

City of Lincoln



INJURY AND ILLNESS PREVENTION PROGRAM

September 2016

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PROGRAM OVERVIEW

City of Lincoln strives to maintain a safe and healthy work environment for all employees. We recognize the responsibilities for safety and health are shared. As your employer the City is committed to providing leadership and support for the effective implementation of the City's safety and health programs. Managers and employees are required to comply with all applicable Federal, State and local safety laws and regulations. Each department is required to conduct its operations and activities in a safe manner to minimize the risk of injury to employees and the public. No employee will be required to conduct any task which is determined to be unsafe. Managers, supervisors and employees are expected to report potential safety hazards without fear of retaliation, and with confidence that safe and healthful conditions and practices will prevail in the workplace. It is the policy of each City department to identify and minimize potential risks inherent in the operation of various programs, services, facilities, and equipment.

The Injury and Illness Prevention Program (IIPP) establishes the City of Lincoln's safety management program as required by Title 8, California Code of Regulations, Section 3203. The objective of the program is to prevent injuries and illnesses in the workplace and to engage City employees in maintaining a safe and healthy work environment. The IIPP includes information on the implementation of the following critical elements:

- Program responsibilities
- Compliance methods to ensure safe work practices
- Communication system on health and safety issues
- Hazard assessment and periodic inspections of work areas
- Health and safety training
- Accident investigation
- Record keeping
- Program evaluation

The IIPP applies to all City of Lincoln departments under the direct control and authority of the City Council. The program includes all City employees providing services at all facilities, workplaces, and events.

RESPONSIBILITIES

IIPP Program Administrator

The Human Resource Manager has the ultimate authority and responsibility for the implementation and maintenance of the City's IIPP. The IIPP Program Administrator provides:

- Oversight of the safety program in collaboration with the Human Resources Department
- Program evaluations and resources to support program implementation

Department Managers

Department managers have the authority and responsibility for the implementation of the IIPP within their respective departments. Responsibilities include:

- Providing leadership to ensure the IIPP is effectively implemented
- Assigning clear responsibilities to department supervisors for the implementation of the IIPP
- Integrating safety communication in staff meetings, department meetings, and other forms of department communication

- Providing supervisor training that includes IIPP responsibilities, department specific hazards and safe work practices and procedures
- Providing training to ensure supervisors are knowledgeable about health and safety hazards under their supervision and control

Department Supervisors

Department supervisors are responsible for the implementation of the IIPP for employees, facilities, and operations under their direct supervision and control. Supervisor responsibilities include, but are not limited to:

- Investigating all accidents and incidents within their area of responsibility to identify root causes and corrective actions
- Conducting regular observations of employee work practices and conducting periodic safety inspections of facilities
- Instructing employees on safe work practices for daily job assignments
- Recognizing employees who demonstrate safe work practices and behaviors.
- Enforcing safe work practices and procedures for employees and operations under direct supervision and control
- Providing job-specific employee safety training
- Attending training to become knowledgeable about hazards and required controls in areas of responsibility

Employees

City employees are responsible for their own safety and the safety of others in the workplace. Employee responsibilities critical to the success of the City IIPP include:

- Compliance with the City's IIPP including safe practices, procedures and programs
- Active participation in the IIPP including prompt reporting of safety hazards, participation in periodic inspections, safety training attendance, and other activities as required by the supervisor
- Input during the development of job-specific hazard assessments and during periodic evaluations of the IIPP

COMPLIANCE

Implementation and oversight of the IIPP in each department is the responsibility of each department manager. The Department managers and supervisors will ensure all safety and health policies and procedures are clearly communicated and enforced in their respective areas of responsibility. Each department will include the compliance methods outlined in this section. Additional department compliance methods may also be included or referenced as appropriate.

IIPP Training

Inform employees of the IIPP requirements during new employee safety orientation training and ongoing IIPP and safety training. Training will be provided to all department employees on the IIPP written program, program requirements, and the importance of program compliance. Comprehensive IIPP training will be provided for managers and supervisors concerning their responsibilities for program implementation.

