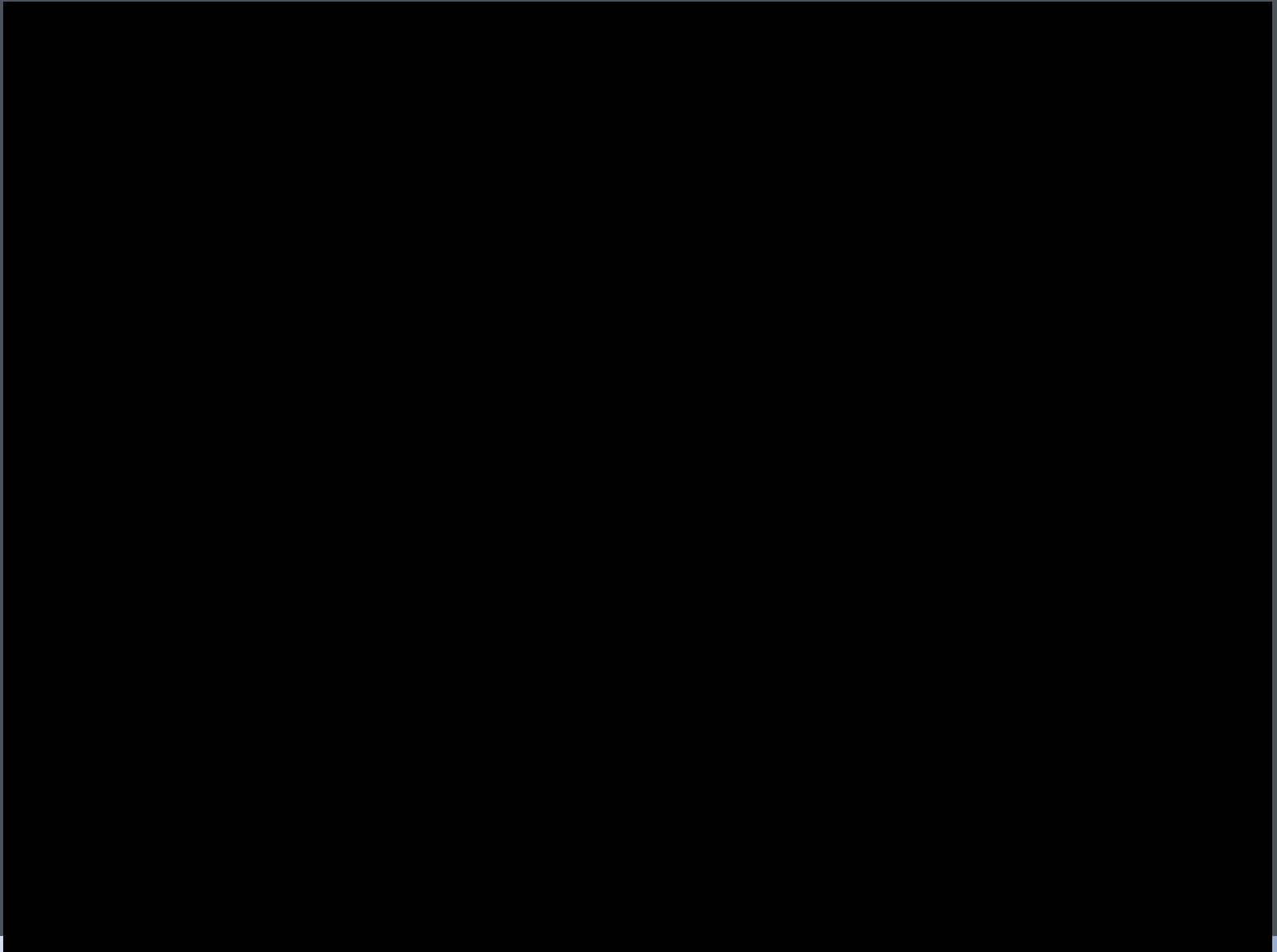


*Required Injury and  
Illness Prevention  
Programs  
for  
Compliance with  
Title 8, California  
Code of Regulations*



# Video – MAD TV Safety At Work



# What Safety Programs Should You Have on Site?

- ✓ Written programs should include/address the 8 elements of the model IIPP.
- ✓ These programs may be included in Department Policy and Procedure manual, in a separate Department Safety manual, or Code of Safe Practices manual.
- ✓ What on-site written programs are required?

