1522, 3303, and 3380-3385.

RESPONSIBILITY: The MCSD is responsible for selecting and providing necessary PPE to complete a specific job along with requiring all District employees to wear the necessary PPE. All selected PPE will meet the standards approved by the American National Standards Institute (ANSI), Bureau of Standards or other recognized authorities. The PPE will also be clearly labeled with the manufacturer's name.

Areas where specific PPE is required will be appropriately marked. Only appropriately trained and authorized employees wearing the proper PPE will be allowed into these areas. Visitors to District sites will be informed of the PPE requirements and will be required to adhere to practices at least as stringent as the District's Policy. It may be necessary for visitors to be escorted while on District premises.

MCSD employees shall wear/use PPE in accordance with the manufacturer's instructions. Employees shall also maintain PPE in a sanitary and working condition. Employees will clean PPE as necessary.

BODY PROTECTION: Body protection will be worn to protect contamination of clothing and prevent skin contact. The level of protection will be determined on a case-by-case basis. No loose protective clothing shall be worn around moving machinery.

EYE & FACE PROTECTION: MCSD employees will be required to wear eye and face protection where there is a danger of injury from flying particles, hazardous substances, or light rays (e.g., welding) that can't be controlled by guarding or other engineering controls. The type of protection needed will be evaluated for specific work tasks and be suitable for the hazard. Side shields will be required whenever there are airborne particles or objects that may contact the employee from the side. Full-face splash shields will be worn during operations where chemical splashing could occur. Eye and face protection used by the District will meet ANSI Z87.1-1989.

Employees with prescription eyewear may be able to wear protection over their eyeglasses or may wear prescription eyewear that meets the appropriate standards.

Protection from lasers will be evaluated for specific job tasks.

FOOT PROTECTION: Appropriate foot protection will be worn by MCSD employees who are exposed to possible foot injuries (e.g., electrical, temperature, falling objects, or crushing). Footwear will meet the

MCS D POLICIES AND PROCEDURES

Subject:	Respiratory Protection
Issue Date:	
Revision Date:	
Prepared By	MCS D Safety Committee
Approved By:	

Respiratory Protection

PURPOSE: The MCS D has established this policy for employees who wear respiratory protection (whether required or voluntarily) during work activities to protect themselves from respiratory hazards. It is the District's preference to prevent respiratory hazards through implementation of accepted engineering control measures. Respiratory protection will be implemented where engineering controls are not feasible.

REFERENCE: California Code of Regulations (CCR) Title 8 Section 5144.

RESPONSIBILITY: The MCS D will designate a Policy Administrator and provide all necessary respiratory protection, training, and medical evaluations at no cost to the employee. All MCS D employees who wear respiratory protection during work activities will be responsible for full implementation of this Policy. Employees will also be responsible for properly wearing and maintaining their respirators and ensuring that this program is maintained.

MEDICAL EVALUATION: No employee is allowed to wear a respirator without first obtaining written medical clearance from a licensed physician selected and contracted with by the MCS D. All employees wearing respiratory protection will have their medical status reviewed prior to using a respirator and annually or as needed thereafter by a questionnaire or examination. An exam may be required depending on results of the questionnaire. A licensed physician will be available to employees to discuss the questionnaire or examination results. All questionnaires and examinations will be confidential.

The MCS D will ensure the licensed physician is provided with appropriate information, including specifics about the type of respirator to be worn, duration and frequency of use, expected work effort, additional personal protective equipment (PPE) to be worn and the expected temperature and humidity. A copy of the District's written Program will also be provided to the physician.

RESPIRATOR SELECTION: MCS D employees will be provided with three (3) different air-purifying respirator models in order to ensure the respirator is acceptable to, and correctly fits, the user. The type and level of protection will be determined according to the specific hazard, current conditions, existing standards, and in accordance with the manufacturer's instructions. An appropriate assigned protection factor will be applied to each type of respirator to ensure use below any maximum use concentrations. MCS D employees will not work in conditions requiring air-supplied respiratory protection, unless the specific condition has been appropriately reviewed and procedures have been implemented to ensure safety of affected employees.

Respirator filter cartridges and canisters are designed to protect against specific hazards and must have an approval label from the National Institute of Occupational Safety and Health (NIOSH). Employees will follow all manufacturer's instructions to ensure proper use and storage. Change-Out schedules will be determined for each specific job and communicated to the necessary personnel.

Respiratory Protection

RECORD KEEPING: The MCSD will maintain records of medical evaluations, fit-testing, training, and documentation associated with this Policy.

TRAINING: All MCSD employees required to wear respiratory protection will receive training annually or sooner as otherwise necessary. The training will cover several topics, including: why respiratory protection is needed, proper use, maintenance, inspection, storage and other information outlined in this Policy.

POLICY REVIEW: The Policy Review Committee and Board of Directors will review and revise this Policy as necessary. This will be done to ensure provisions within are being effectively implemented and that this Policy covers current work conditions and regulatory requirements.

APPROVED BY:

Date

MCSD POLICIES AND PROCEDURES

Subject:	Street Work Area Protection
Issue Date:	
Revision Date:	
Prepared By	MCSD Safety Committee
Approved By:	

Street Work Area Protection

PURPOSE: The MCSD has established this policy to establish safe working procedures while working in or near District streets , alleys and roadways.

REFERENCE: California Code of Regulations (CCR) Title 8, Section 1599.

RESPONSIBILITY: The MCSD will provide training and necessary equipment for traffic control needed to safely perform work activities in /or around streets. All District employees performing work, in and around streets / alleys, shall be appropriately trained to work around traffic and implement necessary safety procedures.

PROCEDURE: Any District project that is to be conducted in or alongside a street, alley or roadway shall be done while implementing appropriate controls that direct traffic around the established work area(s). The controls used should minimize interference with the flow of traffic, however, worker health and safety will not be compromised under any circumstance.

Each project must be carefully considered when evaluating what controls shall be used. Factors to consider include: the nature and extent of the work being done; the size and number of lanes involved; the type of road surface; sharpness of curves; presence of hills and grades, intersections, parking areas, shoulders and curbs; speed and volume of traffic; illumination; and possible fire hazards, if flares are used.

Several items can be used to control, or re-direct traffic. When possible, controls implemented will follow existing regulations and procedures detailed within the California Manual on Uniform Traffic Control Devices for Streets and Highways published by the State Department of Transportation. When implemented, controls will be placed so as to provide advanced warning to drivers far enough ahead to allow ample time to reduce speed and change course, or stop, if necessary. Consideration must be carefully given to the placement of all advanced warnings and signs so they can be seen in heavy traffic either above, or to the side of the vehicle, or both, if practical.

Any item used to control traffic shall be clearly visible. Such controls may include one or more of the following: fence barricades, orange traffic cones or pylons with reflective coating, red warning flags and holders (low and high levels), signs, and flashing amber lights.

When barricades and warning signs can't be used to control moving traffic, flaggers must be used. Flaggers will operate according to the procedures specified in CCR Title 8, Section 1599. No City employee shall perform flagger duties without proper training.

MCSD POLICIES AND PROCEDURES

Subject:	Tree Work
Issue Date:	
Revision Date:	
Prepared By	MCSD Safety Committee
Approved By:	

Tree Work

PURPOSE: The MCSD has established this policy to ensure safe working procedures during trimming, repairing, removal or other tree work.

RESPONSIBILITY: All MCSD employees engaging in tree work shall comply with procedures set forth within this policy.

REFERENCE: California Code of Regulations (CCR) Title 8, Sections 3421, 3425, and 3426.

PROCEDURES: All employees conducting tree work shall be appropriately trained on proper use of equipment, procedures and hazards affiliated with job tasks. Training may also include identification of common poisonous plants and potentially hazardous areas (e.g., steep terrain) that are common to the area where work is to be done.

