

REHABILITATION ADMINISTRATIVE MANUAL (RAM)
CHAPTER 27
HEALTH AND SAFETY
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27000 PURPOSE (02/21)

The purpose of this chapter is to define the Department of Rehabilitation's (DOR) health and safety program and related policies and procedures.

27010 OBJECTIVE (02/21)

The objective of the department's health and safety program is to provide every employee a reasonably safe and healthy working environment. The department's Health and Safety Specialist has the responsibility for oversight and technical assistance in the implementation and maintenance of the department's program. The Health and Safety Specialist reports to the Assistant Chief, Business Services Section.

27020 HEALTH AND SAFETY PROGRAM TRAINING (02/21)

Health and Safety Program Training: All employees on an annual basis, are required to receive Health and Safety Program Training via the Learning Management System (LMS), located on the DOR Intranet and to acknowledge they have reviewed all Health and Safety Programs by obtaining a "Certificate of Completion". In addition:

- Every new employee, upon hire, will be required to take the Health and Safety Program Training
- All employees will be required to review the Health and Safety Programs when significant updates to the program(s) have been made. These updates and the need for Health and Safety Program review will be identified through departmental communications.

27030 HEALTH AND SAFETY PROGRAM HANDBOOK (02/21)

The Health and Safety Program Handbook located on the DOR Intranet under Health and Safety, includes links to various program plans and guides that provide policies, procedures, and guidance. These various program links located within the Health and Safety

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Program Handbook include, the Illness and Injury Prevention Program, Workplace Violence and Bully Prevention Program, the Ergonomics Program and the Emergency Response Plan for the Central Office and Field Offices.

27040 INJURY AND ILLNESS PREVENTION PROGRAM (02/21)

Labor Code Section 6401.7 and Title 8, California Code of Regulations, Section 3203; requires every employer establish an Illness and Injury Prevention Program (IIPP). The department's Injury and Illness Prevention Program is located on the DOR Intranet under Health and Safety and a link to the IIPP can also be located within the Health and Safety Program Handbook. As defined in the departments IIPP:

All DOR employees are responsible for:

- Complying with all aspects of the health and safety program including all rules and regulations;
- Practicing safety while performing their duties; and reporting safety hazards to their supervisor or anonymously reporting safety hazards to the Health and Safety Specialist.

All DOR managers and supervisors are responsible for:

- Communicating to all levels of staff the importance of health and safety on the job; ensuring unsafe conditions are corrected in a timely manner; and modeling and enforcing safe and healthful work practices.

27050 EMERGENCY RESPONSE PLANS (02/21)

The DOR Emergency Response Plans promote a safe work environment and establishes a continuing state of emergency preparedness for the protection of all employees and visitors to every DOR office in the event of an emergency. The Emergency Response Plans includes procedures to be followed in a wide range of emergency situations.

Every office is required to have an up-to-date Emergency Response Plan in place and managers/supervisors are to ensure the plan has been provided to each employee for review. Both the Central Office

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and Field Office Emergency Response Plans are located on the DOR Intranet under Health and Safety.

27060 WORKPLACE VIOLENCE BULLYING PREVENTION PROGRAM (02/21)

The Department of Rehabilitation does not tolerate violent acts or threats of violence made by or against its employees, contractors, clients, or other persons. Any such person making or threatening to make a violent action against another may be subject to sanction or discipline such as: Adverse action up to and including termination in the case of an employee; Contract termination in the case of a contractor or a contractor's employee; Termination of Department services in the case of a Department client or; Expulsion from Department property and a restraining order in any appropriate case.

For this purpose, the Workplace Violence and Bullying Prevention Program (WVBPP) was created to provide the Department of Rehabilitation (DOR) employees and members of the public with a place to conduct the business of DOR free of threats, acts of violence, and bullying. The WVBPP contains the Workplace Violence Policy, defines applicable terms, states applicable legal authority, outlines employees' and supervisors' responsibilities, training, reporting, assessment, and record keeping requirements; mandates consequences for noncompliance with this policy, and provides guidance for incident investigations, hazard assessments, and hazard corrections.

The WVBPP shall be utilized to help prevent workplace violence and bullying and to ensure appropriate action is taken in response to incidents of workplace violence and bullying, however, it is not a substitute for, nor is it intended to prevent or delay, an employee from calling 9+9-1-1 for any health or safety crisis in the workplace.

Retaliation: It is a violation of this policy for a manager, supervisor or co-worker to retaliate in any form, against an employee who reports, threatens to report, or files a report of a complaint of violence in the workplace or participates in an investigation alleging violence in the

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workplace. The DOR will take available steps, if necessary, to protect employees from retaliation.