# What Safety Programs Should You Have on Site?

- Department or site-specific Injury Illness Prevention Program (IIPP) binder containing program records
  - Review/update annually
- Site-specific Emergency Action Plan (EAP) binder including communication/training records, evacuation drill records
  - Review/update annually
- Hazard Communication Program binder containing department specific procedures, Safety Data Sheets and training records.
  - Review/update annually

# What Safety Programs Should You Have on Site?

- If Applicable to Operations:
  - Workplace Violence Prevention Plan (Healthcare)
  - Heat Illness Prevention Plan (Outdoor workers)
  - Bloodborne Pathogens Exposure Control Plan (Healthcare, Law Enforcement, Housekeeping)
  - Airborne Pathogens Exposure Control Plan (Healthcare, Law Enforcement, Housekeeping)
  - Confined Space Operations (Maintenance)
  - Control of Hazardous Energy (Maintenance)

# What Safety Programs Should You Have on Site?

## Effective IIPP Development Resources

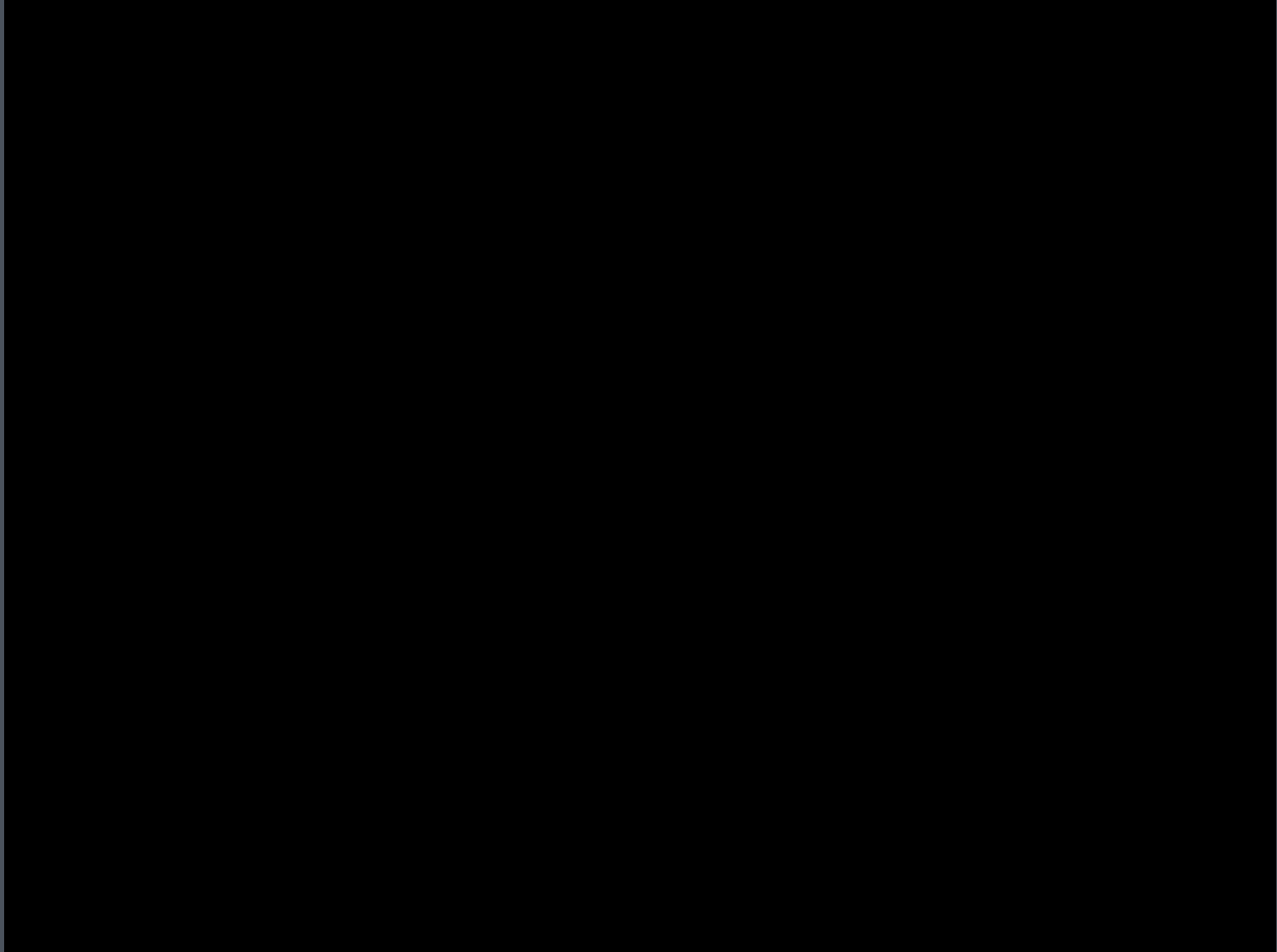
- Cal/OSHA Consultation Website  
<https://www.dir.ca.gov/dosh/consultation.html>
- County Safety Manual Document 100  
<http://safety.rc-hr.com/safety/SafetyCenter/SafetyManual.aspx>

