



Chico Area Recreation & Park District

Injury and Illness Prevention Program

8/12/2025

Table of Contents

Contents

Policy	2
Responsibility and Authority	2
Compliance	3
Communication	3
Hazard Correction	4
Incident Investigations	5
Training and Instruction	5
Record Keeping	6
Appendix A – Plan Matrix	1

Policy

We have established this written Injury and Illness Prevention Program (IIPP) in accordance with Title 8, California Code of Regulations, Section 3203, of the General Industry Safety Orders. All employees are required to comply with our safety and health policies and practices. This includes employees at every level and in all positions.

This IIPP includes the following elements:

- Responsibility and Authority
- Compliance
- Communication
- Hazard Assessment
- Accident Investigation
- Hazard Correction
- Training and Instruction
- Record Keeping

Our IIPP related plans and forms are located within [Appendix A](#) of this document via live links, The One Drive Risk Management Folder, and hard copy in the CARD Office.

Responsibility and Authority

IIPP Administrator:

The Director of Parks and Facilities is the designated IIPP Administrator and has the authority and responsibility for implementing and maintaining this IIPP. The role of the IIPP Administrator is to assist in the development, implementation, and maintenance of the IIPP. This includes:

- Ensuring department heads, managers, and supervisors understand their roles in the implementation of the IIPP.
- Developing an accountability system to ensure departments are complying with the IIPP requirements, including educating and training employees on their respective IIPP requirements.
- Periodically reviewing the IIPP to ensure its effectiveness and welcoming feedback from managers, supervisors, and employees.

Managers and supervisors:

Managers and supervisors are responsible for implementing and maintaining the IIPP in their work areas and for answering employee questions about the IIPP. This includes:

- Ensuring IIPP procedures and requirements are implemented and followed within their department.

- Conducting appropriate safety orientation and training, including department specific procedures, including the use and care of required personal protective equipment (PPE).
- Conducting required accident investigations, safety inspections, hazard identification, and hazard correction requirements as outlined in the IIPP.
- Encourage employees to report unsafe conditions with assurance that action will be taken without fear of reprisal.
- Recognize employee safety performance.

Employees:

Employees are responsible for the following:

- Following all written and verbal safety policies, procedures, and directives.
- Reporting all work-related injuries immediately to their supervisor.
- Perform their duties using safe work practices.
- Report unsafe conditions, work practices or hazards and equipment failures immediately to their supervisor.
- Asking questions when direction is unclear.

Compliance

All employees, including managers and supervisors, are responsible for using safe work practices; following all directives, policies, and procedures; and assisting in maintaining a safe work environment.

The system to ensure all employees comply with these practices includes the following:

- Informing employees of the requirements within our IIPP in a readily understandable language
- Training all employees on general safety policies, rules, and work practices
- Recognizing employees who perform safe and healthful work practices
- Providing additional training to employees whose safety performance is deficient
- Disciplining employees for failure to comply with safe and healthful work practices

Communication

We recognize open, two-way communication is essential to a safe workplace. All managers and supervisors are responsible for communicating with employees about occupational safety and health in a form readily understandable by all employees. Our communication system encourages all employees to inform their managers and supervisors about workplace hazards without fear of reprisal. Employees can report workplace hazards anonymously by anonymously submitting a [Hazardous/Unsafe Condition Report](#).

Our communication system includes:

- New employee orientation including a discussion of safety and health policies and procedures
- Review of our IIPP
- Safety training programs
- Regularly scheduled safety meetings
- Posted or distributed safety information
- A safety committee that includes employee participation from each department. Safety Committee members include: Parks and Facilities representative, Recreation representative, Administration representative.

The District has conducted a hazard assessment to identify potential hazards and exposures in our workplace. To continue to identify unsafe conditions, periodic inspections will be conducted to evaluate physical hazards, use of hazardous materials, and safe work practices. The inspection schedule frequency is shown in the table below and will follow the [CARD Physical Hazard Inspection Checklist](#) and the [Job Hazard Assessment Form](#).