Prohibited Behavior: Threats, acts of violence, and bullying are strictly prohibited and are not tolerated at DOR. Examples of prohibited behavior include, but are not limited to:

- Physical violence such as hitting or shoving an individual;
- Direct threats, such as saying words to the effect of “I’m going to kill you” or “If you don’t do what I want, I’m going to blow you away;”
- Indirect threats, such as saying words to the effect of “You’re going to get yours,” or “Someday, somebody is going to get hurt;”
- Terrorist threats, such as saying words to the effect of “If I get fired, I am going to blow up a bunch of state buildings;”
- Unauthorized use of firearms or weapons, including brandishing a loaded or unloaded gun in the workplace.

The department takes all threats of violence seriously and will not tolerate threats made in jest. Violence is not a proper subject for humor.

27070 WEAPONS (02/21)

Weapons, as defined in Penal Code Section,171b, are strictly prohibited in any DOR workplace. This applies to all DOR employees even if the individual holds a valid license to carry a firearm. The only exception to this prohibition is a duly appointed peace officer. Prohibited weapons include, but are not limited to, the following:

- A firearm,
- a knife with a blade exceeding 4 inches,
- an unauthorized tear gas weapon,
- a taser or stun gun,
- an instrument that expels a metallic projectile through the force of air pressure or spring action,
- a spot marker gun,
- a paint gun, or

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- an explosive device.

Specific questions regarding this prohibition may be directed to the Health and Safety Specialist.

27080 CHP INTERAGENCY AGREEMENT (02/21)

The department has entered into an interagency agreement with the California Highway Patrol (CHP) for officers to be on-call to a site designated by the department where there are concerns for the safety of staff or others. This service must be arranged five (5) working days in advance of the service. The Health and Safety Specialist, who is also the administrator of the agreement, may be contacted to arrange services. For immediate emergency procedures, refer to either Central Office and Field Office Emergency Response Plans, on the DOR Intranet page under Health and Safety.

27090 ASBESTOS NOTIFICATIONS (02/21)

Effective January 1, 1989, Health and Safety Code, Subsection; 25915-25915.7 requires State agencies which occupy buildings constructed prior to 1979, and know of the presence of asbestos containing material (ACM) in the building, to provide this information within 15 days of commencing work in the building. Refer to the 1989, State Administrative Management Memo, 09-01. Annual written notifications are mailed out in January of each year by the Health and Safety Specialist. Managers/supervisors are also informed in writing as to their responsibility for informing any new employee of the presence of asbestos and where to locate the STD250 - Employee Asbestos Notification.

27100 FIRST AID/CPR (02/21)

Each office is to have one or more first aid kits, depending upon the size of the office and the distribution of the staff. The Illness and Injury Prevention Program provides a listing of the basic contents of a first aid kit. Each district and field office has an assigned Health and Safety Coordinator. In Central Office, the Health and Safety Specialist acts as the department's Statewide Coordinator. Local Health and Safety Coordinators are responsible for ensuring that the necessary first aid supplies are always stocked.

First aid/CPR training may be requested by staff who wish to become certified in first aid/CPR. Participation is strictly voluntary. It is suggested that, at a minimum, one staff person per office be trained in first aid/CPR. First aid/CPR training requests are to be directed to the Staff Development Section on a DR1125 - Out-Service Training Request & Expense Voucher. The requesting unit must locate and note a qualified first aid/CPR training vendor on the DR1125.

27110 INJURY, ACCIDENT AND CRIME REPORTING REQUIREMENTS (02/21)

Injury and accident reporting involves the Business Services Section, Health and Safety Specialist, and the Human Resources Branch, Workers Compensation Coordinator. The specific purposes of reporting accidents, injuries, and crimes on State property or while employees are on work status vary but all are intended to protect the individual employee and the State. Below is a description of the various reporting forms, a description of when they are necessary, and the section responsible for assisting in completing each form:

- Occupational Safety & Health Administration (OSHA) FORM 300. This form is posted annually in each office. It reports the number and types of injuries sustained during the previous reporting period. The Human Resources Section is responsible for completing and ensuring the posting of this form.

State Compensation Insurance Fund (SCIF) 3301 - Employee's Claim for Workers' Compensation Benefits: This workers' compensation form is to be partially completed ("Employer" section only, with the exception of Question #13) by the employee's immediate supervisor and is to be issued to the employee within one (1) working day of knowledge (obtained from any source) of an industrial injury/illness or the assertion or allegation of industrial injury/illness when at least one (1) of the following conditions is present:

1. If it results in lost time from work beyond the date of injury and/or

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2. If it results in medical treatment beyond first aid (first aid means any one-time treatment of minor scratches, cuts, burns, splinters, or other minor injury). The supervisor attaches a photocopy of the partially completed SCIF 3301 to the SCIF 3067 (discussed below).

If the employee elects to complete and return the SCIF 3301, the supervisor immediately "dates" the form (completes Question #13) and provides a completed copy to the employee, SCIF, and the Human Resources Section.