If you have any questions and/or need additional assistance, contact your department Safety Coordinator at the **Human Resources County Safety Division Office**  
**951-955-3520**

# 1910.38 Emergency Action Plans (EAP)



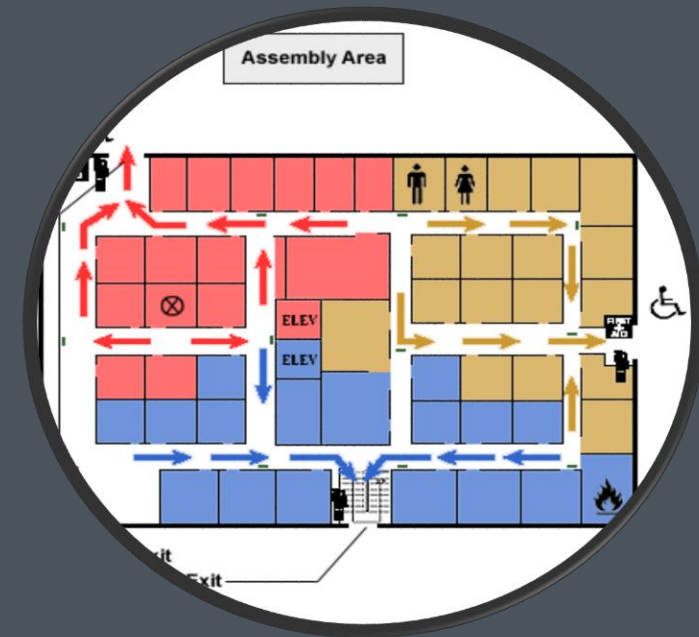
# Video – The Office Fire Drill, Always Be Prepared





# 1910.38 Emergency action plan

- An emergency action plan must be in writing, kept in the workplace, and available to employees for review.
- However, an employer with 10 or fewer employees may communicate the plan orally to employees



# Riverside County Facility EAP

- Every County department and/or facility must have a written Emergency Action Plan.
- All employees should know where this plan is kept.
- Employees must be trained on their role in an emergency evacuation.
- Emergency drills should be conducted.
  - Fire evacuation drills required for high rise buildings with 4 floors or more.

