



## **Injury and Illness Prevention Program**

**May 28, 2024**



## INJURY AND ILLNESS PREVENTION PROGRAM APPROVALS

This Injury and Illness Prevention Program (IIPP) has been prepared for all City of Turlock facilities. This IIPP has been prepared, reviewed, and approved by the following personnel:

*Paul Soehn* 6/5/2024  
Risk Management Director Date

*Raymond M. Wilson* 6/5/24  
City Manager Date



## I. PURPOSE

This Injury and Illness Prevention Program (IIPP) has been updated as part of the City of Turlock's (the "City's") health and safety program in an effort to provide City employees with a safe and healthy working environment. **The purpose of this program is to ensure that the City identifies, evaluates, and corrects occupational hazards or unsafe acts in the workplace before they result in employee injuries and/or illnesses.**

This policy serves as the City's written program for compliance with the requirements of an IIPP as contained in Title 8 of the California Code of Regulations, Section 3203 (8 CCR 3203) and California Senate Bill (SB) 553 that mandates Workplace Violence Prevention Plans. The first regulation, 8 CCR 3203, requires, with exceptions, every employer in California to establish, implement, and maintain an effective IIPP. The program must be in writing and address the following minimum requirements:

- **Identification of Responsible Persons:** The program must identify the person or persons with authority and responsibility for implementing the IIPP.
- **Employee Compliance:** Employers must have a system to ensure that employees comply with safe and healthy work practices. This can include recognition of employees who follow safe practices, training programs, disciplinary actions, or other means.
- **Communication:** Employers must establish a system for communicating with employees in a form readily understandable by all affected employees. This includes encouraging employees to report hazards without fear of reprisal.
- **Hazard Identification and Evaluation:** The IIPP must include procedures for identifying and evaluating workplace hazards. Regular inspections are required to identify unsafe conditions and practices.
- **Investigation of Occupational Injuries and Illnesses:** the program should outline procedures for investigating occupational injuries or illnesses.
- **Corrective Actions:** Employers must have methods or procedures for correcting unsafe or unhealthy conditions, work practices, and procedures promptly based on the severity of the hazard.

The second regulation, SB 553, requires the development and implementation of Workplace Violence Prevention Plans for all employers as part of their IIPP. The City of Turlock's Workplace Violence Prevention Plan is attached to this IIPP.

## II. HEALTH AND SAFETY POLICY STATEMENT

At the City of Turlock, employees are the City's most important asset and their well-being is the City's greatest responsibility. The health and safety of every employee, as





well as the public, must be primary in every business decision that is made and developed.

A good safety record is evidence of active employee participation and effective management. It is the City's policy and practice to do everything reasonably possible to protect employees, property, and the public from foreseeable accidents and unsafe acts. Everyone at the City, especially City management, are expected to actively support and participate in City sponsored health and safety programs and adopt the principle that "accidents can be prevented."

### **III. IDENTIFICATION OF RESPONSIBLE PERSONS**

In order for the City's safety program to be successful, roles and responsibilities need to be assigned to the most appropriate personnel. City management is ultimately accountable for implementing and enforcing safety policies, practices, and procedures. The following personnel and duties are identified as a key component to the IIPP.

#### City Manager

The City Manager has the ultimate authority and responsibility for the overall development and implementation of the IIPP, which includes ensuring that the program is regularly updated. The City Manager is also responsible for providing the support and resources necessary to maintain safe and healthful working conditions for City employees and operations. This responsibility includes:

- Providing management support and resources necessary for health and safety programs.
- Empowering the Program Administrator, as outlined below, with the authority to implement the IIPP.
- Evaluating the effectiveness of the City's health and safety programs.
- Monitoring the performance of health and safety policies and procedures.
- Ensuring that the IIPP and other health and safety programs are updated on a regular basis.
- Ensuring compliance with local, state, and federal health and safety regulations, as well as the City's own policies and procedures.

#### Risk Management Director (Safety Program Administrator)

The Program Administrator will work in conjunction with the City Manager, Department Directors, and managers/supervisors to administer the IIPP and other health and safety programs. This may include, but is not necessarily limited to:

- Advising senior management on safety policy issues.
- Maintaining and distributing current information on local, state and federal safety regulations.
- Acting as safety liaison with other agencies.
- Assisting departments plan, organize, and coordinate safety training as needed.



- Preparing and distributing City policies and procedures on workplace safety issues.
- Reviewing injury and illness trends.
- Acting as Chairman of the Central Safety Committee.
- Implementing a safety training plan.
- Investigating employee's safety concerns.
- Implementing a safety communication plan.
- Monitoring the IIPP anonymous safety reporting line (209-668-5542, ext. 1125).
- Monitoring and response to inquiries sent to the Central Safety Committee email.
- Maintaining the "Safety Info" tab on the City's intranet.

### Department Directors

Department Directors will be responsible for periodically reviewing the health and safety needs of employees under their direction. In addition, Department Directors are responsible for the following:

- Assisting the Safety Program Administrator with developing any safety policy or procedure that may impact their respective department.
- Taking safety seriously and following all City, State, and Federal safety rules and regulations. Further, ensuring that assigned employees are following all City, State, and Federal safety regulations.
- Reporting unsafe equipment or operations to the Program Administrator and implementing corrective measures.
- Developing his or her own knowledge and skill in safety as it relates to their assigned department.
- Ensuring that periodic safety inspections are conducted on departmental equipment, vehicles, and worksites.
- Making sure that an adequate supply of personal protective equipment (PPE) is available, in good condition, and that employees have been properly trained on how to put on, take off, and maintain assigned PPE.
- Ensuring that assigned employees received job specific safety training as needed.
- Ensuring that the Program Administrator is aware of any on-the-job safety complaints or concerns.

### Managers and Supervisors

Each manager and supervisor will serve as the initial contact for their assigned employees' health and safety-related questions, concerns, or complaints. If an issue arises that cannot be adequately addressed by the supervisor, he or she will notify the Department Director as soon as practical to resolve the issue. The supervisor is also responsible for ensuring that all City, State, and Federal safety regulations are being following within their scope of responsibility that all work-related injuries or illnesses are reported to the Department Director as soon as possible, with no delay beyond 24 hours.





## Employees

Employees are responsible for following all City, State, and Federal safety regulations. Further, employees must immediately report any known unsafe conditions in the workplace to their assigned supervisor or manager, so that potentially hazardous situations can be addressed in a timely fashion. Employees must also immediately notify their supervisor or manager if an accident or incident causes property damage or a work-related injury/illness. Employees are encouraged to communicate with their supervisors whenever they have a health and safety question, concern, or suggestion. Employees are also responsible for the following:

- Routinely inspecting assigned equipment, tools, vehicles, and operations. They must report any damage, defects, or safety hazards to the area supervisor or the anonymous safety reporting line (209-668-5542, ext. 1125).
- Identifying and reporting unsafe acts or working conditions to his or her supervisor.
- Immediately reporting all accidents, injuries, and other incidents to his/her supervisor as required by the City.
- Performing all work in a safe, professional, and responsible manner.
- Complying with department and City safety policies and procedures.
- Correctly using and maintaining all equipment, tools, vehicles, and PPE.