Evaluation of Safety Performance

Employee performance evaluations will include an evaluation of compliance with safe work practices and procedures. Department supervisors will evaluate employee safety performance by routine observation of employee work practices in their workplaces and in the course of providing services in the field. Employee counseling on unsafe work practices will be used to communicate deficiencies in safety performance. Department supervisors, to the degree required to correct the unsafe work practice, will provide supplemental training.

Employee Recognition

Employees will be recognized for demonstrating safe work practices. Employees who make a significant contribution to the maintenance of a safe workplace, as determined by their supervisor, may receive written acknowledgment of such contributions which will be maintained in the employees' personnel file.

Disciplinary Procedures

Employees who fail to follow safe work practices and/or procedures, or who violate organizational rules or directives, may be subject to disciplinary action, up to and including termination.

COMMUNICATION

The City's IIPP will be effective in preventing injury and illness only if there is clear and open communications among all. Communications must occur through multiple channels and mechanisms to reach all employees consistently. Therefore, the City of Lincoln has created a variety of mechanisms whereby hazards are identified, reported, evaluated and mitigated. All managers and supervisors are responsible for communicating with all workers about occupational safety and health in a form easily understood by all workers.

Employee Hazard Reporting

The employee hazard reporting system provides a means for employees to report safety hazards that may result in employee illness or injury, damage to City property, or injury to the public. The employee may report a hazard to their supervisor, manager, and the IIPP Administrator. The City's Hazardous/Unsafe Condition Report is included in Appendix A.

Employees may also report hazards anonymously by completing the Hazardous/Unsafe Condition Report form without contact information and submitting the form to the IIPP Administrator through inter-office mail.

Department Staff Meetings

Department and division level staff meetings will include a discussion of health and safety concerns and brief training sessions as appropriate. Each manager or supervisor will document health and safety communication and training included in staff meetings. Training documentation should include the subject matter of the safety issues covered, the person presenting the information, the date of the training, and the name/signature of the employees in attendance will be used as documentation.

Department Health and Safety Training

Each department has developed an occupational health and safety training matrix to ensure employees receive communication on general safety hazards and job-specific safety hazards. Department specific training matrices are located in Appendix C.

Safety Bulletin Boards/Supplemental Communications

Each department work location will maintain a safety bulletin board to meet Cal/OSHA posting requirements and to ensure ongoing communication on significant health and safety issues. Department email messages and employee handouts on relevant topics are additional means of safety.

HAZARD ASSESSMENT

Department Hazard Assessment

Departments will identify safety hazards relevant to its operations in a hazard assessment. Specific hazards unique to operations, tasks, or facilities will be identified. The hazard assessment is an ongoing process and will be revised periodically by each department.

Periodic Inspection Procedures

Periodic inspections will be conducted to identify workplace hazards and to evaluate the effectiveness of controls. The Department manager will review inspection results and the effectiveness of corrective actions.

The City has developed the following inspection schedule:

Building/Location	Frequency
City Hall	Annually
Police Station	Annually
Fire Stations (3 locations)	Annually
Public Services Corporation Yard	Quarterly
Wastewater Treatment Plant	Quarterly
Airport	Bi-Annually
Library	Bi-Annually

In addition to the department periodic inspection schedule, inspections will be conducted as required in the following situations:

- IIPP is first established
- New substances, processes, procedures or equipment result in new hazards in department units/facilities
- New, previously unidentified hazards are identified
- Occupational accidents or incidents occur
- Department hires or reassigns employees to operations or tasks where a hazard evaluation has not been conducted

HAZARD CORRECTION

Hazard Correction Procedures

Unsafe or unhealthy work conditions, work practices, or procedures shall be corrected in a timely manner based on the severity of the hazards. Hazards shall be corrected according to the following procedure:

- When observed or reported
- When an imminent hazard exists that cannot be immediately corrected, the Department Manager or designee will remove employees from the immediate hazard except those needed to correct the condition and to address security issues.