Prior to conducting work in a tree, the employee in charge will ensure that a vehicle is available to transport an injured employee to a medical facility if necessary. The route to the nearest hospital will be discussed at a tailgate training session prior to work beginning.

As a general rule, only one person should work in a tree at a time, especially during pruning operations near electric wires. Goggles or safety eyewear must be worn at all times. Hard hats will be worn at all times by all employees working on the ground and in the tree.

When working in wet or damp trees, extra caution should be used since wet bark may be slippery and rope knots may slip if ropes are wet.

No machinery or equipment will be used within ten (10) feet of any power line or live circuit. If contact is established between the boom and power wire of charged telephone wire, stand, or cable, always bear in mind that the entire truck and its contents may become electrically charged. If this happens, break contact immediately, or if not possible to do so, alert everyone on the ground not to attempt to enter or leave the truck or touch any part of it while on the ground.

Employees operating chippers or chains saws are required to wear hearing protection at all times.

EQUIPMENT: Equipment shall be kept in good working order. All equipment and safety devices that are to be used will be inspected prior to beginning work. The operation of a chain saw while standing on a ladder will be avoided wherever possible. The use of power saws shall be done in strict accordance with CCR Title 8 Section 3425. Ropes used shall have a minimum diameter of one-half (½) inch with a nominal breaking strength of 2,300 pounds. Gaffs should be kept sharpened and covered with leather guards when not in use.

OTHER HAZARDS: Some gas-powered tools produce a significant level of noise. It may be necessary to evaluate the sound levels associated with this equipment. For more information see the District's Noise Control Policy.

It is likely that tree work will be done above ground, creating potential fall hazards. These hazards will need to be addressed. See the District's Fall Protection Policy for more information.

Pruning and tree work is likely to occur in or near roadways. In these instances, appropriate traffic controls will be required. See the District's Street Work Protection Policy for more information.

Approved By: _____

Date _____

MCSD POLICIES AND PROCEDURES

Subject:	Trenching, Excavation, & Subsurface Operations
Issue Date:	
Revision Date:	
Prepared By	MCSD Safety Committee
Approved By:	

Trenching, Excavations, & Subsurface Operations

PURPOSE: The MCSD has established this policy to ensure safe work procedures for District employees engaging in trenching and excavation work activities. These procedures shall be strictly adhered to in order to prevent contact with utilities and potential engulfment.

REFERENCE: California Code of Regulations (CCR) Title 8 Section 1541.

RESPONSIBILITY: The MCSD will provide all equipment for safe excavation work and appropriate training to impacted employees. All District employees who work in or conduct any trenching or excavation shall do so following safety working practices identified here in and in existing regulations.

TRAFFIC CONTROL: Prior to the start of any excavation or trenching in a road or sidewalk, suitable signs, barricades and/or warning methods will be placed at intervals of twenty five (25) feet or less, directing traffic (pedestrian or vehicle) around the vicinity of the excavation work. See the District's Street Work Area Protection Policy for more information.

GUIDELINES: Only MCSD employees who have been sufficiently trained shall partake in excavations and trenching. Hard hats, safety vests and other personal protective equipment (PPE) will be worn at all times by workers in or around excavation, trenches, tunnels, sewers or other sub-surface operations as deemed appropriate.

Before beginning any trenching or excavation work, the area to be trenched should be determined and a utility location procedure shall be conducted by a qualified person for gas, electric, phone, cable, and other subsurface installations. When excavation or boring operations approach the approximate location of subsurface installations the exact location of the installations shall be determined by safe and acceptable means. These means will prevent damage to the subsurface installation, as provided by Government Code Section 4216.4. It may be necessary to prop up or otherwise support these subsurface installations. If any subsurface installation is damaged, it should immediately be reported to the on-site supervisor.

Only one (1) person should direct the operation of excavating machinery. All persons working around excavating machinery should position themselves so they are visible to the heavy equipment operator and so they are not in danger of falling into the trenching/excavation.

REQUIREMENTS OF EXCAVATIONS: No excavation should be done which could cause the undermining of foundations, retaining walls, or other structures until adequate safety measures have been taken.

MCSO POLICIES AND PROCEDURES

Subject:	Vehicle Accident Reporting & Investigation
Issue Date:	
Revision Date:	
Prepared By	MCSO Safety Committee
Approved By:	

Vehicle Accident Reporting and Investigation

PURPOSE: The MCSO has established this policy to specify actions to be taken following any vehicular accident involving any District employee either while on District business or off duty while in a District vehicle. Actions will include immediate reporting and possibly a follow-up investigation.

RESPONSIBILITY: All MCSO employees involved in a vehicular accident while on District business and/or in a District vehicle.

REFERENCE: General practice.

REPORTING: All vehicular accidents must be reported to the local traffic enforcement agency (e.g., Sheriff's Department, Highway Patrol) immediately, regardless of injury severity and extent of damage. After notifying the Sheriff's Department or appropriate agency, the employee shall notify their immediate supervisor. The supervisor will then notify the General Manager.

NOTE: At the accident scene, employee should refrain from making any statements as to fault or liability to anyone other than the Sheriff, PD or Highway Patrol Officer.

INVESTIGATION: Accidents involving multiple vehicles, private property, injuries or any other non-District property will be investigated by the Sheriff's Department or appropriate agency. All other accidents where it is not necessary to notify the Sheriff's Department (e.g., accident involving District property with no injuries) will be investigated by the departmental supervisor. The supervisor's investigation will include:

1. The name, classification, division and department of the employee;
2. A description of the District-owned or personal equipment involved in the accident and its condition;
3. Signed statements of the employee involved in the accident with the understanding that disciplinary action may result if the employee is found to be at fault;
4. Signed statement of any employee and/or individual witnessing the accident;
5. A statement by the supervisor indicating the supervisor's conclusion as to whether or not the accident was preventable.

The investigation report, whether written by the departmental supervisor or Sheriff's Department, shall be forwarded to the General Manager.

Approved By:

Date

MCSO POLICIES AND PROCEDURES

Subject:	Workplace Security and Violence Policy
Issue Date:	
Revision Date:	
Prepared By	MCSO Safety Committee
Approved By:	

WORKPLACE SECURITY AND VIOLENCE POLICY

PURPOSE:

The MCSO is committed to providing a workplace that is safe, secure and free from threats or acts of violence. This includes prohibiting any threatening or committing any act of violence while on duty, while on District-related business or while operating any vehicle or equipment owned or leased by the District. All acts or threats of violence toward any employee by anyone will be taken seriously and will not be tolerated. Although some violence results from societal problems that are beyond the District's control, District management in an effort to increase protection for employees and visitors, established this Workplace Security and Violence Policy.

RESPONSIBILITY:

In order to achieve the District's goal of providing a workplace that is secure and free from violence, the support of all employees is required. **Acts or threats of violence toward an employee by anyone, e.g., supervisory personnel, independent contractor, co-worker, or the general public, shall not be tolerated and must be reported immediately to appropriate supervisory staff.** Managers are responsible for reporting the threats to the General Manager or Sheriff's Department.

REFERENCES:

This policy applies to all MCSO employees, volunteers and contractors, and visitors.

DEFINITIONS:

Acts of violence include: intimidating, threatening or hostile behavior, physical abuse, vandalism, arson, sabotage, having a weapon or any other act which endangers or threatens to endanger employees in the workplace, whether intentional or reckless. These acts may include: shootings, bomb-threats, hostage situations, rape, assault, burglary, kidnappings, among others.

A threat of violence includes any behavior that, by its nature, could be interpreted as intent to cause physical harm to another individual.

Workplace includes all District facilities where employees, staff, vendors, contractors, and volunteers are engaged in District business.

Workplace Security and Violence Policy

until police arrive or as long as possible. The General Manager shall also be notified when it can be done safely. Remain calm and wait for the Sheriff to arrive. Avoid contact with the assailant, if possible, and take cover, if necessary.