## Central Safety Committee

- Developing safety inspection guidelines and conducting safety inspections.
- The Central Safety Committee meets or conducts inspections on a monthly basis.
- The Committee is chaired by the Program Administrator and each department assigns a primary and an alternate safety committee representative.
- The Committee is responsible for taking minutes of each meeting and documenting scheduled safety inspections. The committee meeting and inspection records shall be maintained for at least one (1) year.
- Reviews results of the periodic, scheduled worksite inspections.
- Reviews investigations of occupational accidents and causes of incidents resulting in occupational injury, occupational illness, or exposure to hazardous substances and, where appropriate, submits suggestions to management for the prevention of future incidents.
- Reviews concerns of hazardous conditions and near miss forms brought to the attention of any committee member. When determined necessary by the committee, the committee may conduct its own inspection to assist in remedial solutions.
- Assists in the evaluation of employee safety suggestions.
- Conducting safety and health inspections and follow-up to ensure that necessary corrective action is completed.
- Disseminates safety information back to the work areas.



#### **IV. EMPLOYEE COMPLIANCE**

All City employees are expected to comply with this program, including all City rules, policies, and procedures concerning health and safety in the workplace. Positive reinforcement and recognition of safety-conscious employees is an integral part of the strategy to promote compliance. The City Manager or Program Administrator will reinforce positive safety related behavior and take corrective action to address unsafe actions.

#### **V. COMMUNICATION**

The City of Turlock recognizes that open, two-way communication between management and staff on health and safety issues is essential to an injury free, productive workplace. The following system of communication is designed to facilitate a continuous flow of safety and health information between management and staff in a form that is readily understandable.

- New employee orientation includes a review of the City's IIPP and a discussion on the safety policies and procedures employees are expected to follow.
- The City will post and or distribute written safety notifications. Employees should check City of Turlock bulletin boards regularly for such postings. Questions about the meaning or implementation of this information should be directed to an employee's supervisor.
- Other methods of communication pertinent to health and safety information include electronic mail, the "Safety Info" tab on the intranet, newsletters and/or other publications of the Central Safety Committee. The Central Safety Committee is made up of a cross section of employees from varied work areas. They meet on a monthly basis to review accidents, plan safety activities, review policy, evaluate training materials and recommend awards. The Program Administrator serves as the Chairperson of this committee.
- All employees are encouraged to inform their supervisor, the Program Administrator or designee of any matter which they perceive to be a workplace hazard and/or a potential workplace hazard. Employees are also encouraged to make safety suggestions and safety training suggestions. Employees are encouraged to call (209) 668-5542, ext. 1125 if they would be more comfortable remaining anonymous when reporting safety concerns.
- No employee shall be retaliated against for reporting hazards or potential hazards, or for making suggestions related to safety.
- All suggestions will be reviewed by the Program Administrator or designee, who will initiate an investigation of each report of a hazard, potential hazard or safety suggestions in accordance with City procedures for hazard control.





- Any directives issued as a result of the investigation shall be distributed to all employees affected by the hazard, or shall be informed by the aforementioned avenues of information dissemination.
- Employees are encouraged to communicate directly with managers and supervisors in verbal or written form about hazardous health and safety conditions.

## **VI. HAZARD IDENTIFICATION AND EVALUATION**

Safety inspection practices and job specific safety check-lists have been developed within City departments where employees use and operate potentially dangerous machinery, and handle hazardous substances. Safety Data Sheets (SDS) are maintained and all required labeling and handling practices are followed for hazardous substances.

Hazard control is the heart of an effective IIPP Program. The City of Turlock's hazard control procedure is to identify hazards that exist or develop in the workplace, describe how to correct those hazards, and initiate steps to prevent their recurrence. The Central Safety Committee will review workplace injury reports, near miss forms, and inspection reports on a regular basis.

The Program Administrator will confirm that annual inspections are conducted to verify compliance and to identify previously unrecognized hazards. Each supervisor is responsible for promptly reporting to their Department Director, or to the Program Administrator or designee, whenever a new substance (such as a chemical or solvent), new work procedure or technique, and/or new equipment are introduced which may pose a safety risk. Based upon the information, the Department Director, with the assistance of the Department Safety Coordinator/Chair, will develop a safety inspection checklist and safety guidelines for the new equipment, procedure, or substance.

Examples of when a safety inspection checklist and safe practices should be developed include:

- Whenever the Department Director is made aware of a new or previously unrecognized hazard.
- When an occupational illness, or occupational injury, or near-miss accident occurs.

Safety Inspections will be documented by the Program Administrator regularly. If an unsafe work condition or work practice is identified, the situation will be remedied by the Department Director or Program Administrator. If the situation cannot be corrected by either party, the City Manager will be contacted to resolve the issue.





## VII. ACCIDENTS AND INVESTTIGATIONS

### Accidents

The majority of accidents do not cause injury/or illness, yet result in property damage and/or lost productivity. Such mishaps usually indicate an unsafe act, faulty procedure, or hidden hazard. The City of Turlock Policy Regarding Property Damage requires City employees to immediately notify their management chain of command of any property damage either to City property or private property. Further, whenever there is a complaint of any injury or damage to property, the responsible department must immediately prepare and route a Potential-Pending Litigation Memorandum for management review. The completed document is forwarded to the City Manager's Office for review as soon as possible. For vehicle accidents, employee drivers are responsible for completing the City's Loss Claim Form and Accident Report at the scene of the accident and must make sure to have a police report completed along with photographs. This information is added to the Potential-Pending Litigation Memorandum before routing to the City Manager's Office.

The occurrence of an occupational (on-the-job) injury and/or illness precipitates completion of the Workers Compensation Claim Form (DWC 1)" as well as the "Supervisors Claim and Safety Report of Accident" documents. These documents are completed by the injured employee's supervisor, and a copy of the report is to be sent to the Human Resources Manager or designee within 24 hours of the occurrence. Upon receipt, the HR reports fatalities and serious injuries or illness immediately by phone or FAX to the nearest office of the Division of Occupational Safety and Health (CCR Title 8, Section 342).

### Investigations

The purpose of an accident investigation is to find the cause of an accident and prevent further occurrences - not to assign blame. A thorough and properly completed accident investigation is necessary to obtain facts. The investigation should focus on causes and hazards. Analysis of what happened and why it happened is aimed at determining how it can be prevented in the future.