Department/Facility/Location	Frequency
All Facilities	March
Community Park Shops	November
Neighborhood Parks	January

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

- When we initially established our IIPP;
- When new substances, processes, procedures, or equipment that present potential new hazards are introduced into our workplace;
- When new, previously unidentified hazards are recognized;
- When occupational injuries and illnesses occur; and
- Whenever workplace conditions warrant an inspection

Hazard Correction

When unsafe or unhealthy work conditions, practices, or procedures are observed or discovered, they will be corrected in a timely manner based on the severity of the hazards. When an imminent hazard exists that cannot be immediately corrected, the exposed employees will be removed from the immediate hazard except those needed to correct the condition and to address security issues. Employees who are required to correct the hazardous condition will be provided with the necessary protection.

Incident Investigations

Reporting

In the event you are injured or become ill as a result of your work activities; you must immediately notify your manager. If life threatening call 911 and seek emergency treatment. If non-life-threatening, first inform your supervisor and then call the company nurse.

[Workers Comp - What to Do When an Injury or Illness Occurs.pdf](#)

[Workers Comp - Work Injury Nurse Pamphlet.pdf](#)

If you require medical treatment, you will be directed to WVWD's designated medical clinic unless you have pre-designated your personal physician to treat your workplace injuries. Human Resources can provide you with additional information or answer any questions you may have.

Investigation

Workplace incidents resulting in injury or illness will be investigated by the appropriate supervisor. Use the [Incident Investigation form](#) or the Districts form via HR. The goal of the investigation is to identify contributing factors and develop prevention measures to reduce reoccurrence. Procedures for investigating workplace accidents and hazardous substance exposures include:

- Examining the workplace for factors associated with the incident/exposure
- Interviewing injured employees and witnesses
- Determining the cause of the incident/exposure
- Taking corrective action to prevent incident/exposure from recurring
- Recording the findings and actions taken

Training and Instruction

All employees will participate in 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 their immediate direction and control are exposed.

In addition to hazard-specific safety training, training will be provided 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

Our Employee Safety Training Matrix is located at [Skills and Safety Training Matrix](#)
As well as the One Drive "Risk Management Folder" [Risk Management](#)

Record Keeping

All the following IIPP documentation is maintained in compliance with our Retention Policy:

- 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
- Safety committee meeting minutes. Safety committee will meet annually in August and will consist of members from various departments in CARD

Appendix A – Plan Matrix

Safety Training

- A. [Safety Training Matrix](#)
- B. [New CARD Employee Safety Orientation](#)
- C. [Employee Safety Training and Meeting Record.](#)

Related Programs and Plans

- A. [Bloodborne Pathogens Program](#) and forms
 - a. Hepatitis B Vaccine Acceptance/Declination
- B. [CARD Confined Space Entry Program](#)
- C. Covid-19 Prevention Plan – Current Practice is to follow CDC guidelines regarding Respiratory Illness-
[CDC Respiratory Virus Guidelines](#)
- D. [Emergency Action Plan](#)
 - a. [ASP Emergency Action Plan](#)
 - b. [Aquatics Emergency Action Plan](#)
- E. Fall Protection / Ladder Safety
 - a. [Fall Protection & Ladder Safety](#)
- F. Fire Prevention
 - a. [Fire Prevention Plan](#)
 - b. [Wildfire Smoke Protection](#)
 - c. [Fire Emergency Action Plan](#)
- G. [Heat Illness Prevention Plan](#)
- H. [PPE Management Plan](#)
 - a. [PPE Plan](#)
 - b. [PPE Matrix](#)
 - c. Animal Handling
- I. [Respiratory Protection Plan](#)
- J. [ADA Compliance](#)
- K. [Driver](#) Safety Plan
- L. [Workplace Violence Prevention](#)