BOMB-TRHEAT SITUATIONS: MCSD employees shall immediately report all bomb threats by calling 9-9-1-1. Provide as much information regarding the situation as possible. The General Manager shall also be notified when it can be done safely.

MCSD employees will not search for the bomb. They will follow the directions of the authorized person(s) and evacuate to the designated area if so ordered.

HOSTAGE SITUATIONS: The following steps are to be followed in any hostage situation in an attempt to defuse the situation or delay violence until the Sheriff's Department arrives. Because these situations are extremely volatile, every effort should be made to keep emotions and the situation as neutral as possible. This begins with maintaining one's personal composure, calming the suspect and obeying the suspect's demands. At no point should any District employee argue, provoke a fight or otherwise agitate the suspect.

If possible, communicate the situation to responding personnel. Information that should be communicated includes the number, description, and exact locations of the assailants; types of weapons, the demands that have been made, and any injuries that are a result of the hostage situation. In situations where communication is not allowed, remain calm and wait for help to arrive.

APPROVED BY:

Date

WORKPLACE VIOLENCE PREVENTION PLAN GENERAL INDUSTRY

Date: March 8, 2024

Instructions

Senate Bill ([SB553](#)) was signed into law on September 20, 2023. This Plan template is provided to assist with the development and implementation of the new workplace violence prevention requirements for general industry, which are effective on **July 1, 2024**.

The [Cal/OSHA model Plan](#) was used as a starting point. We have added several sample processes and procedures for your convenience; however, a thorough review is recommended along with modifications where warranted. Highlighted content indicates customization is needed.

The following employers, employees, and places of employment are exempt from these requirements:

- Those who are required to comply with [CCR 3342](#), Violence Prevention in Healthcare. This includes firefighters and other emergency responders when providing emergency medical services and medical transport.
- POST participating law enforcement agencies and the Department of Corrections.
- Employers with less than 10 employees and no public access.
- Employees teleworking from a location of the employee's choice, which is not under the control of the employer.

Resources:

SDRMA [MemberPlus Risk Control Page](#)

- [Manager's Advisory](#)
- [Workplace Violence Prevention Plan Template](#)
- [Incident Log](#)
- [Hazard Assessment & Correction form](#)

Cal/OSHA

- [WPV Employer Factsheet](#)
- [WPV Worker Factsheet](#)
- [All Cal/OSHA Publications](#)

Questions? Contact Henri Castro, SDRMA Risk Control Manager, at hcastro@sdrma.org or Eric Lucero, Sr. Risk Control Specialist, at elucero@sdrma.org.

Please remove this page when developing your Plan.

Name of District
Workplace Violence Prevention Plan

Insert Date

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Appendices

- A. Workplace Violent Incident Log
- B. Workplace Violence Prevention Hazard Assessment & Correction Form
- C. Workplace Violence Emergency Response Scenarios & Procedures
 - Workplace Violence Act or Threats
 - Active Shooter
 - Bomb Threat
 - Civil Unrest
 - Medical Emergencies
 - Suspicious Package

Policy

Name of District is committed to providing a work environment that is free of disruptive, threatening, or violent behavior involving any employee, appointed or elected official, volunteer, contractor, client, or visitor. Our policy is to establish, implement, and maintain an effective Workplace Violence Prevention Plan (Plan) that addresses the hazards known to be associated with four types of workplace violence as defined by Labor Code Section 6501.9. Our written Plan is located at enter location of Plan.

The following employers, employees, and places of employment are exempt from these requirements: Remove this section or bullets that don't apply.

- Those who are required to comply with CCR 3342, Violence Prevention in Healthcare. This includes firefighters and other emergency responders when providing emergency medical services and medical transport.
- POST participating law enforcement agencies and the Department of Corrections.
- Employers with less than 10 employees and no public access.
- Employees teleworking from a location of the employee's choice, which is not under the control of the employer.

Definitions

Emergency: Unanticipated circumstances that can be life threatening or pose a risk of significant injuries to employees or other persons.

Engineering Controls: An aspect of the built space or a device that removes a hazard from the workplace or creates a barrier between the employee and the hazard.

Log: The violent incident log required (Appendix A).

Plan: The workplace violence prevention Plan.

Serious Injury or Illness: Any injury or illness occurring in a place of employment or in connection with any employment that requires inpatient hospitalization for other than medical observation or diagnostic testing, or in which an employee suffers an amputation, the loss of an eye, or any serious degree of permanent disfigurement, but does not include any injury or illness or death caused by an accident on a public street or highway, unless the accident occurred in a construction zone.

Threat of Violence: Any verbal or written statement, including, but not limited to, texts, electronic messages, social media messages, or other online posts, or any behavioral or physical conduct, that conveys an intent, or that is reasonably perceived to convey an intent, to cause physical harm or to place someone in fear of physical harm, and that serves no legitimate purpose.

Work Practice Controls: Procedures and rules which are used to effectively reduce workplace violence hazards.

Workplace Violence: Any act of violence or threat of violence that occurs in a place of employment. Includes, but is not limited to the following:

- The threat or use of physical force against an employee that results in, or has a high likelihood of resulting in, injury, psychological trauma, or stress, regardless of whether the employee sustains an injury.
- An incident involving a threat or use of a firearm or other dangerous weapon, including the use of common objects as weapons, regardless of whether the employee sustains an injury.
- The following four workplace violence types:
 - **Type 1 violence** - Workplace violence committed by a person who has no legitimate business at the worksite and includes violent acts by anyone who enters the workplace or approaches employees with the intent to commit a crime.
 - **Type 2 violence** - Workplace violence directed at employees by customers, clients, patients, students, inmates, or visitors.
 - **Type 3 violence** - Workplace violence against an employee by a present or former employee, supervisor, or manager.
 - **Type 4 violence** - Workplace violence committed in the workplace by a person who does not work there but has or is known to have had a personal relationship with an employee.
 - Workplace violence does not include lawful acts of self-defense or defense of others.

Responsibility and Authority

Workplace Violence Prevention Plan Administrator

The enter name/titles, is the designated Workplace Violence Plan Administrator and has the authority and responsibility for developing, implementing, and maintaining this Plan.

Managers and Supervisors

Responsibilities include:

- Implementing the Plan in their respective work areas.
- Providing input to the Administrator regarding the Plan.
- Participating in investigations of workplace violence reports.
- Answering employee questions concerning this Plan.

Employees

Responsibilities include:

- Complying with the Plan.
- Maintaining a violence-free work environment.
- Attending all training.
- Following all directives, policies, and procedures.
- Reporting suspicious persons in the area and alerting the proper authorities when necessary.

Employee Active Involvement

The District ensures the following policies and procedures to obtain the active involvement of employees and authorized employee representatives in developing and implementing the Plan.

- Management will work with and allow employees and authorized employee representatives to participate in:
 - Identifying, evaluating, and determining corrective measures to prevent workplace violence. This includes, but is not limited to, periodic safety meetings with employees and their representatives to discuss the identification of workplace violence related concerns and hazards, and to evaluate the concerns to identify corrective action.
 - Designing and implementing training by encouraging employees to provide feedback and suggestions to help customize the training materials and sessions.
 - Reporting and potentially assisting in the investigating of workplace violence incidents.
- Management will ensure that all workplace violence policies and procedures within this Plan are clearly communicated and understood by all employees. Managers and supervisors will enforce the rules fairly and uniformly.
- All employees will follow all directives, policies, and procedures, as outlined in this Plan, and assist in maintaining a safe work environment.
- The Plan shall be in effect at all times and in all work areas and be specific to the hazards and corrective measures for each work area and operation.

Compliance

The Administrator is responsible for ensuring the Plan is clearly communicated and understood by all employees. The following techniques are used to ensure all employees understand and comply with the Plan:

- Informing all employees of the Plan during new employee safety orientation training and ongoing workplace violence prevention training.