"Near Misses" will also be investigated. A Near Miss is an incident, which, although not serious, could have resulted in a serious injury or significant property damage. Near Misses will be recorded on the Near Miss form, available from the Human Resources tab or Safety Information tab on the intranet and submitted to Human Resources personnel for review and recordkeeping.

Department Directors and supervisors will be responsible for investigating occupational illnesses and injuries to facilitate the identification and abatement of hazards and unsafe acts. It is important the investigation begin as soon as possible after the event. Where appropriate, the investigation may proceed as follows:



- A visit will be made to the site of the occurrence as soon as possible after the injury or incident occurs.
- The injured or affected party, as well as witnesses, will be interviewed privately, if possible.
- Support documentation and details will be gathered, such as sketches, photographs, etc.

A report will be prepared and include an analysis of the conditions and situations that led to the incident, as well as proposed actions to control the hazard and prevent similar incidents from occurring in the future. A copy of the report will be forwarded to the City Manager, Safety Program Administrator, and Human Resources Department.

### **VIII. CORRECTIVE ACTION**

The Department Director and supervisors will be responsible for abating hazardous conditions and/or preventing further unsafe acts after consultation with the City Manager, Safety Program Administrator, and/or the Human Resources Department.

It is the City of Turlock's intention to eliminate all hazards and unsafe work practices as soon as possible after they are known. Some corrective actions require more time. Priority will be given to severe and imminent hazards. Actions to be taken may include, but are not limited to:

- Fixing or replacing defective equipment.
- Implementing new, safety policies or procedures.
- Installing safety guards or modifying equipment to make them safe.
- Conducting employee training.
- Posting warning notices.
- Progressive Disciplinary Action involving a policy violation.

All such actions taken and the dates they are completed shall be documented and reported to the City Manager, Safety Program Administrator, and Human Resources Department.

When corrective action involves multiple steps or cannot be completed promptly, an action plan needs to be developed. While corrective action is in progress, necessary precautions are to be taken to protect or remove employees from exposure of the hazard. Imminent danger situations require immediate corrective action. If a condition of imminent danger is detected by an employee, he/she must immediately leave the area and report the situation to his/her supervisor, Department Director, City Manager, and/or Safety Program Administrator. In such cases, corrective action must be taken within 24 hours of detection. For less severe situations, corrective action must be taken within 30 days of detection as long as employees are not exposed to serious hazards and appropriate personal protective measures are in place.

### **IX. TRAINING**

Employees will be trained regarding the purpose of the IIPP, proper communication procedures, and safe practices for their corresponding jobs. The training will be provided as follows:





- When the program is first established.
- To all new employees.
- To reassigned employees.
- Whenever new hazards are introduced by new substances, processes, or equipment.
- To familiarize supervisors with the hazards faced by their employees.

Training will be conducted by the supervisor, Department Director, or designee in a manner and language that can be understood by the trainee. Such training may be integrated with other scheduled training including:

- New employee orientation.
- Periodic health and safety awareness training.
- Job-specific training.
- Staff meetings.
- Site tailgate safety meetings.

In addition, employees are encouraged to discuss their safety concerns with their supervisors, Department Director, or the Safety Program Administrator. The City's Safety Training program will be reviewed and updated as needed by the Central Safety Committee.

## **X. RECORDKEEPING**

No safety program can be successful without recordkeeping that enables the organization to learn from past experience and make corrections for enhanced safety. In addition, the IIPP regulation requires records to be kept of the steps taken to establish and maintain the City of Turlock's IIPP.

Documentation and records required by the IIPP standard will be maintained by City Departments or the Safety Program Administrator for a minimum of three years. These records may include:

- Employee training documentation, including new employee safety orientation and IIPP training will be documented and kept in employee personnel files in the Human Resources Department
- Inspection records (including date, name of person who performed the inspection) will be maintained at the department level and by the Central Safety Committee
- Reports of unsafe conditions and work practices identified and/or Near Miss reports, corrective actions taken and date of correction, employee communications and official responses, Incident Reports, and investigation reports will be maintained by the Program Administrator



## **XI. CONTRACTOR/SUBCONTRACTOR EMPLOYEES**

In California, every employer is required by law to provide a safe and healthy workplace to his/her employees. In accordance with the California Code of Regulations, contractors are also required to have an effective IIPP in writing. Furthermore, there must be a specific IIPP in place for the construction industry, called the *Construction IIPP*.

Contractors or subcontractors whose employees may be covered by this IIPP while working at a City job site shall be notified by the responsible Department Director of the requirement to abide by all applicable parts of this program. This requirement may be fulfilled through job-specific safety meetings.

## **XII. ADDITIONAL HEALTH AND SAFETY PROGRAMS**

This IIPP is the City's primary safety document that outlines how to identify and address safety risks and hazards as an employee and what to do when an injury or illness occurs. In addition, the City of Turlock Safety Program and Central Safety Committee Bylaws (Attachment 1) were developed with the intention of demonstrating the City's commitment to provide a safety working environment for its employees.

Further, the City's Workplace Violence Prevention Plan (Attachment 2), is included with this IIPP as mandated by California Senate Bill 553. This plan is to be followed at all times in all City facilities for the purpose of protecting employees and other personnel from aggressive and violent behavior at the workplace. Additionally, the City's COVID-19 Guidelines are included with the IIPP (Attachment 3) to protect City employees and the public from future outbreaks.

Finally, the following safety policies are noted as part of the City's overall safety program and must be updated on a regular basis and training provided to employees periodically:

- City of Turlock Emergency Operations Plan
- City of Turlock Policy Regarding Property Damage
- Alcohol and Drug Free Workplace Policy
- Bloodborne Pathogens Control Plans
- Heat Illness Prevention Policies
- Ergonomics Policy





# CITY OF TURLOCK SAFETY PROGRAM AND CENTRAL SAFETY COMMITTEE BYLAWS

## **Introduction**

At the City of Turlock, employees are our most important asset and their well-being is our greatest responsibility. The health and safety of every employee, as well as the public, must be primary in every business decision that is made.

Minimizing employee accidents, improving working conditions and employee morale, and reducing unnecessary employer costs are only a few of the many benefits to working safely. There are also many state and federal regulatory requirements regarding safety policies and procedures, reporting accidents, and maintaining proper safety records. Establishing a formal safety program that all employees are expected to adhere to provides for a safer work environment and creates an organized, structural guideline to ensure compliance with government-imposed requirements.

The following Safety Program and Bylaws have been developed by the Central Safety Committee, with the intention of demonstrating the City of Turlock's commitment to providing a safe working environment for its employees. The components of this program are of a general, safety-based nature and are not intended to supersede any specific City or departmental policies or certification-based requirements.