The appropriate Department Manager will promptly assess determination of hazard severity and the period for hazard correction. All corrective actions taken will be documented and dated.

ACCIDENT AND INCIDENT INVESTIGATIONS

Investigation Procedures

The responsible on-duty supervisor of the employee will investigate all accidents and incidents promptly. The supervisor is required to complete the Supervisor's Report of Employee Injury form (Appendix B) and the California required forms. All forms located at Human Resources. All documentation must be completed within 24 hours and forwarded to the Human Resources Administrator within three days of notification of the accident.

Accident Investigation Review Process

The Human Resources Administrator will review the accident documentation to determine if the department manager/supervisor has identified the contributing factors and corrective actions to prevent future injuries. The Department Managers will review employee accidents to ensure root causes and corrective actions have been identified as directed by Human Resources.

TRAINING

IIPP Training Requirements

All employees will participate in department occupational health and safety training on general and job-specific hazards and safe work practices. Each supervisor and manager will be trained on all health and safety hazards to which employees under his or her immediate direction and control are exposed.

Training will be provided as follows:

- When the IIPP is first established
- New employees are hired
- Employees are reassigned to a new area or task with no prior training
- New substances, operations or equipment are introduced

Department Health and Safety Training

Department specific training requirements are identified in the Employee Safety Training Matrices located in Appendix B.

RECORD KEEPING

All the following IIPP documentation is maintained for three years:

- Safety training for each employee, including the employee's name, training dates, type of training, and training providers
- Inspections, including the person(s) conducting the inspection; the unsafe conditions and work practices identified; corrective action, and follow up
- Accidents, illnesses, and near-miss inspections that identify the root cause and corrective action taken
- Regular program review

PROGRAM EVALUATION

The City will review and evaluate the effectiveness of the IIPP on a regular basis.

Appendix A – Employee Hazardous/Unsafe Condition Report

Reporting Hazardous/Unsafe Condition*

Department: _____

Person Reporting: _____ Contact Information (optional): _____
(optional) _____

Location of Hazard: _____

Building: _____ Floor: _____ Room: _____

Date and time the condition or hazard was observed: _____

Hazards posing an immediate danger to life and health should be reported as soon as possible to your supervisor.

Description of unsafe condition or hazard: _____

What changes would you recommend to correct the condition or hazard? _____

Employee Signature: (optional) _____ Date: _____

Management Investigation

Name of person investigating unsafe condition or hazard: _____

Results of investigation. What was found? Was condition unsafe or a hazard?: (Attach additional sheets if necessary.)

Proposed action to be taken to correct hazard or unsafe condition: _____

Signature of Investigating Party: _____ Date: _____

Date reporting employee was notified of action taken (if not an anonymous report) _____

** Please note: Employees can report unsafe conditions anonymously without fear of reprisal. We encourage our employees to report hazards and commend them for their safety awareness.*

Appendix B – Supervisor’s Report of Employee Injury

Employee name: _____ Position: _____

Department: _____

Volunteer: Yes
 No

Hire date: _____ Injury date: _____ Time: _____ am/pm Date reported: _____

Location of accident (be specific): _____

Describe injury and ensuing treatment: _____

Describe the accident completely (what happened, i.e., actions, tools, area, conditions):

Contributing causes:

1. _____
2. _____
3. _____
4. _____
5. _____

Corrective action implemented (engineering, administrative): _____

Corrective action follow up date(s): _____

Investigation completed by: _____ Title: _____ Date: _____

Reviewed by: _____ Title: _____ Date: _____

Continue report on separate pages as needed. Attach statements made by injured employee and/or witnesses.