- Providing comprehensive workplace violence prevention training to managers and supervisors concerning their roles and responsibilities for Plan implementation.
- Evaluating employees to ensure their compliance with the Plan, and recognizing employees who demonstrate safe work practices that promote the elements of the Plan.
- Disciplining employees for failure to comply with the Plan in accordance with the compliance requirements outlined in our District's Injury & Illness Prevention Program.

Communication

We recognize that open, two-way communication between our management team, staff, and other employers, about workplace violence issues is essential to a safe and productive workplace. The following communication system is designed to facilitate a continuous flow of workplace violence prevention information between management and staff in a form that is readily understandable by all employees, and consists of the following:

- New employee orientation includes workplace violence prevention policies and procedures.
- Workplace violence prevention training, at least annually.
- Regularly scheduled meetings that address security issues and potential workplace violence hazards.
- Effective communication between employees and supervisors about workplace violence prevention and concerns.
- Posted or distributed workplace violence prevention information.
- Encouraging employees to inform their supervisors about any threats of violence or workplace violence. Employees may use the Workplace Violent Incident Log (Appendix A) to assist in their reporting of incidents. No employee will be disciplined for reporting any threats of violence or workplace violence.
- Employees will not be prevented from accessing their mobile or other communication devices to seek emergency assistance, assess the safety of a situation, or communicate with a person to verify their safety. Employees' concerns will be investigated in a timely manner and they will be informed of the results of the investigation and any corrective actions to be taken.

Coordination with Other Employers

The District will implement the following effective procedures to coordinate implementation of our Plan with other employers to ensure those employers and their employees understand their respective roles:

- All employees will be trained in workplace violence prevention.
- Workplace violence incidents involving any employee are reported, investigated, and recorded.

- At a multiemployer worksite, the District will ensure that if our employees experience a workplace violence incident, we will record the information in the Violent Incident Log and provide a copy to the controlling employer.

Workplace Violence Incident Reporting Procedures

Employees should report all threats or acts of workplace violence to their supervisor or manager. The supervisor or manager will be required to inform the Administrator. In the event a supervisor or manager is not available, the employee can report an incident directly to the Administrator or Human Resources. Add procedure for anonymous reporting, if available. A strict non-retaliation policy is in place.

Emergency Response Procedures

The following procedures and Appendix C must be customized to your District's operations. We recommend using information from your District's Emergency Action Plan and/or modifying the following procedures as warranted.

In the event of an actual or potential workplace violence emergency, the employee should determine the best immediate reporting option based on the situation and circumstances. The methods of reporting emergencies include, but are not limited to:

- Dialing 911.
- Immediately notifying the manager, supervisor, Administrator, or Human Resources.
- Include other emergency reporting methods if warranted.

Upon being notified of a workplace violence emergency, the Administrator or designated "person-in-charge" will determine if emergency procedures should be activated and if evacuation or shelter-in-place procedures should be implemented.

Refer to Appendix C for procedures on how to respond to specific workplace violence emergency scenarios.

Workplace Violence Hazard Assessment

A Workplace hazard assessment will be conducted by the Administrator, and other selected employees, utilizing the Workplace Violence Prevention Hazard Assessment & Correction Form (Appendix B). An annual review of the past year's workplace violence incidents will be conducted.

Inspections are performed according to the following schedule:

- When the Plan is first established.
- Annually.
- When new, previously unidentified workplace violence/security hazards are recognized.
- After each workplace violence incident or threats occur.

Workplace Violence Hazard Correction

Workplace violence hazards will be evaluated and corrected in a timely manner. The Administrator will implement the following procedures to correct the identified workplace violence hazards:

- If an imminent workplace violence hazard exists that cannot be immediately abated without endangering employee(s), all exposed employee(s) will be removed from the situation except those necessary to correct the existing condition. Employees necessary to correct the hazardous condition will be provided with the necessary protection, depending on the exposure.
- All corrective actions taken will be documented and dated on the appropriate forms. Such as the Workplace Violence Hazard Assessment and Correction form (Appendix C), or other tracking measures.

Post Incident Response and Investigation

After a workplace incident, the Administrator or their designee will implement the following post-incident procedures:

- Visit the scene of an incident as soon as safe and practicable.
- Interview involved parties, such as employees, witnesses, law enforcement, and/or security personnel.
- Review security footage of existing security cameras if applicable.
- Examine the workplace for security risk factors associated with the incident, including any previous reports of inappropriate behavior by the perpetrator.
- Determine the cause of the incident.
- Take corrective action to prevent similar incidents from occurring.
- Complete the Violent Incident log (see Appendix A) for every workplace violence incident and ensure corrective actions are taken.
- Obtain any reports completed by law enforcement.

Training & Instruction

All employees, including managers and supervisors, will have training and instruction on general and job-specific workplace violence practices.

Training will occur:

- When the Plan is first established.
- When hired.
- Annually to ensure all employees understand and comply with the Plan.
- When a new or previously unrecognized workplace violence hazard has been identified.

Employee training on workplace violence will include:

- A review of the Plan, how to obtain a copy of the Plan, and how to participate in the development and implementation of the Plan.
- How to report workplace violence incidents or concerns to the District or law enforcement, without fear of reprisal.
- Workplace violence risks that employees may encounter in their jobs.
- How to recognize the potential for violence and escalating behavior.
- General and personal safety measures.
- Strategies to de-escalate behaviors and to avoid physical harm.
- The District's alerts, alarms, or systems that are in place to warn of emergencies.
- Information about the District's Employee Assistance Program. Remove if not available
- Information about the Violent Incident Log and how to obtain copies of records pertaining to completed logs, hazard identification, evaluation and correction, and training records.

Employees will always have opportunities for interactive questions and answers with the Administrator or a person knowledgeable about the District's Plan.

Recordkeeping

Records of violent incidents (Violent Incident Log), workplace violence hazard identification, evaluation and correction, and incident investigations will be maintained for (5) five years. No records shall contain medical information.

Training for each employee, including the employee's name, training dates, type of training, and training provider will be maintained for a minimum of (1) years. Modify as warranted. We recommend at least three years.

Cal/OSHA Reporting of Work Related Fatalities and Serious Injuries

The District will immediately, but no later than 8 hours after awareness, report to Cal/OSHA any work-related death or serious injury or illness, including any due to workplace violence, of an employee occurring at the workplace or in connection with any employment.

A serious injury or illness (CCR330) is defined as:

- Any inpatient hospitalization for more than observation
- Amputation
- Loss of an eye
- Serious degree of permanent disfigurement.

It does not include any injury or illness or death caused by an accident on a public street or highway unless the accident occurred in a construction zone.

Annual Review

The District's Workplace Violence Prevention Plan will be reviewed for effectiveness:

- At least annually.
- When a deficiency is observed or become apparent.
- After a workplace violence incident.
- As needed.

Review of the Plan will include measures outlined in the Employee Active Involvement section as well as the following:

- A review of the incident investigations and violent incident log.
- Assessment of the effectiveness of security systems, including alarms, emergency response, and available security personnel, if applicable.
- Review if violence risks are being properly identified, evaluated, and corrected.
- Any revisions should be made promptly and communicated to all employees.

Appendix A

WORKPLACE VIOLENT INCIDENT LOG

This form must be completed for every record of violence in the workplace.

Incident ID #*:	Date and Time of Incident:	Department:
-----------------	----------------------------	-------------

* Do not identify employee by name, employee #, or SSI. The Incident ID must not reflect the employee's identity.