## **Safety Program**

The following safety guidelines provide a basic outline of the City's Overall Safety Program. The City's Injury and Illness Prevention Program (IIPP) provides more specific information on how to identify and address safety risks and what to do when an injury or illness occurs. The City's Safety Program consists of following Safety Program guidelines, the IIPP, and other City-wide safety policies and procedures, and specific departmental safety rules.

### **1. Safety Program Responsibilities**

#### **City Manager**

- Oversees the Safety Program as a whole through the City Safety Officer.

#### **City Safety Officer**

- Assigned to the Risk Management Director position, or if vacant, appointed by the City Manager.
- Responsibilities include:
  - Regular updates to the City Manager.
  - Investigation of all major injury accidents or accidents.
  - Filing all necessary reports with Cal/OSHA and other regulatory agencies as needed.
  - Chairman of the Central Safety Committee.

### Central Safety Committee

- Comprised of the City Safety Officer as the Chairman, applicable Divisional Safety Officers from each department, and any other person deemed necessary by the City Manager or designee.
- The Central Safety Committee's responsibilities are outlined in the Bylaws outlined below.

### Divisional Safety Officers

- Appointed by department heads.
- Responsible for the following:
  - Attending all Central Safety Committee Meetings.
  - Assist with department/divisional safety committees as directed by department head.

### Employee Responsibilities

- Adhere to all City safety-related policies and procedures.
- Immediately report all accidents and injuries to supervisor and complete required documents.
- Report all unsafe conditions to respective supervisors and/or managers.
- Use the correct tools and personal protective equipment in a safe manner.
- Follow all safety-related work direction and take an active part in the City's Safety Program.

## **2. General Safety Rules**

### Scope:

- These accident prevention rules shall be complied with by every employee of the City of Turlock under every circumstance when they are applicable, and shall be effective as of the date of issuance. Acceptance of employment by employee constitutes acceptance of these rules.

### Education:

- In addition to any current safety/accident prevention education or training program, each supervisor and manager shall make certain that all employees under their span of control are instructed and trained on any applicable safety rules related to their job.

### Knowledge:

- Each employee of the City of Turlock shall be required to know and understand the rules, which apply to the work he or she is performing.

### Enforcement:

- Employees acting in a supervisory capacity, either regularly or temporarily, shall require all employees working under their jurisdiction to comply with all applicable safety instructions and safe practices.
- If a difference arises in the application or interpretation of these rules, the decision of the employee in charge of the job shall be followed. Employees may file a safety-related



complaint with their manager, Human Resources, or by contacting the Safety Hotline at extension 1125.

- Any safety device, tool or equipment, which upon inspection by the employee in charge of the job, is found unsafe shall not be used.

#### Emergencies:

- In case of an emergency, immediately contact 911.

#### Amendments:

- Revisions or amendments of these Safety Program rules shall be effective on the date of issuance.

#### Interpretation:

- These rules shall be strictly interpreted to bring about maximum compliance and safe conduct and shall take precedence over any conflicting instructions. However, lawful and applicable governmental regulations, which may be contrary to these rules shall control.

#### Supplemental Information:

- Additional instructions and information relating to safe performance of work may be used to supplement these fundamental accident prevention rules as necessary and shall be made available to supervisors and all concerned employees.

#### Governmental Safety Standards:

- The City of Turlock and its employees are subject to the regulations of various governmental agencies including federal, state, and county agencies. Supervisors and managers shall make certain that all regulations are complied with on the job.

#### Performance of Duties:

- Each employee shall use reasonable care in the performance of their duties and act in such a manner to ensure maximum safety for themselves, other employees, and the public.
- Employees shall not engage in unsafe practical jokes or "horseplay."
- Employees shall not perform any work that that they are not mentally or physically fit to perform.

#### Personal Protective Equipment:

- Employees are required to wear assigned Personal Protective Equipment (PPE) at all times while working in areas that require such PPE.

#### Use of Safety Equipment and Devices:

- Employees shall use proper tools suitable for the job in progress and only those in good repair. Defective tools shall be removed from service and properly tagged. Proper handles shall be fitted to tools where required.
- All safety devices furnished by the department shall be properly used by all employees as required. These devices will be regularly tested as required and kept in good repair by the

department, but this will not relieve the employee of the responsibility of using only those in good condition and reporting any necessary maintenance requirements as soon as noticed.

#### Removing Safeguards:

- Safeguards shall not be removed except after following appropriate Lockout/Tagout safety procedures and with the approval of their supervisor.

#### Maintaining Safe Working Environments:

- Floors, stairways and platforms shall be reasonably free of dangerous obstructions and shall be maintained in good repair, and reasonably free from oil, grease or water. Where the type of operation necessitates working on slippery floor areas, such surfaces shall be protected against slipping by the use of mats, grates or other methods employed to provide equivalent protection. Floors, stairways and platforms shall be constructed and maintained to safely support the loads to which they are subjected.
- Stairways, aisles, exits, roadways and walkways in material storage areas shall be kept reasonably clear and free from obstructions.
- Material and supplies shall be stored in an orderly manner to prevent them from falling or spreading and to eliminate tripping and stumbling hazards.
- Clean tools and return to their proper place after a job has been completed or as otherwise required.

#### Lifting Material or Equipment:

- When lifting, take a firm grip, secure good footing, place the feet a comfortable distance apart, bend the knees, keep the back straight and lift with the leg muscles.
- Never carry loads that obstruct the vision.
- Use gloves or hand pads as required when handling materials.
- Secure help when needed. Use cranes or hoists for lifting heavy loads. Keep out from under suspended loads.

#### Mechanical Equipment:

- Become familiar with all equipment before attempting to use.
- Use non-sparking tools when flammable materials are present or suspected.
- Ground all electric powered tools.
- Protect air hoses and electric cords from traffic.
- Do not point a pneumatic tool at anyone.
- Verify that the voltage at an electrical outlet is correct before plugging a cord into it.
- Shut off engines before refueling.
- Be sure fellow workers are protected when using power tools.
- Remove guards for repair work only.
- Lock units out of service while guards are removed.

#### Vehicles:

- Employees shall not ride on fenders, running boards, side rails or on top of vehicles.
- All sharp tools, such as saws, chisels, axes, knives, etc., carried on vehicles shall be so stored or guarded to prevent injury.



- Before proceeding, drivers shall make certain all loads are properly secured and that riders are properly located to prevent falling from the vehicle and are not exposed to hazards from shifting loads.
- Employees shall not get on or off vehicles in motion.
- Where provided, employees shall use seat belts, properly fastened, at all times while driving or riding in City vehicles of any kind.
- If vision is obstructed, obtain help in backing up.
- Back up slowly.
- Avoid backing into thoroughfares or heavily traveled streets or at night without proper lighting.
- Drive defensively.