# Riverside County Facility EAP

An Example EAP

COUNTY OF RIVERSIDE



## Emergency Action Plan



*Purchasing, Printing and Supply Services*

*2980 Washington Street, Riverside*

Created September 2013

Revised \_\_\_\_\_

**COUNTY OF RIVERSIDE  
STANDARD SAFETY OPERATIONS MANUAL**

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<b>DOCUMENT NUMBER:</b>	7002	<b>DATE ISSUED:</b>	09/18/92
<b>SUBJECT:</b>	General Emergency Plan & Guidelines	<b>EFFECTIVE DATE:</b>	09/18/92
		<b>REVISED DATE:</b>	11/25/02

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**PURPOSE:** The purpose of this policy is to inform employee what needs to be done during a Workplace Emergency that can involve natural events like earthquakes or floods, human acts such as arson or bomb threats, or medical emergencies affecting co-workers or clients. As County employees, your well-rehearsed, quick, coordinated response can stabilize a situation, save lives and ensure the continuity of essential services.

**POLICY:** To make sure you are prepared to handle such emergencies, the County of Riverside has established two types of plans:

- **The County Multi-Hazard Functional Plan (MHFP)**

This Plan guides the County's response to major disasters, and is administered by the Riverside County Fire Department, Emergency Services Division.

- **Facility Emergency Plan**

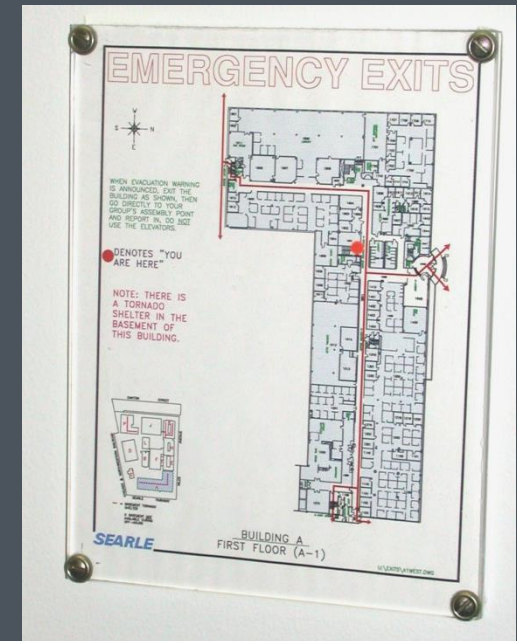
When completed, each County facility will have its own Emergency Plan, focusing on life safety and property loss at that facility. This planning effort is coordinated by Human Resources – Safety Division, hereafter referred to as HR/County Safety Division.

**SCOPE:** This Guide serves three purposes. First, it will help Department/Agency/District Heads and Facility Managers develop Facility Emergency Plans; second, it will help guide response efforts; and third, it provides background information for training.

**REFERENCES:** California Code of Regulations, Title 8, General Industry Safety Orders, Section 3220 (Emergency Action Plan).

# 1910.38(c) Minimum elements of an emergency action plan

- (1) Procedures for reporting a fire or other emergency
- (2) Procedures for emergency evacuation, including type of evacuation and exit route assignments
- (3) Procedures to be followed by employees who remain to operate critical plant operations before they evacuate



