

SAFETY PRACTICES

(May 2003)

6244

Responsibility

All

All conservation camp staff members will abide by and enforce all appropriate safety practices. The Division Chief and the Camp Superintendent will cooperate in the development and maintenance of a joint and specific Injury and Illness Prevention Plan (IIPP) as required by California Code of Regulations (CCR), Title 8, Section 3203, adopted by Senate Bill 198. It will be comprehensive and specific. Development of the plan will follow the format suggested by CYA directive or by the CDF [Health and Safety Handbook](#), but will comply with the requirements of both agencies.

INJURY AND ILLNESS PREVENTION

(May 2003)

6244.1

Responsibility

All

The Injury and Illness Prevention Plan will contain all elements detailed in the above cited law, including the following provisions:

1. The person or persons with authority and responsibility for implementing the program.
2. A system for ensuring employee compliance with safe and healthful work practices.
3. A system for communication of safety requirements.
4. Identification and evaluation of work place hazards.
5. Methods and procedures for correcting unsafe conditions in a timely manner, based on the severity of the hazard, and for preventing injury and illness (codes of safe practice).
6. A system for the investigation of occupational injuries and illnesses.
7. Requirements for training and instruction, and maintenance of training records.

GENERIC SAFETY PLANS

(May 2003)

6244.1.1

Responsibility

All

A generic Injury and Illness Prevention Plan and/or Hazard Communication Plan developed by a CDF unit or CYA institution is not acceptable unless the following items have been complied with:

1. A copy of the plan is maintained at the camp.
2. All local hazards have been identified and a camp specific hazardous materials inventory is maintained.
3. Codes of safe practices have been developed for all local hazards.
4. All required postings of codes of safe practice are current.
5. Material safety data sheets are available in the work areas where hazardous materials are stored and used.
6. Documentation of safety training and inspection is maintained locally.

HAZARD COMMUNICATION

(May 2003)

6244.2

Responsibility

All

CDF and CYA are required by the California Code of Regulations (CCR), Title 8, Section 5194, to inform their employees of the hazardous materials and physical agents to which they may be exposed in the course of their employment.

A Hazard Communication Plan for the reception, storage, and utilization of hazardous materials, will be developed and may be incorporated into the Joint Agency Injury and Illness Prevention Plan.

The Hazard Communication Plan will include the Material Safety Data Sheet (MSDS) program. It is detailed in the CDF Health and Safety Handbook, [Section 1740](#). Basic Requirements for compliance include:

1. Determine the identity of the chemicals or hazardous substances used in the workplace and determine if employees will potentially be exposed to any amount of the chemical. Develop an inventory or list of these chemicals.
2. Obtain, and make available to employees, a Material Safety Data Sheet (MSDS) for each of the chemicals on the inventory list.
3. Develop and implement a written hazard communication program applicable to the operation.
4. Label all containers of chemicals, both in-house and incoming, properly, including hazardous waste.
5. Store, utilize, and dispose of hazardous materials and waste, including environmental hazards such as kitchen grease, used oil, and spent lead/acid batteries, in compliance with legal requirements.
6. Conduct employee training that effectively communicates MSDS information and safety practices to potentially exposed employees, and advise them of the hazard communication standard. Maintain records of this training.

PROJECT SAFETY WORK PLAN

6244.3

(May 2003)

Responsibility

All

A Job Analysis/Project Safety Work Plan (IIPP-2), will be developed and continually updated for each work project undertaken by conservation camp personnel. The plan will be completed prior to commencement of work. The plan will be reviewed for completeness and accuracy prior to and during the project, by the work supervisor (a CDF or CYA staff person). The plan will be utilized by the supervisor to present safety training to all workers (tailgate session) prior to commencement of work and, at minimum, on a weekly basis.

These safety tailgate sessions will be recorded in the camp files along with the names of the trainees. A copy of the IIPP-2 will be available at the project site whenever work is in progress. The IIPP-2 will be updated no less than annually, or whenever condition dictate a reassessment of the safety plan. (See section 6322.1)

Failure of wards to abide by the instructions of their supervisor, regarding safety practices, will result in disciplinary action. Financial responsibility for safety equipment shall be in keeping with the CDF/CYA master interagency agreement.

OPERATION OF MACHINERY

6244.4

(May 2003)

Responsibility

All

All wards assigned to duties which require them to use hazardous materials or to operate, or work around, hazardous machinery such as forklifts, saws, chippers, machine shop equipment, or paint sprayers, will first be trained in the hazards and safety requirements. The training shall be placed in the ward's permanent file for future reference. The supervisor shall ensure that all safety equipment and devices are in place and in use.

(see next section)

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(see Forms or Forms Samples)