Appendix C – Employee Safety Training Matrices

CITY OF LINCOLN CITY MANAGER'S OFFICE EMPLOYEE SAFETY TRAINING MATRIX	Training Frequency	Cal/OSHA Section Reference	Administration
Injury & Illness Prevention Program	I/U	3203	x
Emergency Response & Fire Safety	I/U	3220, 3221	x
Workplace Violence Prevention	I	3203	x

Aerial Devices	I/(3yr)	3646, 3648	
Aerosol Transmissible Diseases	I/A	5199	
Asbestos Awareness	I/A	1529, 5208	
Battery Handling & Maintenance	I	5185	
Bloodborne Pathogens	I/A	5193	
Compressed Gas Safety	I	3301, 3304	
Confined Space Awareness	I/U	5157, 5158	
Confined Space Entry	I/U	5157, 5158	
Defensive Driving (designated staff)	I	3203	x
Electrical Safety (General Awareness)	I/U	3203	x
Electrical Safety (Industrial High/Low Voltage)	I	2299 - 2974	
Emergency Eye Wash	I	5162	
Equipment Operation Safety (dept. specific)	I/U	Title 8 Index	
Ergonomics - Office	I	5110	x
Ergonomics – Back Safety	I	5110	x
Excavation/Trenching/Shoring	I	1540	
Fall Protection	I	1670	
First Aid/CPR (designated staff)	I/C (2yr)	3400	x
Forklift	I/C (3yr)	Article 24	

CITY OF LINCOLN CITY MANAGER'S OFFICE EMPLOYEE SAFETY TRAINING MATRIX	Training Frequency	Cal/OSHA Section Reference	Administration
Hazard Communication (General)	I/U	5194	x
Haz Waste/HAZWOPER (designated staff)	A	5192	
Hearing Conservation	I/A	5095	
Heat Illness Prevention	A-Spring	3395	
Heavy Equipment Operations	I/U	1590 - 1596	
Ladder Safety	I	3276	x
Lead Awareness	I/A	5216	
Lockout/Tag Out	I/U	3314	
Machine Shop Safety	I	3940	
New Employee Safety Orientation	I	3203	x
Outdoor Hazards (plants, animals, insects)	A-Spring	3203	
Personal Protective Equipment Requirements	I/U	3380, 3385	
Pesticide Use Safety	I/U	5194	
Respiratory Protection	I/A	5144	
Rigging/Hoisting	I	5006	
Scaffold Safety	I/U	1637	
Standard Operating Procedures (dept. specific)	A	N/A	
Storm Water Pollution	I	N/A	
Supervisor Safety Training (designated staff)	I/U	3203	x
Tools – Hand & Power (dept. specific)	I/U	Article 20	
Traffic Control & Flagger Training	I	1599	
Tree Work	I	3421	
Welding & Cutting/Fire Watch/Hot Work	I	4799, 4848	
Office Safety and General Housekeeping	I	3203	x

Training
Frequency:

I – Initial Exposure/New Employee

A – Annual

U – Update/Change

C – Certification

CITY OF LINCOLN COMMUNITY DEVELOPMENT EMPLOYEE SAFETY TRAINING MATRIX	Training Frequency	Section Reference Cal/OSHA	Administration	Building Inspectors & Code Enforcement	Office Professionals	Engineers
Injury & Illness Prevention Program	I/U	3203	x	x	x	x
Emergency Response & Fire Safety	I/U	3220, 3221	x	x	x	x
Workplace Violence Prevention	I	3203	x	x	x	x

Aerial Devices	I/(3yr)	3646, 3648				x
Aerosol Transmissible Diseases	I/A	5199				
Asbestos Awareness	I/A	1529, 5208		x		x
Battery Handling & Maintenance	I	5185				
Bloodborne Pathogens	I/A	5193				
Compressed Gas Safety	I	3301, 3304				
Confined Space Awareness	I/U	5157, 5158		x		x
Confined Space Entry	I/U	5157, 5158				
Defensive Driving (designated staff)	I	3203	x	x	x	x
Electrical Safety (General Awareness)	I/U	3203	x	x	x	x
Electrical Safety (Industrial High/Low Voltage)	I	2299 - 2974		x		x
Emergency Eye Wash	I	5162		x		x
Equipment Operation Safety (dept. specific)	I/U	Title 8 Index		x		
Ergonomics - Office	I	5110	x	x	x	x
Ergonomics – Back Safety	I	5110	x	x	x	x
Excavation/Trenching/Shoring	I	1540				
Fall Protection	I	1670				x
First Aid/CPR (designated staff)	I/C (2yr)	3400				
Forklift	I/C (3yr)	Article 24				
Hazard Communication (General)	I/U	5194	x	x	x	x
Haz Waste/HAZWOPER (designated staff)	A	5192				