<https://www.osha.gov/SLTC/etools/evacuation/expertsystem/default.htm>

# Riverside County Facility EAP

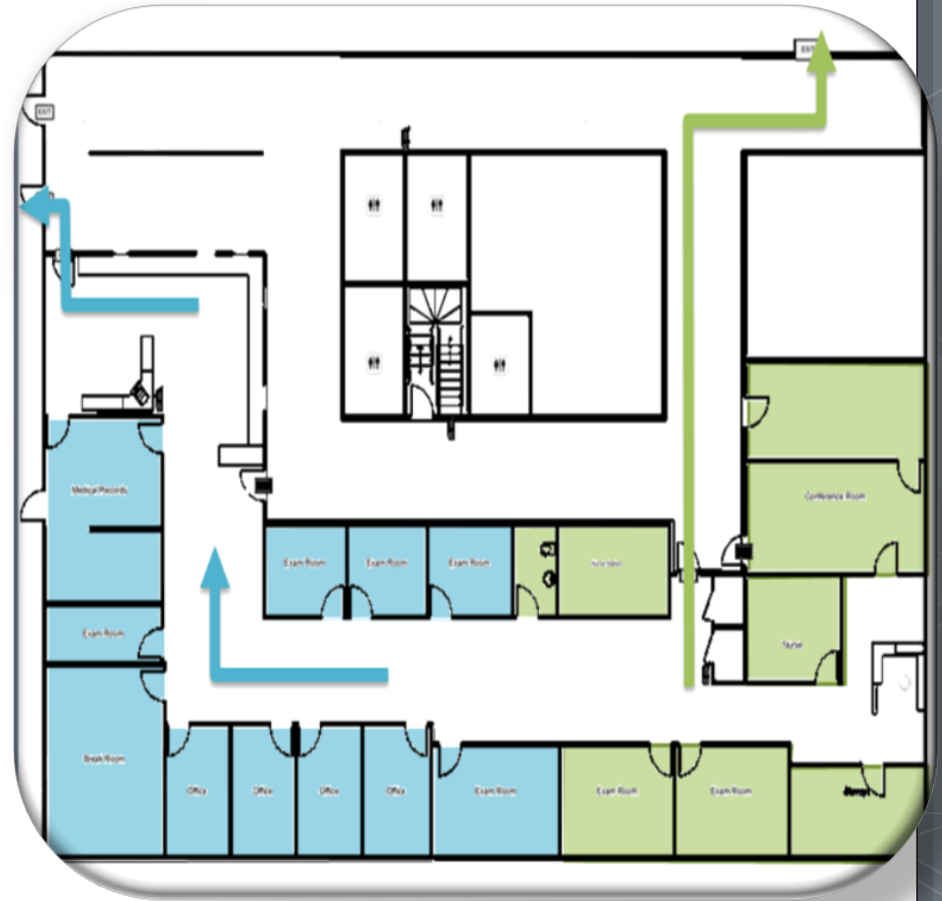
The Emergency Action Plan will cover a wide range of emergency topics depending on exposure potential and facility location.

- Reporting emergencies and Response procedures
  - Fire / Smoke
  - Hazardous Material Release
  - Medical Emergency
  - Earthquake
  - Workplace Violence Incident
  - Bomb Threat
- Guidance Information for
  - Power Outages
  - Elevator Emergencies
  - Emergency Supplies and Equipment
  - Domestic/Foreign Terrorism-Threats

# Riverside County Facility EAP

Know all exit routes  
from your building?

Review the  
evacuation plan  
map for your floor.



## 1910.38(d) Employee alarm system

- An employer must have and maintain an employee alarm system
- The employee alarm system **must use a distinctive signal** for each purpose and comply with the requirements in § 1910.165





# Riverside County Facility EAP

List, describe what, who and how emergency notifications are made to occupants?

- **Electronically / Mechanically**
  - Manual Fire Alarm Pull Stations
  - Automatic Activation – By Heat or Smoke Detection
  - Visual Strobe Lights
- **Audio (Code Green, Code Green...)**
  - P.A. System
  - Verbal Commands
  - Hand held Megaphones, Air Horns, Whistles

# 1910.38(e) Training

- An employer must designate and train employees to assist in a safe and orderly evacuation of other employees



## 1910.38(c) Minimum elements of an emergency action plan

- (4) Procedures to account for all employees after evacuation



# Riverside County Facility EAP



**Per Board of Supervisor Proclamation April 30, 1996**

**Departments are to hold 2 evacuation drills per year. Typically, one in April, during Earthquake Preparedness Month and October, in conjunction with Fire Prevention Month. These drills should be documented in writing and be kept on file.**

# Riverside County Facility EAP

If you have to evacuate the building, where is your Assembly Area?

It is generally recommended that your assembly area be a minimum of 200 feet from the building, away from any hazards.



## 1910.38(c) Minimum elements of an emergency action plan

- (5) Procedures to be followed by employees performing rescue or medical duties



# Riverside County Facility EAP

Who are the First Aid/CPR/AED trained personnel at your work location?