Describe Incident (provide detailed description and information on the violence incident type. Include additional pages if needed):

Specific Location(s) of Incident & Workplace Violence Type (see definitions, enter 1, 2, 3 or 4)

	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4

Where Incident Occurred:

<input type="checkbox"/> Workplace	<input type="checkbox"/> Parking lot	<input type="checkbox"/> Outside of Building	<input type="checkbox"/> Outside of workplace
------------------------------------	--------------------------------------	----------------------------------------------	-----------------------------------------------

Type of Incident (check as many apply):

<input type="checkbox"/> Robbery	<input type="checkbox"/> Grabbed	<input type="checkbox"/> Pushed
<input type="checkbox"/> Verbal threat/harassment	<input type="checkbox"/> Kicked	<input type="checkbox"/> Scratched
<input type="checkbox"/> Sexual threat/harassment/assault	<input type="checkbox"/> Hit with an object	<input type="checkbox"/> Bitten
<input type="checkbox"/> Animal attack	<input type="checkbox"/> Shot (or attempted)	<input type="checkbox"/> Slapped
<input type="checkbox"/> Threat of physical force	<input type="checkbox"/> Bomb threat	<input type="checkbox"/> Hit with fist
<input type="checkbox"/> Threat of use of weapon or object	<input type="checkbox"/> Vandalism (of victim's property)	<input type="checkbox"/> Knifed (or attempted)
<input type="checkbox"/> Assault with a weapon or object	<input type="checkbox"/> Vandalism (of employer's property)	<input type="checkbox"/> Arson
<input type="checkbox"/> Robbery	<input type="checkbox"/> Other:	

Workplace violence committed by:

<input type="checkbox"/> Family or friend	<input type="checkbox"/> Client	<input type="checkbox"/> Coworker
<input type="checkbox"/> Partner/Spouse	<input type="checkbox"/> Family or friend of client	<input type="checkbox"/> Manager/Supervisor
<input type="checkbox"/> Former Partner/Spouse	<input type="checkbox"/> Customer	<input type="checkbox"/> Stranger w/criminal intent
<input type="checkbox"/> Parent/Relative	<input type="checkbox"/> Family or friend of customer	<input type="checkbox"/> Other:

Circumstances at time of incident:

<input type="checkbox"/> Employee performing normal duties	<input type="checkbox"/> Working in poor lighting	<input type="checkbox"/> Employee rushed
<input type="checkbox"/> Employee isolated or alone	<input type="checkbox"/> Unable to get help or assistance	<input type="checkbox"/> Working during low staffing levels
<input type="checkbox"/> Working in a community setting	<input type="checkbox"/> Working in unfamiliar/new location	<input type="checkbox"/> Other:

Consequences of incident:

Law enforcement/Security called? <input type="checkbox"/> Yes <input type="checkbox"/> No. If yes, explain:
Were actions taken to protect employees from continuing threat or other hazards? <input type="checkbox"/> Yes <input type="checkbox"/> No. If yes, explain:
Any injuries? <input type="checkbox"/> Yes <input type="checkbox"/> No. If yes, explain:
Emergency medical responders contacted, including on-site First Aid/CPR? <input type="checkbox"/> Yes <input type="checkbox"/> No. If yes, explain:
Did severity of injuries require reporting to Cal/OSHA? <input type="checkbox"/> Yes <input type="checkbox"/> No. If yes, enter date, time, and representative contacted:

Completed by:

Name:	Title:
Date:	Signature

Appendix B Customize checklist as warranted.

**WORKPLACE VIOLENCE PREVENTION
HAZARD ASSESSMENT & CORRECTION FORM**

Assessed by:	Title:
Location(s) Assessed:	

This checklist is designed to evaluate the workplace and job tasks to help identify situations that may place employees at risk of workplace violence.

Step 1: Identify risk factors that may increase the District's vulnerability to workplace violence events.

Step 2: Conduct a workplace assessment to identify physical and process vulnerabilities.

Step 3: Develop a corrective action Plan with measurable goals and target dates.

STEP 1: IDENTIFY RISK FACTORS

Yes	No	Risk Factors	Comments:
		Does staff have contact with the public?	
		Does staff exchange money with the public?	
		Does staff work alone?	
		Is the workplace often understaffed?	
		Is the workplace located in an area with a high crime rate?	
		Does staff enter areas with high crime rates?	
		Does staff have mobile workplaces?	
		Does staff perform public safety functions that might put them in conflict with others?	
		Does staff perform duties that may upset people?	
		Does staff work with people known or suspected to have a history of violence?	
		Do any employees have a history of threats of violence?	

STEP 2: CONDUCT ASSESSMENT

Yes	No	Building Interior	Comments:
		Are employee ID badges required?	
		Are employees notified of past workplace violence events?	
		Are trained security personnel or staff accessible to employees?	
		Are bullet resistant windows or similar barriers used when money is exchanged with the public?	
		Are areas where money is exchanged visible to others?	
		Is a limited amount of cash kept on hand with appropriate signage?	
		Could someone hear an employee who called for help?	
		Do employees have a clear line of sight of visitors in waiting areas?	
		Do areas used for client or visitor interviews allow co-employees to observe problems?	
		Are waiting and work areas free of objects that could be used as weapons?	
		Is furniture in waiting and work areas arranged to prevent employee entrapment?	
		Are clients and visitors clearly informed how to use the department services so they will not become frustrated?	
		Are private, locked restrooms available for employees?	
		Do employees have a secure place to store personal belonging?	

Yes	No	Building Exterior/Parking Lot	Comments:
		Do employees feel safe walking to and from the workplace?	
		Are the entrances to the building clearly visible from the street?	
		Is the area surrounding the building free of bushes or other hiding places?	
		Are security personnel provided outside the building?	
		Is video surveillance provided outside the building?	
		Is there enough lighting to see clearly?	
		Are all exterior walkways visible to security personnel?	
		Is there a nearby parking lot reserved for staff?	
		Is the parking lot attended and secure?	
		Is the parking lot free of blind spots and landscape trimmed to prevent hiding?	
		Is there enough lighting to see clearly?	
		Are security escorts available?	

Yes	No	Security Measures	Comments:
		Is there a response Plan for workplace violence emergencies?	
		Are there physical barriers? (between staff and clients)	
		Are there security cameras?	
		Are there panic buttons?	
		Are there alarm systems?	
		Are there metal detectors?	
		Are there X-ray machines?	
		Do doors lock?	
		Does internal telephone system activate emergency assistance?	
		Are telephones with an outside line programed for 911?	
		Are there two-way radios, pagers, or cell phones?	
		Are there security mirrors?	
		Is there a secured entry?	
		Are there personal alarm devices?	
		Are there "drop safes" to limit available cash?	
		Are pharmaceuticals secured?	
		Is there a system to alert staff of the presence, location, and nature of a security threat?	
		Is there a system in place for testing security measures?	

STEP 3: DEVELOP CORRECTIVE ACTION PLAN

(Action Plan Types: *BI* – Building Interior, *BE* – Building Exterior, *PA* – Parking Area, *SM* – Security Measure)

Type	Action Item	Person(s) Responsible	Target Date	Status	Comments

WORKPLACE VIOLENCE EMERGENCY RESPONSE SCENARIOS & PROCEDURES

WORKPLACE VIOLENCE ACTS OR THREATS

Workplace violence is any act or threat of violence that occurs at the workplace. These incidents can include acts or threats of physical violence, intimidation, or harassment. Verbal abuse, physical assault, and homicide are all examples of workplace violence. We have zero tolerance toward all forms of violence.

FOUR TYPES OF WORKPLACE VIOLENCE

- **Type 1 violence** - Workplace violence committed by a person who has no legitimate business at the worksite and includes violent acts by anyone who enters the workplace or approaches employees with the intent to commit a crime.
- **Type 2 violence** - Workplace violence directed at employees by customers, clients, patients, students, inmates, or visitors.
- **Type 3 violence** - Workplace violence against an employee by a present or former employee, supervisor, or manager.
- **Type 4 violence** - Workplace violence committed in the workplace by a person who does not work there but has or is known to have had a personal relationship with an employee.

Workplace violence does not include lawful acts of self-defense or defense of others.