Training Frequency: I – Initial Exposure/New Employee A – Annual U – Update/Change C – Certification

CITY OF LINCOLN COMMUNITY DEVELOPMENT EMPLOYEE SAFETY TRAINING MATRIX	Training Frequency	Cal/OSHA Section Reference	Administration	Building Inspectors & Code Enforcement	Office Professionals	Engineers
Hearing Conservation	I/A	5095		X		X
Heat Illness Prevention	A-Spring	3395		X		X
Heavy Equipment Operations	I/U	1590 - 1596				
Ladder Safety	I	3276	X	X	X	X
Lead Awareness	I/A	5216		X		X
Lockout/Tag Out	I/U	3314		X		
Machine Shop Safety	I	3940				
New Employee Safety Orientation	I	3203	X	X	X	X
Outdoor Hazards (plants, animals, insects)	A-Spring	3203		X		X
Personal Protective Equipment Requirements	I/U	3380, 3385		X		X
Pesticide Use Safety	I/U	5194				
Respiratory Protection	I/A	5144				
Rigging/Hoisting	I	5006				
Scaffold Safety	I/U	1637		X		
Standard Operating Procedures (dept. specific)	A	N/A		X	X	X
Storm Water Pollution	I	N/A		X	X	X
Supervisor Safety Training (designated staff)	I/U	3203	X	X	X	X
Tools – Hand & Power (dept. specific)	I/U	Article 20				
Traffic Control & Flagger Training	I	1599				
Tree Work	I	3421				
Welding & Cutting/Fire Watch/Hot Work	I	4799, 4848				
Office Safety and General Housekeeping	I	3203	X	X	X	X

Training Frequency: I – Initial Exposure/New Employee A – Annual U – Update/Change C – Certification

CITY OF LINCOLN FIRE EMPLOYEE SAFETY TRAINING MATRIX	Training Frequency	Section Reference Cal/OSHA	Fire, EMT, Volunteer Fire, (Includes Battalion Chief)	Administration	Chief	ROP Program
Injury & Illness Prevention Program	I/U	3203	x	x	x	x
Emergency Response & Fire Safety	I/U	3220, 3221	x	x	x	x
Workplace Violence Prevention	I	3203	x	x	x	x

Aerial Devices	I/(3yr)	3646, 3648	x			
Aerosol Transmissible Diseases	I/A	5199	x			
Asbestos Awareness	I/A	1529, 5208	x			
Battery Handling & Maintenance	I	5185				
Bloodborne Pathogens	I/A	5193	x			
Compressed Gas Safety	I	3301, 3304				
Confined Space Awareness	I/U	5157, 5158	x			
Confined Space Entry	I/U	5157, 5158				
Defensive Driving (designated staff)	I	3203	x		x	
Electrical Safety (General Awareness)	I/U	3203	x		x	x
Electrical Safety (Industrial High/Low Voltage)	I	2299 - 2974	x		x	x
Emergency Eye Wash	I	5162	x		x	
Equipment Operation Safety (dept. specific)	I/U	Title 8 Index	x		x	x
Ergonomics - Office	I	5110	x	x	x	x
Ergonomics – Back Safety	I	5110	x	x	x	x
Excavation/Trenching/Shoring	I	1540				
Fall Protection	I	1670	x			
First Aid/CPR (designated staff)	I/C (2yr)	3400	x		x	
Forklift	I/C (3yr)	Article 24				
Hazard Communication (General)	I/U	5194	x		x	x
Haz Waste/HAZWOPER (designated staff)	A	5192				

Training Frequency: I – Initial Exposure/New Employee A – Annual U – Update/Change C – Certification