#### Accident Prevention:

- Employees are required to attend safety training and certification programs as assigned.
- Employees that require special certifications or training requirements must maintain current certification status. Duties that require certification will not be performed by any employee whose certification has expired.
- Attendance at all safety meetings is imperative at all levels of employment.
- Copies of meeting minutes and attendance records should go to Department Safety Coordinator.

#### Accident Analysis (Supervisors):

- Analyze and investigate each accident or “near misses” using proper documentation.
- Recommend or take necessary preventative measures, if appropriate, prior to referring to Central Safety Committee.
- Keep complete records of findings and recommendations.

#### Safety Responsibility:

- Safety is the responsibility of all employees.
- A good safety record reflects the cooperation of the entire organization.
- Applicable safety records shall be posted in high traffic areas.

## **Central Safety Committee Bylaws**

### **Purpose**

The purpose of this Safety Committee is to bring representatives from each department together on a monthly basis to achieve and maintain a safe and healthy workplace for all employees. The Safety Committee was implemented to be an important part of the accident prevention program structure for the City of Turlock.

## **Goal**

The goal of this Safety Committee is to assist the City of Turlock in the advancement of safe work practices and a safe work environment for all employees to minimize the frequency of accidents and illnesses in the workplace.

## **Objectives**

The safety committee has four objectives:

- Actively involve employees in achieving a safe and healthy workplace.
- Promptly review all safety-related incidents, injuries, accidents, illnesses, and deaths.
- Conduct regularly scheduled workplace inspections, identify hazards, and recommend methods for eliminating or controlling the hazards.
- Evaluate, update, and develop the City of Turlock's workplace safety and health program/policies and recommend improvements to management to implement.

## **Representatives**

The safety committee will have one primary voting representative from each department who will be appointed by each department head. Each representative will serve a continuous term of at least one year but no more than four years unless the employee volunteers to extend or based on business need. In addition to a primary representative, an alternate representative will be assigned by each department in case the primary representative is unable to attend the safety committee meeting.

### **Officers:**

- The safety committee will have two officers: Chair and Vice-Chair. The City's Safety Officer will be the Chair and the Vice-Chair will be appointed by the Safety Committee on an annual rotational basis.

### **Duties of the Chair:**

- Schedule regular committee meetings.
- Develop written agendas for conducting meetings.
- Facilitate the safety committee meeting.
- Approve committee correspondence and reports.

### **Duties of the Vice-Chair:**

- Assumes the duties of the chair in their absence.
- Performs other duties as needed and requested by the Chair.

## **Safety Training**

The Central Safety Committee will develop an annual general list of safety training topics to be assigned to all applicable City employees.



### **Meetings and Facility Inspections**

The safety committee will meet and perform facility inspections as outlined on the annual schedule.

### **Employee Involvement**

The safety committee encourages employees to identify health and safety hazards in the workplace and to report unsafe work acts. Safety Hotline concerns reported by employees will be presented to the safety committee at the next regularly scheduled monthly meeting.

### **Safety log**

The safety committee will maintain a log of all employee safety concerns, including the date received, recommendations to management, and the date the concern was resolved.

### **Response**

The safety committee will respond to employee concerns in writing and work with management to resolve them. The safety committee will present written recommendations for resolving concerns to management. Within 60 days of receiving the written recommendations, management will respond in writing to the safety committee indicating acceptance, rejection, or modification of the recommendations.

### **Incident and accident investigation**

The safety committee will review new safety or health-related incidents at its next regularly scheduled meeting. Safety-related incidents include work-related near misses, injuries, illnesses, and deaths. When necessary, the committee will provide written recommendations to management for mitigating hazards.

### **Written Inspection Reports**

The safety committee will prepare a written report for management that documents the location of all health or safety hazards found during facility inspections. The report will recommend options for eliminating or controlling the hazards. Within 60 days of receiving the written report, management will respond in writing to the committee, indicating acceptance, rejection, or proposed modification of the recommendations.

### **Safety Program Evaluation**

The safety committee will evaluate the City's workplace safety and health program annually and provide a written evaluation of the program to the City Manager for review.



# **Workplace Violence Prevention Plan**

**May 2024**



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### Appendices

- A. Workplace Violent Complaint Form and Incident Log
- B. Workplace Violence Prevention Environmental Hazard Assessment & Control Checklist

## **POLICY**

The City of Turlock is committed to providing a work environment that is free of disruptive, threatening, and/or violent behavior involving any employee, appointed or elected official, volunteer, contractor, customer, resident, and/or visitor. Any violent or threatening conduct of any kind on City premises or involving City-related activities will not be tolerated (whether it is directed towards a co-worker, manager/supervisor, volunteer, or an external party). The City of Turlock will act quickly and firmly to investigate all incidents of workplace violence and take appropriate action. All reports will be taken seriously and investigated promptly and thoroughly.

The City of Turlock's policy is to establish, implement, and maintain an effective plan as a best-management practice and in accordance with California Senate Bill (SB) 553. This California regulation requires employers to establish, implement, and maintain a Workplace Violence Prevention Plan (WVP Plan) as part of their Cal/OSHA Injury and Illness prevention Plan (IIPP). This WVP Plan is to be followed at all times in all City facilities for the purpose of protecting employees and other personnel from aggressive and violent behavior at the workplace.

A copy of the City of Turlock's WVP Plan is provided to all employees and is openly available for review to employees, their representatives, and the Chief of Cal/OSHA or his or her designee.

## **PROHIBITED ACTS**

The City of Turlock will not ignore, condone, or tolerate any threats of violence or actual workplace violence by anyone including, but not limited to, employees, appointed or elected officials, volunteers, contractors, clients, or visitors.

- Threats of violence include both verbal and non-verbal conduct that causes a person to fear for his/her safety because there is a reasonable possibility he/she might be physically injured and that serves no legitimate work-related purpose. Threatening behavior may include physically dominating, intimidating, or "bullying" someone, whether actually touching them or not, such as looming over them, blocking their path, etc.
- Workplace violence means any act of violence or threat of violence that occurs at the work site. The term workplace violence shall not include lawful acts of self-defense or defense of others. Workplace violence includes 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 the threat or use of a firearm or other dangerous weapon, including the use of common objects as weapons, regardless of whether or not the employee sustains an injury.