EMPLOYEE WARNING SIGNS

Often, warning signs are observed in employees, customers, and others who may behave violently on a work site. These behaviors may include:

- Intimidation.
- Rude behavior toward fellow employees.
- Frequent arguments with co-workers or clients.
- General aggressive behavior like hitting or kicking objects, breaking things, or screaming.
- Acts of revenge like stealing or property damage.
- Verbal wishes to harm other workers.

While there is no perfect way to predict violence will occur, any combination of these behaviors may be a signal. Employees are encouraged to report these actions to the Administrator to prevent further escalation of any type of violent situation.

WARNING SIGNS FROM CUSTOMERS

- The person is not satisfied with any solutions you offer.
- Unreasonably agitated.
- Physical posturing (clenched fists).

If the verbal confrontation starts to escalate, remain calm, courteous, and stay neutral. Let them know you are contacting a manager to further assist them. Trust your intuition to determine if help is needed.

WHEN HELP IS NEEDED

- Continue to try and help the person by listening and providing feedback until law enforcement has arrived.
- If at any time you believe you are potentially in physical danger, yell for Help!
- If you are being assaulted:
 - Yell for help.
 - Look for a way to escape.
 - Act with aggression.

PERSONAL SAFETY

- When leaving the building:
 - Be alert to your surroundings and look around the area outside before exiting the building. Do not use or look at your phone.
 - Attackers expect passive victims, so walk with a steady pace, appear purposeful, and project confidence.
- While in your vehicle:
 - Have your keys in your hand as you approach your vehicle so that you do not have to search for them.
 - Before entering your vehicle quickly check the back seat and around the vehicle for anything unusual.
 - Always lock your car doors as soon as you enter the vehicle.

ACTIVE SHOOTER

The three most common response options for an active shooter event are evacuate, hide out, or take action. During an active shooter event, employees need to be able to determine their best course of action for the situation they are facing.

CHARACTERISTICS OF AN ACTIVE SHOOTER SITUATION

An active shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated areas, typically through the use of firearms. Victims are typically selected at random. The event is unpredictable and evolves quickly. Law enforcement is usually required to end an active shooter situation.

HOW TO RESPOND

- 1. EVACUATE**
 - Have an escape route in mind.
 - Leave immediately.
 - Keep hands visible.
- 2. HIDE OUT**
 - Hide in an area out of the shooter's view.
 - Block the entry to your hiding place and lock doors, if possible.
 - Silence your cell phone.
- 3. TAKE ACTION**
 - Last resort when your life is in imminent danger.
 - Attempt to incapacitate the shooter.
 - Act with physical aggression and throw items at shooter.
 - Have an escape route in mind.

CALL 911 WHEN IT IS SAFE TO DO SO

When law enforcement arrives remain calm and follow all instructions.

- Put down any items in your hands (i.e., bags, jackets).
- Raise hands and spread fingers.
- Always keep your hands visible.
- Avoid quick movements toward officers.
- Avoid pointing, screaming or yelling.
- Do not stop to ask officers for help or direction when evacuating.

Information to provide law enforcement when asked:

- Location of the active shooter.
- Number of shooters.
- Physical description of shooters.
- Type of weapons if known.

Training resource:

- [Department of Homeland Security](#)
- [DHS Active Shooter Preparedness Video](#)

BOMB THREAT

Most bomb threats are false and primarily intended to elicit a response from building occupants. However, no bomb threat should be assumed fake. If a potentially harmful device is found, call 911 for assistance.

PHONE THREAT

- Remain calm.
- Immediately use the Bomb Threat Checklist for guidance and to document the call.
- After the caller has ended the call, notify the Administrator.
- If the threat was left on your voicemail, do not erase and immediately notify the Administrator.

WRITTEN THREAT

- Handle the document as little as possible and immediately notify the Administrator.
- If the threat should come via e-mail, save the information.

POSSIBLE EVACUATION

- The Administrator will call law enforcement and follow their instructions.
- The decision to evacuate is handled on a case-by-case basis on instructions given by law enforcement.

BOMB THREAT CHECKLIST

REMAIN CALM			
Time call received:	Time call ended:		
Document any information from the phone display window:			
Engage caller as long as possible and document their words:			
Attempt to obtain information about the device:			
When will the device detonate or activate?			
Where is the device located?			
What kind of device is it?			
What does the device look like?			
Voice Description			
<input type="checkbox"/> Male	<input type="checkbox"/> Young	<input type="checkbox"/> Calm	Accent? <input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Female	<input type="checkbox"/> Adult	<input type="checkbox"/> Nervous	Describe:
	<input type="checkbox"/> Senior		
<i>Did you recognize the voice? Who?</i>			
<i>Did caller have knowledge of building?</i>			
<i>Unusual phrases:</i>			
<i>Any background noise or distinctive sounds?</i>			
Name of person received call			

CIVIL UNREST

Civil unrest events are often associated with riots, looting, or protests. In these instances, sheltering-in-place is an action taken to protect the building occupants from external hazards, minimizing the chance of injury and/or providing the time necessary to allow for a safe evacuation.

SHELTER IN PLACE

If there is a need to shelter-in-place the Administrator or person-in-charge will advise employees and guests of the emergency. Please note employees and guests cannot be forced to shelter-in-place.

- The person-in-charge will collect the names of everyone in the shelter area.
- If possible, the business voicemail recording will be updated to indicate the building is closed due to the emergency.
- If the civil unrest includes hazardous chemicals, the HVAC systems may be shut off.
- If in danger of broken glass, window shades will be closed.
- Emergency supplies will be moved to the shelter area.
- The District will listen/read available mediums (radio, internet) for further instructions until we are told all is safe or to evacuate.

MEDICAL EMERGENCY

CPR/AED

NON-Trained Responder:

- Call 911 and designate a person to direct EMS personnel as they arrive.
- Do not move person unless absolutely necessary.

Trained and Certified CPR Responder Only:

- Designate someone to call 911 and direct EMS when they arrive.
- Check the person for responsiveness.
- Conduct a primary assessment (breathing) while checking responsiveness.
- Initiate CPR and/or AED if necessary.

FIRST AID ONLY

Non-Trained First Aid Responder:

- Call 911 and designate a person to direct EMS as they arrive.
- Do not move person unless absolutely necessary.
- Use universal precautions, such as disposable gloves, face mask if comforting person while waiting.

Trained First Aid Responder Only:

- Designate someone to call 911 (if necessary) and direct EMS as they arrive.
- Do not move the person unless absolutely necessary.
- Use universal precautions, such as disposable gloves, face mask.
- Follow any directions provided by the 911 operator.
- Designate a person to direct EMS personnel as they arrive.
- Provide person information to the EMS personnel.

SUSPICIOUS PACKAGE

Explosives or other life-threatening items can be enclosed in either a parcel or an envelope, and its outward appearance is limited only by the imagination of the sender. However, suspicious packages have exhibited some unique characteristics that might assist you. To apply these factors, it is important to know the type of mail normally received.

CHARACTERISTICS TO LOOK FOR IN A SUSPICIOUS PACKAGE OR LETTER

- Restricted endorsements such as "personal" or "private." This is important when the addressee does not normally receive personal mail at the office.
- The addressee's name and/ title might be inaccurate.
- Distorted handwriting, or the name and address might be prepared with homemade labels or cut-and-paste lettering.
- Protruding wires, aluminum foil or oil stains visible.
- Emit a peculiar odor.
- Envelope might feel rigid or appear uneven or lopsided.
- Unprofessionally wrapped with several combinations of tape. Might be endorsed "Fragile-Handle With Care" or "Rush-Do Not Delay."
- Making a buzzing or ticking noise or sloshing sound.