CITY OF LINCOLN FIRE EMPLOYEE SAFETY TRAINING MATRIX	Training Frequency	Cal/OSHA Section Reference	Fire, EMT, Volunteer Fire, (Includes Battalion Chief)	Administration	Chief	ROP Program
Hearing Conservation	I/A	5095	X		X	X
Heat Illness Prevention	A-Spring	3395	X		X	X
Heavy Equipment Operations	I/U	1590 - 1596	X		X	
Ladder Safety	I	3276	X		X	
Lead Awareness	I/A	5216				
Lockout/Tag Out	I/U	3314	X		X	
Machine Shop Safety	I	3940				
New Employee Safety Orientation	I	3203	X		X	X
Outdoor Hazards (plants, animals, insects)	A-Spring	3203	X		X	X
Personal Protective Equipment Requirements	I/U	3380, 3385	X		X	X
Pesticide Use Safety	I/U	5194				
Respiratory Protection	I/A	5144	X		X	
Rigging/Hoisting	I	5006	X		X	
Scaffold Safety	I/U	1637				
Standard Operating Procedures (dept. specific)	A	N/A	X		X	X
Storm Water Pollution	I	N/A				
Supervisor Safety Training (designated staff)	I/U	3203	X		X	
Tools – Hand & Power (dept. specific)	I/U	Article 20	X		X	X
Traffic Control & Flagger Training	I	1599	X			
Tree Work	I	3421				
Welding & Cutting/Fire Watch/Hot Work	I	4799, 4848				
Office Safety and General Housekeeping	I	3203	X	X	X	X

CITY OF LINCOLN POLICE EMPLOYEE SAFETY TRAINING MATRIX	Training Frequency	Section Reference Cal/OSHA	First Responders	Administration	Dispatch	Community Services Officer	Chief
Injury & Illness Prevention Program	I/U	3203	x	x	x	x	x
Emergency Response & Fire Safety	I/U	3220, 3221	x	x	x	x	x
Workplace Violence Prevention	I	3203	x	x	x	x	x

Aerial Devices	I/(3yr)	3646, 3648					
Aerosol Transmissible Diseases	I/A	5199	x				x
Asbestos Awareness	I/A	1529, 5208					
Battery Handling & Maintenance	I	5185					
Bloodborne Pathogens	I/A	5193	x				x
Compressed Gas Safety	I	3301, 3304					
Confined Space Awareness	I/U	5157, 5158	x			x	x
Confined Space Entry	I/U	5157, 5158					
Defensive Driving (designated staff)	I	3203	x			x	x
Electrical Safety (General Awareness)	I/U	3203	x	x	x	x	x
Electrical Safety (Industrial High/Low Voltage)	I	2299 - 2974					
Emergency Eye Wash	I	5162					
Equipment Operation Safety (dept. specific)	I/U	Title 8 Index	x			x	x
Ergonomics - Office	I	5110	x	x	x	x	x
Ergonomics – Back Safety	I	5110	x	x	x	x	x
Excavation/Trenching/Shoring	I	1540					
Fall Protection	I	1670					
First Aid/CPR (designated staff)	I/C (2yr)	3400	x				x
Forklift	I/C (3yr)	Article 24					
Hazard Communication (General)	I/U	5194	x			x	x
Haz Waste/HAZWOPER (designated staff)	A	5192					

Training Frequency: I – Initial Exposure/New Employee A – Annual U – Update/Change C – Certification