Workplace violence can be categorized into four types:

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

With the exception of authorized police personnel, bringing weapons, firearms, or other potentially harmful devices of any kind into City facilities, parking lots, vehicles, while conducting City business, or while involved in any City-related functions is prohibited. Any unauthorized employee in possession of a weapon on City of Turlock property is in violation of this policy and may be subject to disciplinary action, up to and including, termination. Any volunteer, contractor, client, or visitor in possession of prohibited dangerous weapons will be banned from City property. Dangerous weapons include any instrument capable of inflicting death or serious bodily injury.

## **RESPONSIBILITY AND AUTHORITY**

### **Workplace Violence Prevention Plan Administrator**

The Risk Management Director, or an assigned designee, is the City's designated WVP Plan Administrator (Administrator) and has the authority and responsibility for developing, implementing, and maintaining this plan. The Administrator is available to answer employee questions concerning this plan.

The Administrator shall also solicit feedback and input from employees and their authorized representatives with implementing and updating the WVP Plan. Active involvement of employees could include, but is not limited to, their participation in identifying, evaluating, and correcting workplace violence hazards; in designing and implementing training; and in reporting and investigating workplace violence incidents.

The Administrator shall coordinate implementation of the workplace violence prevention plan with other employers (example: contracted security staff and other employers who have employees onsite), when applicable, to ensure those employers and their employees understand their respective roles as provided in the plan. These other employers and their staff shall be provided with training on the City of Turlock's WPV plan.



**Managers and Supervisors - Responsibilities include:**

- Implementing the plan in their work areas;
- Providing input to the Administrator regarding the plan;
- Participating in investigations of workplace violence reports; and
- 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; and
- Reporting suspicious persons in the area and alerting the proper authorities when necessary.

**COMPLIANCE**

The Administrator, or designee, 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 WVP Plan during new employee orientation training and ongoing workplace violence prevention training;
- Ensuring all employees, including managers and supervisors, receive training on the WVP Plan.;
- 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;
- Disciplining employees or taking appropriate action against others who engage in threats of violence behavior; and
- Ensuring training of this plan is conducted on a regular basis as outlined herein.

**COMMUNICATION AND TRAINING**

Managers and supervisors are responsible for communicating with employees about workplace violence in a form readily understandable by all employees. Employees are encouraged to inform their supervisors about any threats of violence or actual acts of workplace violence. Employees may use the Workplace Violent Complaint Form and Incident Log (Appendix A) to assist in their reporting of incidents. No employee will be disciplined for reporting any threats of violence or actual acts of workplace violence.

After the employee has reported their concerns about any threats of violence or acts of workplace violence to their supervisor, the supervisor will report this information to the Administrator and the Human Relations Department, who will investigate the incident. The employee will then be informed of the results of the investigation and notified that corrective action has been taken as

part of the City of Turlock's responsibility in complying with hazard correction measures outlined in the WVP plan.

Any employee who believes he or she has the potential of violent behavior is encouraged to use the City of Turlock's confidential Employee Assistance Program as follows:

**Halcyon EAP**

**Main Phone Number: 1-888-425-4800**

**Website: [halcyoneap.com](http://halcyoneap.com) (Group Code: CSJVRMA)**

Employee training on workplace violence will include:

- A comprehensive review of the City's WVP Plan;
- Workplace violence risks that employees may encounter in their jobs;
- How to recognize the potential for violence and escalating behavior;
- Strategies to de-escalate behaviors and to avoid physical harm;
- City of Turlock's alerts, alarms, or systems that are in place to warn of emergencies;
- How to report incidents to law enforcement; and
- Information about the City of Turlock's EAP.

Employees assigned to respond to alerts, alarms, or systems that are in place to warn others will receive additional training that includes:

- General and personal safety measures;
- Aggression and violence predicting factors;
- The assault cycle;
- Characteristics of aggressive and violent persons;
- Verbal intervention and de-escalation techniques and physical maneuvers to defuse and prevent violent behavior;
- Strategies to prevent physical harm;
- Appropriate and inappropriate use of restraining techniques and medications as chemical restraints in accordance with Title 22; and
- An opportunity to practice the taught maneuvers and techniques, including a debriefing session.

Training will occur:

- When the plan is first established;
- At time of hire or transfer;
- Annually for employees performing patient contact activities and their supervisors;
- Annually for employees assigned to respond to internal alerts, alarms, or systems;
- When new equipment or work practices are introduced; and
- When a new or previously unrecognized workplace violence hazard has been identified

Employees who receive training that is not in a live format, will have the opportunity to meet with a person knowledgeable on the plan within one business day of the training for an interactive discussion to answer their questions.

## **PROCEDURES**

### **Responding to Actual or Potential Workplace Violence Emergencies**

In the event of an actual or potential workplace violence emergency, the Administrator will alert employees of the presence, location, and nature of the workplace violence through the following methods:

- Intercom System, Email, and Activation of Alarm

When any employee becomes aware of an actual or potential workplace violence emergency, they shall notify their manager/supervisor, Administrator, and the Human Relations Department.

Employees shall implement the run, hide, fight protocols when and where appropriate. Evacuation routes and sheltering locations will be communicated to affected staff. If employees are not able to evacuate or shelter in place, they are authorized to take all reasonable actions necessary to fight or subdue an active shooter or assailant.

Employees can obtain help from staff assigned to respond to workplace violence emergencies, such as security personnel by calling the following number: **CITY HALL SECURITY EXTENSION 2998**. If no security personnel are located at the worksite, employees shall call 911 to report the incident and request assistance from law enforcement.

### **Emergencies and Reporting a Crime**

For immediate assistance in an emergency that is not associated with a service call, contact emergency services or law enforcement by calling 911. For immediate assistance in an emergency associated with a service call in progress, follow internal procedures for requesting immediate back-up assistance by notifying local law enforcement. Employees should also notify their supervisor, manager, and the Administrator as soon as possible.

### **Reporting Workplace Violence Concerns**

Employees who witness or experience *threats of violence* or *workplace violence* can report the incident through their chain of command or directly to Human Relations. Employees may report anonymously and without fear of reprisal by submitting the incident in writing through interoffice mail.

### **Restraining Orders**

Employees or other personnel affiliated with the City of Turlock who have an active restraining order issued against another person, which includes the workplace, are encouraged to provide a



copy of the restraining order to their supervisor and the Administrator. Supervisors who receive notification of a restraining order that includes the workplace will meet with the Administrator and appropriate Human Relations staff to decide what actions, if any, need to be initiated.

## **HAZARD ASSESSMENT**

Workplace hazard assessments will include:

- An annual review of the workplace violence incidents from the past year; and
- Periodic physical security assessments.

The Workplace Violence Prevention Environmental Hazard Assessment & Control Checklist (Appendix B) can be used to assist with the security assessment. Inspections are performed according to the following schedule:

- Once a year;
- When the plan is implemented;
- When new, workplace violence/security hazards are recognized; and
- When workplace violence injuries or threats of injury occur.