IF YOU SUSPECT A SUSPICIOUS PACKAGE OR LETTER

- Do not take a chance. Immediately call 911.
- Do not move, alter, open, examine, or disturb the article.
- Do not put in water or a confined space such as a desk drawer or filing cabinet.
- Isolate the suspicious package or article and clear the immediate area until law enforcement arrives.

**WORKPLACE VIOLENCE PREVENTION
HAZARD ASSESSMENT & CORRECTION FORM**

Assessed by:	Title:
Location(s) Assessed:	

This checklist is designed to evaluate the workplace and job tasks to help identify situations that may place employees at risk of workplace violence.

- Step 1: Identify risk factors that may increase the District's vulnerability to workplace violence events.
- Step 2: Conduct a workplace assessment to identify physical and process vulnerabilities.
- Step 3: Develop a corrective action plan with measurable goals and target dates.

STEP 1: IDENTIFY RISK FACTORS

Yes	No	Risk Factors	Comments:
		Does staff have contact with the public?	
		Does staff exchange money with the public?	
		Does staff work alone?	
		Is the workplace often understaffed?	
		Is the workplace located in an area with a high crime rate?	
		Does staff enter areas with high crime rates?	
		Does staff have mobile workplaces?	
		Does staff perform public safety functions that might put them in conflict with others?	
		Does staff perform duties that may upset people?	
		Does staff work with people known or suspected to have a history of violence?	
		Do any employees have a history of threats of violence?	

STEP 2: CONDUCT ASSESSMENT

Yes	No	Building Interior	Comments:
		Are employee ID badges required?	
		Are employees notified of past workplace violence events?	
		Are trained security personnel or staff accessible to employees?	
		Are bullet resistant windows or similar barriers used when money is exchanged with the public?	
		Are areas where money is exchanged visible to others?	
		Is a limited amount of cash kept on hand with appropriate signage?	
		Could someone hear an employee who called for help?	
		Do employees have a clear line of sight of visitors in waiting areas?	
		Do areas used for client or visitor interviews allow co-employees to observe problems?	
		Are waiting and work areas free of objects that could be used as weapons?	
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Yes	No	Building Exterior/Parking Lot	Comments:
		Do employees feel safe walking to and from the workplace?	
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		Is the area surrounding the building free of bushes or other hiding places?	
		Are security personnel provided outside the building?	
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		Is there a nearby parking lot reserved for staff?	
		Is the parking lot attended and secure?	
		Is the parking lot free of blind spots and landscape trimmed to prevent hiding?	
		Is there enough lighting to see clearly?	
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Yes	No	Security Measures	Comments:
		Is there a response plan for workplace violence emergencies?	
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		Are there panic buttons?	
		Are there alarm systems?	
		Are there metal detectors?	
		Are there X-ray machines?	
		Do doors lock?	
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STEP 3: DEVELOP CORRECTIVE ACTION PLAN

(Action Plan Types: *BI – Building Interior, BE – Building Exterior, PA – Parking Area, SM – Security Measure*)

Type	Action Item	Person(s) Responsible	Target Date	Status	Comments

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STEP 3: DEVELOP CORRECTIVE ACTION PLAN

(Action Plan Types: BI – Building Interior, BE – Building Exterior, PA – Parking Area, SM – Security Measure)

Type	Action Item	Person(s) Responsible	Target Date	Status	Comments

McCLOUD COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: Fire Chief - Job Description

POLICY NUMBER: 2230

ADOPTED: May 09, 2005

REVIEWED: 05/01/13; 01/09/14; 03/08/16, 10/03/16; 01/21/20; 10/01/20

REVISED: 05/28/13; 02/10/14; 05/23/16; 10/24/16; 02/10/20; 10/26/20

2230.10 The position of Fire Chief is an overtime exempt position under the Fair Labor Standards Act. The Fire Chief is hired by the General Manager. Under the general direction of the District's General Manager, the Fire Chief administers, plans, organizes and directs the emergency and daily business operations and activities of the Fire Department; responds to fire, rescue, medical and storm response alarms and other emergency and non-emergency calls for assistance to protect life and property and does other related work as required. The Fire Chief will be annually or as otherwise warranted, evaluated by the General Manager. Pre-employment physical and live scan shall be performed at district expense prior to employment. The Fire Chief along with the Assistant Fire Chief will be the interview committee for the hiring of all MCSD Volunteer Fire Department personnel, including auxiliary personnel. The Fire Chief will be responsible for make the final decision in this process.

2230.20 Knowledge of:

2230.21 Public safety administration, fire administration, emergency and disaster preparedness, fire investigation, hazardous materials management and municipal water systems.

2230.22 The operation and maintenance of modern fire apparatus and firefighting equipment.

2230.23 Structural and wildland fireground tactics and strategies.

2230.24 The incident command system.

2230.25 Local water systems, roads and geography.

2230.26 Modern fire and building codes and regulations.

2230.27 Modern paramedical operations and procedures.

2230.28 Modern communications, business and computer systems and related software and other equipment.

2230.30 Ability to:

2230.31 Plan, organize and direct all day-to-day routine and emergency operations of a modern municipal fire district.

2230.32 Provide the necessary fire and rescue operations during adverse conditions.

2230.33 Operate computers, software and modern communications equipment related to fire service and business applications.

2230.34 Compile and prepare written reports and oral programs.

2230.35 Communicate effectively orally and in writing.

2230.36 Must have the ability to interact with members of the public and co-workers tactfully and professionally.

2230.40 Education/Experience Required

Education equivalent to graduation from high school, and four years of supervisory level fire related experience. All state and federal required standards for a fire chief to be met within one (1) year of employment as Fire Chief, appendix A Minimum Standards for a Fire Chief.

2230.50 License/Certificates

Must possess a driving record acceptable to the District's insurance carrier. Must, within six (6) months of employment, possess a current Emergency Medical Technician Certificate and CPR Certification, a valid California Class B driver's license with air brake and tank endorsement, a Hazardous Materials Operational Certification and other applicable licenses and certifications. All required certificates and licenses must be maintained throughout employment.

2230.60 Residency Requirement

Employees in this position must establish and maintain permanent residency in a location which allows response times to provide for arrival on the incident scene within established department and industry standards.

2230.70 Responsibilities

2230.71 Public Services and Facilities Planning and Development: The Fire Chief shall

direct, oversee and participate with department officers and other personnel in the development of the department's work plans, assign work activities, delegate projects and programs to officers other department staff as appropriate, monitor work flow, review and evaluate department's products, methods and procedures.

2230.72 The Fire Chief shall establish and maintain a schedule of duty officer coverage to ensure proper Fire Department supervision by qualified officers 24/7, 365, thus limiting the reliance on CDF resources to manage incidents within the district.

2230.73 The Fire Chief shall establish and maintain a schedule of EMTs available to respond to EMS calls 24/7 365 as staffing allows. The Fire Chief shall provide leadership to maintain adequate numbers of EMTs to respond to EMS calls.

2230.74 The Fire Chief shall develop an annual training schedule to address all aspects of municipal firefighting.

2230.75 The Fire Chief shall recommend a 2-year plan of capital improvements for the department and present it to the Board of Directors semi-annually.

2230.76 Fiscal Operations: The Fire Chief shall ensure that all fiscal operations of the Fire Department are properly implemented pursuant to the annual budget.

2230.77 The Fire Chief shall keep the General Manager informed of potential significant sources of funds other than operating revenue that may be available to implement present or contemplated department programs.

2230.78 The Fire Chief attends one (1) Board meeting per month to present a department report and such other meetings as the General Manager/Board specifies from time to time. If the Fire Chief is unable to attend, he/she will coordinate with his officers and/or the General Manager for a replacement.

2230.79 The Fire Chief shall provide assistance to the General Manager in developing strategic goals and objectives for the department and plan community meetings.

2230.80 Basic Work Hours

2230.81 The office hours of the District are 8:00 a.m. to 5:00 p.m., Monday through Friday. The Fire Chief, however, does not hold set hours and is expected to work the hours necessary to effectively administer the affairs of the Fire Department. The Fire Chief is exempt from overtime pay or compensatory time off in accordance with Policy 2010.