CITY OF LINCOLN POLICE EMPLOYEE SAFETY TRAINING MATRIX	Training Frequency	Cal/OSHA Section Reference	First Responders	Administration	Dispatch	Community Services Officer	Chief
Hearing Conservation	I/A	5095	X				X
Heat Illness Prevention	A-Spring	3395	X			X	X
Heavy Equipment Operations	I/U	1590 - 1596					
Ladder Safety	I	3276	X	X	X	X	X
Lead Awareness	I/A	5216					
Lockout/Tag Out	I/U	3314					
Machine Shop Safety	I	3940					
New Employee Safety Orientation	I	3203	X	X	X	X	X
Outdoor Hazards (plants, animals, insects)	A-Spring	3203					
Personal Protective Equipment Requirements	I/U	3380, 3385	X			X	X
Pesticide Use Safety	I/U	5194					
Respiratory Protection	I/A	5144	X			X	X
Rigging/Hoisting	I	5006					
Scaffold Safety	I/U	1637					
Standard Operating Procedures (dept. specific)	A	N/A	X	X	X	X	X
Storm Water Pollution	I	N/A					
Supervisor Safety Training (designated staff)	I/U	3203	X				X
Tools – Hand & Power (dept. specific)	I/U	Article 20	X			X	X
Traffic Control & Flagger Training	I	1599					
Tree Work	I	3421					
Welding & Cutting/Fire Watch/Hot Work	I	4799, 4848					
Office Safety and General Housekeeping	I	3203	X	X	X	X	X

CITY OF LINCOLN PUBLIC SERVICES EMPLOYEE SAFETY TRAINING MATRIX	Training Frequency	Cal/OSHA Section Reference	Administration	Recreation	Maintenance, Parks & Facilities	Solid Waste	Water & Waste Water	Streets	Fleet
Injury & Illness Prevention Program	I/U	3203	x	x	x	x	x	x	x
Emergency Response & Fire Safety	I/U	3220, 3221	x	x	x	x	x	x	x
Workplace Violence Prevention	I	3203	x	x	x	x	x	x	x

Aerial Devices	I/(3yr)	3646, 3648			x				
Aerosol Transmissible Diseases	I/A	5199			x		x		
Asbestos Awareness	I/A	1529, 5208			x			x	
Battery Handling & Maintenance	I	5185				x		x	x
Bloodborne Pathogens	I/A	5193		x	x	x			
Compressed Gas Safety	I	3301, 3304			x			x	x
Confined Space Awareness	I/U	5157, 5158		x	x	x	x	x	x
Confined Space Entry	I/U	5157, 5158					x	x	
Defensive Driving (designated staff)	I	3203	x	x	x	x	x	x	x
Electrical Safety (General Awareness)	I/U	3203	x	x	x	x	x	x	x
Electrical Safety (Industrial High/Low Voltage)	I	2299 - 2974			x		x	x	x
Emergency Eye Wash	I	5162			x	x	x	x	x
Equipment Operation Safety (dept. specific)	I/U	Title 8 Index		x	x	x	x	x	x
Ergonomics - Office	I	5110	x	x	x	x	x	x	x
Ergonomics – Back Safety	I	5110	x	x	x	x	x	x	x
Excavation/Trenching/Shoring	I	1540					x	x	
Fall Protection	I	1670			x				
First Aid/CPR (designated staff)	I/C (2yr)	3400							
Forklift	I/C (3yr)	Article 24					x	x	x
Hazard Communication (General)	I/U	5194	x	x	x	x	x	x	
Haz Waste/HAZWOPER (designated staff)	A	5192							

Training Frequency: I – Initial Exposure/New Employee A – Annual U – Update/Change C – Certification

CITY OF LINCOLN PUBLIC SERVICES EMPLOYEE SAFETY TRAINING MATRIX	Training Frequency	Cal/OSHA Section Reference	Administration	Recreation	Maintenance, Parks & Facilities	Solid Waste	Water & Waste Water	Streets	Fleet
Hearing Conservation	I/A	5095			X	X	X	X	X
Heat Illness Prevention	A-Spring	3395		X	X	X	X	X	X
Heavy Equipment Operations	I/U	1590 - 1596		X	X	X	X	X	X
Ladder Safety	I	3276	X	X	X	X	X	X	X
Lead Awareness	I/A	5216			X		X	X	
Lockout/Tag Out	I/U	3314			X	X	X	X	X
Machine Shop Safety	I	3940			X	X	X	X	X
New Employee Safety Orientation	I	3203	X	X	X	X	X	X	X
Outdoor Hazards (plants, animals, insects)	A-Spring	3203		X	X	X	X	X	X
Personal Protective Equipment Requirements	I/U	3380, 3385		X	X	X	X	X	X
Pesticide Use Safety	I/U	5194			X			X	X
Respiratory Protection	I/A	5144			X		X	X	X
Rigging/Hoisting	I	5006			X	X	X	X	X
Scaffold Safety	I/U	1637			X				
Standard Operating Procedures (dept. specific)	A	N/A		X	X	X	X	X	X
Storm Water Pollution	I	N/A						X	
Supervisor Safety Training (designated staff)	I/U	3203	X	X	X	X	X	X	X
Tools – Hand & Power (dept. specific)	I/U	Article 20		X	X	X	X	X	X
Traffic Control & Flagger Training	I	1599			X	X	X	X	X
Tree Work	I	3421			X			X	
Welding & Cutting/Fire Watch/Hot Work	I	4799, 4848							X
Office Safety and General Housekeeping	I	3203	X	X	X	X	X	X	X

