

Injury and Illness Prevention Plan

Preamble:

Nearly all workplace injuries illnesses are the result of unsafe work practices and can be prevented. A serious injury or illness can have a devastating affect not only on the injured employee but every employee of the organization. Costs and loss revenue associated to serious injuries or illness can be devastating to the employee and the organization.

Established safe working practices can reduce if not eliminate workplace injuries and illnesses.

It is therefore the policy of the Santa Cruz County Fairgrounds that all employees strive to conduct safe working practices 100 percent of the time that prevent injury or illness to themselves or others.

Definitions:

Employee: Any person in a paid or unpaid status that performs work related functions for the benefit of the Santa Cruz County Fairgrounds.

Accident: An unintentional conveyance of moment that results in property damage or injury.

Training: A documented process in which a qualified instructor teaches safe working practices and the proper use of Personal Protective Equipment to employees

Personal Protective Equipment (PPE): items including gloves, hearing protection, eye and face protection, respirators, footwear, hard hat, fall protection harness and lanyard.

Guard: a device affixed to machinery and equipment intended to reduce the risk of injury during use by personnel.

Policy:

The Fairgrounds Manager is directly responsible to establish safe working practices by administrative Policy requires all employees work safely 100 percent of the time.

The Fair Manager will establish a formal training program to ensure that each employee is trained as to the safe use and operation of every piece of equipment used by the employee. Records will be kept documenting the training.

In order to reduce and eliminate injury or illness all employees shall be issued the following Personal Protective Equipment (PPE): Hard Hat, High Visibility Vest, Gloves, Hearing Protection, Eye Protection, Fit Tested Respirator, Fall Protection Harness with Lanyard and Waterproof Rubberized Boots. The Fairground s Manager will insure that every employee is trained to the proper use of Personal Protective Equipment.

Employees are required to maintain their Personal Protective Equipment in working order and to report any damage or loss to the Fairgrounds Manager or Designated Safety Officer.

The Fairground Manager will maintain current copies of Material Data Safety Sheets for all materials and Chemicals used or stored on the Fairgrounds. A copy of all Material Safety Data Sheets will be maintained in an area readily accessible to the employees. Safety precautions for the safe use and handling outlined in the Material Safety Data Sheets will be discussed with all employees.

The Fairgrounds Manager will insure that equipment and tools are regularly inspected for damage or unsafe conditions such as missing or defective guards frayed or damaged power cords or any other unsafe condition. Any defective equipment will be removed from service via a formal lock out tag out policy established by the Fair Manager until repairs are made.

Under no circumstances will employees remove protective guards or safety devices without first consulting with the Fairgrounds Manager or Safety Officer and receiving approval to remove the guard for the period of time necessary to complete the work required. All options shall be discussed to determine if an alternate method can be used that does not require removing the guard or safety device.

Employees are required to report any unsafe working condition or violation of safe working practices immediately.

Failure to follow safe working practices will result in corrective action up to and including termination.