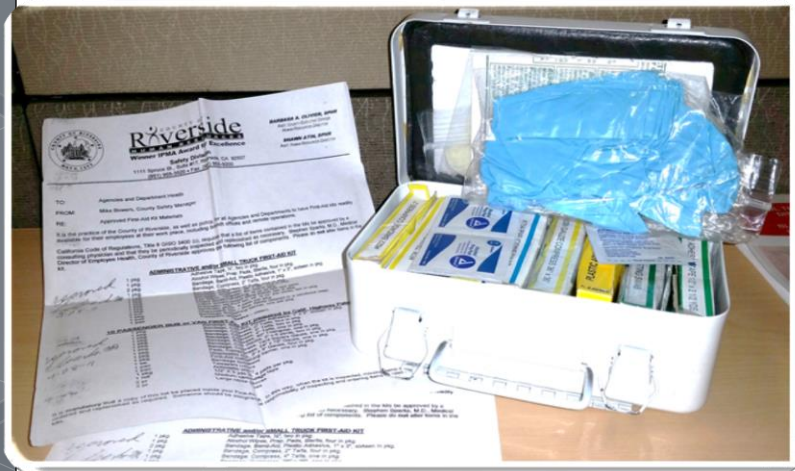


**Ref: CSM Document 7001, recommends a minimum of 2 trained employees per work site**

# Riverside County Facility EAP

Where are the first aid kits located in your work area?

Does it contain only approved County First Aid items?



Ref: CSM, Document 7001



# Riverside County Facility EAP

**Does your building have emergency disaster supplies? (Supplies are not required but if you have them they must be maintained)**

**Where are they kept?**



**Do you have emergency supplies?**

## Examples of Essential Disaster Supplies

- Premade Kits  
<http://www.redcrossstore.org/>
- A backpack with:
- CASH
- First Aid Kit/Supplies
- Lighting
- Emergency radio
- Water treatment tablets
- Dried and canned foods

# 1910.38(c) Minimum elements of an emergency action plan

- (6) The name or job title of every employee who may be contacted by employees who need more information about the plan or an explanation of their duties under the plan



## **Emergency Action Plan**



**Purchasing, Printing and Supply Services**

**2980 Washington Street, Riverside**

Created September 2013

Revised \_\_\_\_\_

## 1910.38(f) Review of emergency action plan

- An employer must review the emergency action plan with each employee covered by the plan:
  - When the plan is developed or the employee is assigned initially to a job
  - When the employee's responsibilities under the plan change; and
  - When the plan is changed
- Purchasing EAP



# Riverside County Facility EAP

Do you know the location of the nearest fire extinguishers to your work area? Are they there and ready to use?

Extinguishing a fire should be a last priority.

Attempt if the fire is small the building occupants have been alerted to the danger and you are trained to use it.

# Riverside County Facility EAP

Where are the Safety Data Sheets (SDSs) for your work area? Is your Hazard Communication Binder complete and up-to-date?



Do you know how to read a SDS and find the critical information needed during an *emergency*?

Has training been completed for your staff? (document 6001-22) **GHS Training**

**Ref: CSM, Document 6001**



# Emergency Preparedness

Family Disaster Planning

<http://myhazards.caloes.ca.gov/>

<http://www.caloes.ca.gov/for-individuals-families>

# Emergency Alerts and Preparedness Apps

- <http://rivcoready.org/>
  - <http://rivcoready.org/AlertRivCo>
- <http://www.redcross.org/get-help/prepare-for-emergencies/mobile-apps>



# Riverside County Facility EAP

## Plan of Action:

1. Find, review, update or create your EAP.
2. Read your EAP to know what to do for workplace emergencies.
3. Develop a personal survival plan.

***Plan and Prepare Now. Don't put it off.***

# Riverside County Facility EAP

## OSHA e-Tools

<https://www.osha.gov/dts/osta/oshasoft/index.html>

<https://www.osha.gov/SLTC/etools/evacuation/expertsystem/default.htm>