Training Frequency: I – Initial Exposure/New Employee A – Annual U – Update/Change C – Certification

CITY OF LINCOLN SUPPORT SERVICES	Training Frequency	Cal/OSHA Section Reference	Administration	Purchasing
EMPLOYEE SAFETY TRAINING MATRIX				
Injury & Illness Prevention Program	I/U	3203	x	x
Emergency Response & Fire Safety	I/U	3220, 3221	x	x
Workplace Violence Prevention	I	3203	x	x

Aerial Devices	I/(3yr)	3646, 3648		
Aerosol Transmissible Diseases	I/A	5199		
Asbestos Awareness	I/A	1529, 5208		
Battery Handling & Maintenance	I	5185		
Bloodborne Pathogens	I/A	5193		
Compressed Gas Safety	I	3301, 3304		
Confined Space Awareness	I/U	5157, 5158		
Confined Space Entry	I/U	5157, 5158		
Defensive Driving (designated staff)	I	3203	x	x
Electrical Safety (General Awareness)	I/U	3203	x	x
Electrical Safety (Industrial High/Low Voltage)	I	2299 - 2974		
Emergency Eye Wash	I	5162		
Equipment Operation Safety (dept. specific)	I/U	Title 8 Index		
Ergonomics - Office	I	5110	x	x
Ergonomics – Back Safety	I	5110	x	x
Excavation/Trenching/Shoring	I	1540		
Fall Protection	I	1670		
First Aid/CPR (designated staff)	I/C (2yr)	3400		
Forklift	I/C (3yr)	Article 24		x
Hazard Communication (General)	I/U	5194	x	x
Haz Waste/HAZWOPER (designated staff)	A	5192		

CITY OF LINCOLN SUPPORT SERVICES EMPLOYEE SAFETY TRAINING MATRIX	Training Frequency	Cal/OSHA Section Reference	Administration	Purchasing
Hearing Conservation	I/A	5095		
Heat Illness Prevention	A-Spring	3395		X
Heavy Equipment Operations	I/U	1590 - 1596		
Ladder Safety	I	3276	X	X
Lead Awareness	I/A	5216		
Lockout/Tag Out	I/U	3314		
Machine Shop Safety	I	3940		
New Employee Safety Orientation	I	3203	X	X
Outdoor Hazards (plants, animals, insects)	A-Spring	3203		X
Personal Protective Equipment Requirements	I/U	3380, 3385		X
Pesticide Use Safety	I/U	5194		X
Respiratory Protection	I/A	5144		X
Rigging/Hoisting	I	5006		
Scaffold Safety	I/U	1637		
Standard Operating Procedures (dept. specific)	A	N/A		
Storm Water Pollution	I	N/A		
Supervisor Safety Training (designated staff)	I/U	3203	X	X
Tools – Hand & Power (dept. specific)	I/U	Article 20		X
Traffic Control & Flagger Training	I	1599		
Tree Work	I	3421		
Welding & Cutting/Fire Watch/Hot Work	I	4799, 4848		
Office Safety and General Housekeeping	I	3203	X	X