## **HAZARD CORRECTION**

Work practice controls will be used to correct unsafe work conditions, practices, or procedures that threaten the security of employees.

Work practice controls are defined as procedures, rules, and staffing that are used to effectively reduce workplace violence hazards. Work practice controls may include, but are not limited to:

- Appropriate staffing levels;
- Provision of dedicated safety personnel (i.e. security guards);
- Employee training on workplace violence prevention methods; and
- Employee training on procedures to follow in the event of a workplace violence incident.

Corrective actions will be implemented in a timely manner based on the severity of the hazard, documented and dated.

## **REPORTING WORKPLACE VIOLENCE**

All City of Turlock employees are responsible for communicating and implementing this policy. Any employee who has been a victim of an act or threat of violence, or who has witnessed or been made aware of such behavior or incidents in the workplace, shall be expected to immediately report all facts of the incident(s) and name(s) of the individuals involved.

No employee who, acting in good faith, initiates a complaint or reports an incident under this policy shall be subject to retaliation or harassment for doing so. To the greatest extent possible the City will maintain the confidentiality of the reporting individual and of the investigation.

## **POST INCIDENT RESPONSE AND INVESTIGATION**

Managers and supervisors will use the Workplace Violent Complaint and Incident Log (Attachment A) to assist in documenting incidents and investigations.

These procedures will occur following an incident:

- Provide immediate medical care or first aid;
- Identify all employees involved in the incident;
- Offer staff individual trauma counseling resources;
- Conduct a debriefing with all affected staff;
- Determine if corrective measures developed under this plan were effectively implemented; solicit feedback from all personnel involved in the incident as to the cause of this incident and if injuries occurred, how injury could have been prevented; and
- Record the incident in the Workplace Violent Incident Log.

## **RECORDKEEPING**

- Records of workplace violence hazard identification, evaluation, and correction will be maintained for three years in accordance with the recordkeeping requirements of the City of Turlock's Injury and Illness Prevention Program.
- Training for each employee, including the employee's name, training dates, type of training, and training provider will be maintained for a minimum of three years.
- Records of violent incidents (Workplace Violent Incident Log) will be maintained a minimum of five years by the Administrator.

## **ANNUAL REVIEW**

The City of Turlock's Workplace Violence Prevention Plan will be reviewed annually and updated as needed considering the following criteria:

- Staffing;
- Sufficiency of security systems;
- Job, equipment, and facility design and risks;
- Modifications or additions to tasks and procedures that affect plan implementation;
- Newly identified hazards;
- Prior year incidents;
- Identified deficiencies; and
- Feedback provided by employees and their authorized representatives.



## VIOLENCE IN THE WORKPLACE COMPLAINT FORM

Date Received: \_\_\_\_\_

EMPLOYEE NAME (Complainant) \_\_\_\_\_

Please type or print

1. List Employee(s) alleged to have exhibited the violent behavior.

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2. Describe incident(s), which support your complaint. Include location, dates, times and witnesses to the incident(s). (Attach additional pages if necessary).

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3. In your own words describe why you feel these incidents represent violent acts/threats as described in the City Policy Against Violence in the Workplace.

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\_\_\_\_\_  
Complainant Signature

\_\_\_\_\_  
Date



Appendix A

**CITY OF TURLOCK  
WORKPLACE VIOLENT INCIDENT LOG**

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

<b>Incident ID #*:</b>	<b>Date and Time of Incident:</b>	<b>Department:</b>
<b>Specific Location of Incident:</b>		

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

**Describe Incident (Include additional pages if needed):**

**Assailant information:**

<input type="checkbox"/> Patient	<input type="checkbox"/> Client	<input type="checkbox"/> Customer
<input type="checkbox"/> Family or Friend of Patient	<input type="checkbox"/> Family or Friend of Client	<input type="checkbox"/> Family or Friend of Customer
<input type="checkbox"/> Partner/Spouse of Victim	<input type="checkbox"/> Parent/Relative of Victim	<input type="checkbox"/> Co-Worker/Supervisor/Manager
<input type="checkbox"/> Former Partner/Spouse of Victim	<input type="checkbox"/> Animal	<input type="checkbox"/> Person In Custody
<input type="checkbox"/> Robber/Burglar	<input type="checkbox"/> Passenger	<input type="checkbox"/> Stranger
<input type="checkbox"/> Student	<input type="checkbox"/> Other:	

**Circumstances at time of incident:**

<input type="checkbox"/> Employee Performing Normal Duties	<input type="checkbox"/> Poor Lighting	<input type="checkbox"/> Employee Rushed
<input type="checkbox"/> Employee Isolated or Alone	<input type="checkbox"/> High Crime Area	<input type="checkbox"/> Low Staffing Level
<input type="checkbox"/> Unable to Get Help or Assistance	<input type="checkbox"/> Working in a Community Setting	<input type="checkbox"/> Unfamiliar or New Location
<input type="checkbox"/> Other:		

**Location of Incident:**

<input type="checkbox"/> Patient or Client Room	<input type="checkbox"/> Emergency or Urgent Care	<input type="checkbox"/> Hallway
<input type="checkbox"/> Waiting Room	<input type="checkbox"/> Restroom or Bathroom	<input type="checkbox"/> Parking Lot or Outside Building
<input type="checkbox"/> Personal Residence	<input type="checkbox"/> Breakroom	<input type="checkbox"/> Cafeteria
<input type="checkbox"/> Other:		

**Type of Incident (check as many apply):**

<input type="checkbox"/> Robbery	<input type="checkbox"/> Grabbed	<input type="checkbox"/> Pushed
----------------------------------	----------------------------------	---------------------------------

<input type="checkbox"/> Verbal Threat or Harassment	<input type="checkbox"/> Kicked	<input type="checkbox"/> Scratched
<input type="checkbox"/> Sexual Threat, Harassment, or 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:	

**Consequences of incident:**

Medical care provided? <input type="checkbox"/> Yes <input type="checkbox"/> No	Law enforcement called? <input type="checkbox"/> Yes <input type="checkbox"/> No	Security contacted? <input type="checkbox"/> Yes <input type="checkbox"/> No
Did anyone provide assistance to conclude the event? <input type="checkbox"/> Yes <input type="checkbox"/> No		Days lost from work (if any) _____
Actions taken by employer to protect employees from a continuing threat? <input type="checkbox"/> Yes <input type="checkbox"/> No		

**Completed by:**

Name:	Title:	Date:
Telephone:	Email:	
Signature:	Telephone:	

**Appendix B**

**CITY OF TURLOCK  
WORKPLACE VIOLENCE PREVENTION  
ENVIRONMENTAL HAZARD ASSESSMENT & CONTROL CHECKLIST**

<b>Assessed by:</b>	<b>Title:</b>
<b>Location(s) Assessed:</b>	

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 City of Turlock'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**

**Building Interior**

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?	