2230.82 In the event the Fire Chief is absent from the District for more than a three day (3) period on other than District business, the Fire Chief's salary will be prorated. When the Assistant Fire Chief assumes the responsibilities, he/she will be compensated at the prorated Fire Chief's rate.

2230.821 The Fire Chief shall notify the General manager upon his/her departure and return when absent from the District on other than District business and when the Assistant Fire Chief has assumed his/her responsibilities.

2230.90 Essential Job Duties

The Fire Chief is required to work the hours necessary or required to complete necessary projects or job functions.

2230.91 Plans, organizes and directs all employees of all classifications, including volunteer fire fighters, if any, assigned to the District's Fire Department in prevention, suppression, pre-suppression, emergency response and routine activities of the Fire Department.

2230.92 Shall take command of all departmental resources during major incidents or perform suppression, medical, storm response and rescue tasks as necessary, at any hour.

2230.93 Develops and updates the general operating procedures with regard to the department's fire prevention, public education, training, safety and emergency response programs including fire, medical and storm response.

2230.94 Assures maintenance of applicable logs and records.

2230.95 Supervises and evaluates subordinate personnel and maintains discipline within the department.

2230.96 Coordinates mutual aid and disaster support to the District.

2230.97 Prepares budget information and supervises the specifications and purchasing needs relative to all departmental functions.

2230.98 Reports to the District General Manager, interfacing with the District's advisory and public groups as necessary.

2230.99 Represents the department at local, county, state and federal agencies and organizations.

2230.100 Does other related work as required.

2230.101 Records Fire Department volunteer fire fighter and EMT activity points, prepares quarterly data for payment of points and hours earned by volunteers for quarterly payroll.

2230.102 Conduct annual "Life Safety" inspections of schools and other occupancies within the fire departments jurisdiction as required by state regulations.

2230.103 Cultivate leadership within the department membership to sustain leadership into the future.

2230.110 Physical Requirements

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

2230.111 Task: Operate, repair and maintain firefighting, ambulance and rescue equipment.

Physical Demand: Standing, walking, lifting, pushing, pulling and carrying (regularly up to 25 lbs., frequently up to 50 lbs, and infrequently up to 70 lbs.), kneeling, stooping, bending, squatting, close vision, distance vision, use of hands to finger, handle or feel objects, tools or controls, driving vehicle and heavy equipment.

2230.112 Task: Fire suppression and emergency response.

Physical Demand: Wearing self-contained breathing apparatus for extended periods, sitting, standing, climbing ladders while carrying 25 lbs., walking, lifting, pushing, pulling and carrying (regularly up to 25 lbs., frequently up to 50 lbs, and infrequently up to 70 lbs.), kneeling, stooping, bending, squatting, close vision, distance vision, use of hands to finger, handle or feel objects, tools or controls, driving vehicle and heavy equipment, working for extended periods in extremely hot or cold weather, working in low visibility areas containing smoke, ash, etc., working in confined spaces.

2230.113 Task: Prepares hand written and type written reports, forms, questionnaires, etc. as required to document work performed and maintain compliance with the various laws and standards and district policies and procedures.

Physical Demand: Sitting, close vision, reading, handwriting, speaking, hearing, use of hands to finger, handle or feel objects, tools or controls, operating a computer and typewriter.

2230.114 Task: Perform traffic control operations during emergency situations.

Physical Demand: Standing continuously in one location wearing turnouts and in temperatures below freezing and above 100 degrees, walking over uneven ground, distance vision, speaking, hearing, use of hands to hold and manipulate signs and to give direction to vehicle operators.

2230.115 Task: Perform safety inspections.

Physical Demand: Sitting, standing, walking, climbing stairs, close vision, speaking, hearing, writing, use of hands to finger, handle or feel objects, tools or controls.

2230.116 Task: Plan, direct and control the administration and operation of the Fire Department.

Physical Demand: Close and distance vision, color perception, hearing, clear speech, use of hands to finger, handle or feel objects, tools or controls, sitting in office environment for extended periods, driving vehicle, travel to out-of-town meetings with overnight stays.

2230.117 Task: Prepare and/or review work schedules and rosters, policy proposals, time sheets, written instructions and drawings, negotiate and read contracts, specifications, details and plans, and performs related paperwork.

Physical Demand: Sitting, standing, walking, close vision, reading, hand-writing, use of hands to finger, handle or feel objects, tools or controls, operation of a computer and other office equipment.

2230.118 Task: Conducts meetings of personnel, attends meetings of other governmental agencies and organizations, attends and conducts training.

Physical Demand: Sitting, standing, speaking, hearing, driving vehicle, out-of-town travel and overnight stays.

2230.120 Environmental Demands

2230.121 Outside: Travels to do out-of-office business in a variety of weather conditions including, rain, snow, cold below freezing and heat to +100 degrees Fahrenheit.

2230.122 Usually works outdoors wearing heavy personal protective equipment.

2230.123 Exposure to various colognes/perfumes, frequent exposure to fumes/dust from equipment.

2230.124 Noise/Vibration: Business/office machines, office located in close proximity to highway traffic.

2230.125 Exposure to smoke, flames, intense heat and low visibility in fire fighting conditions.

2230.130 Mental Requirements

2230.131 Reads and comprehends complex manuals and instructions for computer software and hardware, letters, reports, memos, messages, etc.

2230.132 Writes reports, presentations, memos, messages, and fills out information forms. Needs ability to use or quickly learn the latest version of the District's word processing software.

2230.133 Math: Ability to perform mathematical functions and work with mathematical concepts such as algebra. Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations. Ability to use or quickly learn the District's current spreadsheet software.

2230.134 Attention to Detail: High level concentration and attention to detail for extended periods of time required to perform management functions, produce reports and spreadsheets.

2230.135 Repetition: Repetitive data entry to spreadsheets and computer system for accounting purposes, typing reports and presentations.

2230.136 Judgment: Ability to work independently, prioritize work and make complex management decisions and implementation of same. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of data in written or verbal form, and deal with numerous abstract and concrete variables. Ability to work with others and formulate appropriate instructions to achieve desired goals

2230.137 Social Skills: Ability to relate cooperatively with members of the public, public officials, governmental agencies, Directors, and District personnel on a constant and face-to-face basis.

2230.138 Communication Skills: Ability to quickly organize and communicate thoughts orally, written or graphically. Ability to understand communications from others.

2230.140 This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.



McCloud Fire Department

Policy 2230 Fire Chief Job Description Appendix A Minimum Standards for Fire Chief California

State Requirements:

1. ICS 200, 300, 400 (CICCS)
2. ICS 700, 701 and 800 (SEMS)
3. Fire Control 1 and Fire Control 2 (California SB 1207)
4. Minimum First Aid/CPR (22 CCR, §100015, H&S Code §1797.182)
5. Haz-Mat FRO (8 CCR §5192, 19 CCR §2520)
6. Haz-Mat Decon (8 CCR §5192, 19 CCR §2520)
7. Haz-Mat Incident Commander (8 CCR §5192)
8. Sexual Harassment training (CCR Government code §12950.1)
9. Supervisory training (Government Code §19995.4)

Federal Requirements:

1. IS 100, 200, 300, 400, 700, 800.a

ISO Requirements:

1. State required training

MCSD Requirements

1. Current EMT and CPR certificates
2. Class B driver license with tank endorsement
3. Ambulance driver certificate
4. Requirements as set forth in MCSD Policy 2230, Fire Chief Job Description (computer knowledge, basic education requirements, etc.).

Optional requirements include: Firefighter 1 certification, Fire Management 1 (covers supervisory training requirement), Fire Investigation 1A and 1B, Registered State Fire Training Instructor, and Command 1A.