State Compensation Insurance Fund (SCIF) 3067 - Employer's Report of Occupational Injury or Illness: This workers' compensation form is used by the employee's immediate supervisor when there is knowledge (obtained from any source) of an industrial injury/illness or the assertion or allegation of industrial injury/illness when at least one (1) of the following conditions is present:

1. If results in lost time from work beyond the date of injury and/or
2. If results in treatment beyond first aid (any one-time treatment of minor scratches, cuts, burns, splinters, etc.

The form affords the employer an opportunity to begin an investigation and document the facts. The original is sent to the local office of SCIF and copies are forwarded to the Human Resources Section within five (5) calendar days of knowledge. The Human Resources Section will coordinate with the Health and Safety Specialist for review and follow-up when necessary.

STD268 - Accident Report (Other than Motor Vehicle): All accidents which occur that do not involve a motor vehicle but involve State property are to be reported on a STD268. A copy of the completed form is to be forwarded to the Health and Safety Specialist within five (5) working days of the incident.

STD270 - Vehicle Accident Report: Vehicle accident reporting is

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addressed in detail in RAM Chapter 4.

For reporting purposes, an "accident" is defined as one that involved a State-owned vehicle (or non-State-owned vehicle operated by a State employee while on State business) where there is damage caused to the person or property of another.

An "incident" involves only a State-owned vehicle where the damage, regardless of the amount, is limited to just the State vehicle which was stationary at the time the damage occurred. Incidents should not be reported to the Office of Risk and Insurance Management (ORIM).

All motor vehicle accidents involving a State-owned vehicle, or any vehicle used on State business, and another party, must be reported within 48 hours to ORIM at: 707 Third Street, First Floor, West Sacramento, CA, 95605. Phone number: 916 376-5300. (Note: Phone number and address may be subject to change) using the STD270.

If the State-owned vehicle was damaged during an event involving no other party, it should only be reported to ORIM if the damage to the State vehicle is more than \$1,000.

If the accident results in bodily injury or significant property damage to a non-State party, the accident must immediately be reported to the State Office of Risk and Insurance Management (ORIM) by telephone at (916) 376-5300, by fax at (916) 376-5277, or by email at claims@dgs.ca.gov. Weekend voicemail messages may be left at their toll free phone number: (800) 900-3634 Employee should leave a voice mail message giving a brief description of the nature of the accident and a phone number at which they may be reached on the next business day. Employee will be contacted for more details.

Phone calls or FAX do not replace the need to submit the original STD270 to ORIM within 48 hours of the accident.

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Phone numbers and email may be subject to change. Please check ORIM website for updates: <https://www.dgs.ca.gov/ORIM>

In addition to the distribution of copies listed on the STD270, a copy is to be sent to the Chief, Business Services Section. A report on vehicle accidents (compiled from STD270 information) is required to be submitted to the Department of General Services by the Business Services Section each calendar year.

STD274 - Review of State Driver Accident (manager/supervisor): The manager/supervisor of the employee involved in the vehicle accident is to complete the STD274. The STD274 is to be attached to departmental copies of the STD270.

For more information on post vehicle accident procedures, visit the ORIM Internet site at: <https://www.dgs.ca.gov/ORIM>.

STD99 - Report of Crime on State Property: Crimes committed on State property are to be reported on this form. This does not replace other reporting such as to local law enforcement or the California Highway Patrol (CHP) for investigation. The CHP requires State agencies to record crimes on state-owned and state-leased property on the STD99. The "agency headquarters" copy is to be directed to the Health and Safety Specialist Business Services Section. Labor Code Section 3553 requires that within one (1) working day employers also provide to any employee, who is a victim of any crime that occurred at the employee's place of employment, written notice that the employee is eligible for workers' compensation for injuries, including psychiatric injuries, that may have resulted from the crime. The employer shall provide this notice, either personally or by first-class mail, within one (1) working day of the place of employment crime, or within one (1) working day of the date the employer reasonably should have known of the crime. Contact the Departmental Workers Compensation Claims Coordinators, Human Resources Section, for assistance in drafting or preparing this notice.

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27120 EVACUATION EQUIPMENT (02/21)

Each office on the second floor or above should have emergency evacuation equipment available for use by persons with disabilities should there be no time to wait for emergency personnel to assist.

27140 GOVERNOR'S EMPLOYEE SAFETY AWARD (02/21)

This award program is an annual event designed to recognize outstanding performance of individual State employees and groups for improving job safety, responding to life threatening situations, and preventing and reducing the number of occupational injuries and vehicular accidents.

The department may submit two (2) nominations. All managers, supervisors, and district administrators are notified by memo with nomination instructions in February of each year. The Health and Safety Specialist is the departmental coordinator.