### Building Exterior

Yes	No	Building Exterior	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?	

### Parking Area

Yes	No	Parking Area	Comments:
		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 places?	
		Is there enough lighting to see clearly?	
		Are security escorts available?	

## Security Measures

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?	







**JESSIE DHAMI**  
HUMAN RELATIONS DIRECTOR

HUMAN RELATIONS DEPARTMENT  
JDHAMI@TURLOCK.CA.US

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156 S. BROADWAY, SUITE 235 | TURLOCK, CA 95380 | PHONE 209-668-5810 | FAX 209-668-5529 | TTY 1-800-735-2929

March 14, 2024

Dear City Staff:

This is an update to the City's COVID-19 guidelines, and in accordance with the most recent guidance issued by the California Department of Public Health. The City must continue to address COVID-19 prevention in the workplace, and this guidance applies to all City employees.

The following are common COVID-19 symptoms:

- Vomiting or nausea
- Cough
- Sore throat
- Shortness of breath or difficulty breathing
- Fatigue or muscle or body aches
- Headache
- New loss of taste or smell
- Congestion or runny nose
- Fever of 100.4 degrees Fahrenheit or more
- Diarrhea

If you are experiencing any of the above symptoms, unless a medical professional has determined that the symptoms were caused by a condition other than COVID-19, please do not come to work, follow the City's sick leave policy, and take a COVID-19 test immediately. Please test immediately if possible and no later than three days from the onset of symptoms. (See testing options below.) You are also encouraged to check the California Department of Public Health's (CDPH) website for additional information regarding COVID-19 symptoms.

### **COVID-19 Positive Test**

If you obtain a **positive COVID-19 test result**, please call Jessie Dhami at (209) 638-6479 or Darlene Ingersoll at (209) 604-1904 or email [covid@turlock.ca.us](mailto:covid@turlock.ca.us)

When reporting a positive COVID-19 test result, please provide the following information:

- Name, phone number and department name.
- You will be asked to submit proof of the positive COVID-19 test result that includes your name, the date and time of the test, and the positive result. If your COVID-19 test is from a lab, the lab is able to provide you with this documentation. If you take a test at home,

place the test clearly showing the result on a paper with your full name and the date and time the test was taken.

- Inform Jessie or Darlene whether you are experiencing symptoms and/or have fever.

**Exclusion from the workplace following a positive COVID-19 test:**

- If you test positive and have symptoms, you must self-isolate for at least 24 hours. If your symptoms are improving, and 24 additional hours have passed with no fever (without the use of fever-reducing medications), you may return to work. Once you return to work, you must wear a face mask until 10 days have passed from the date of the positive test. You may stop wearing a face mask sooner than Day 10 if you have two sequential negative tests at least one day apart.
- If you test positive and have no symptoms, you do not need to self-isolate and may return to work. You must wear a face mask while at work until 10 days have passed from the date of the positive test. You may stop wearing a face mask sooner than Day 10 if you have two sequential negative tests at least one day apart.
- Prior to reporting to work after a positive COVID-19 test result, please report your return-to-work date to Jessie or Darlene and your supervisor no later than the day before you report to work onsite. If you are returning following a positive test and symptoms, please confirm with Jessie or Darlene that 24 hours have passed with no fever (without the use of fever-reducing medications) and that your symptoms are improving.

**“Close contact” with a COVID-19 case:**

- Employees are not required to test following a “close contact” at work unless:
  - You have COVID-19 symptoms.
  - You had a “close contact” and are at a higher risk of severe disease.
  - You had contact with someone who is at higher risk of severe disease.
- Determining whether you had a “close contact” with a confirmed COVID-19 case is dependent on the size of the space during the exposure, how long you were exposed, and whether you were exposed when the person with a confirmed COVID-19 case was “infectious.”
  - For indoor spaces of 400,000 cubic feet per floor or fewer, a “close contact” is when you share the same indoor airspace with a confirmed COVID-19 case for a cumulative total of 15 minutes or more over a 24-hour period, during the COVID-19 case’s “infectious period.” (See definition of infectious period below.)
  - In large indoor airspaces of more than 400,000 cubic feet per floor, a close contact is when you are within six feet of a COVID-19 case for a cumulative total of 15 minutes or more over a 24-hour period during the COVID-19 case’s “infectious period.”
  - Offices, suites, rooms, waiting areas, break or eating areas, bathrooms or other spaces that are separated by floor-to-ceiling walls are considered distinct indoor airspaces.
- If you were exposed to a “close contact” with a COVID-19 case in the workplace under the criteria set forth above, you are able to test without cost to you and on paid time.



Contact Jessie or Darlene to provide them information regarding the workplace exposure (by whom, location and date exposed). If the City has reason to believe you were exposed to a close contact with a confirmed COVID-19 case, you will be notified and asked whether you have any symptoms or have recently recovered from COVID-19.

- If you had a “close contact” exposure you should wear a mask around others for a total of 10 days after the date of exposure, especially in indoor settings and when near those at higher risk for severe COVID-19 disease. If symptoms develop, test and stay home. If you test positive, please contact Jessie or Darlene and follow the guidelines above.
- If you become aware that you were exposed to a confirmed COVID-19 case outside of work, please test if you develop symptoms. Notify Jessie or Darlene or [Covid@turlock.ca.us](mailto:Covid@turlock.ca.us) if you test positive and follow the guidelines above.
- During the time that an employee is required to wear a mask at work, eating should occur away from others in a well-ventilated area and you should avoid traveling in a vehicle with another person if at all possible.

### **“Infectious Period” Defined**

Effective January 9, 2024, CDPH has adopted the following definition of “infectious period,” which now applies to the COVID-19 prevention regulations:

For COVID-19 cases with symptoms, it is a minimum of 24 hours from the day of symptom onset. COVID-19 cases may return to work if 24 hours have passed with no fever, without the use of fever-reducing medications, and their symptoms are mild and improving.

For COVID-19 cases with no symptoms, there is no infectious period for the purpose of isolation or exclusion. If symptoms develop, the criteria above will apply.

The definition of “infectious period” will change if the CDPH again changes its definition in a regulation or order.

### **Testing**

Testing is available in many locations, such as the Human Relations Department, Fire and Police Department, through the local Public Health Department, your health plan, the federal government or a community testing site. You can also purchase home tests through many retail vendors and pharmacies.

Thank you for your diligence and consideration of others.

If you have any specific questions, please do not hesitate to reach out to me.

Thank you.

*Jessie Shami*