


<p align="center">City of Petaluma, CA Administrative Policy</p>	<p>Number:</p> <p>Established Date:</p> <p>Last Revision Date:</p>
<p align="center">Subject: Injury and Illness Prevention Policy & Program</p>	<p align="center">Authority: City Manager</p> <p align="center"> City Manager</p>

POLICY FOR THE PREVENTION OF EMPLOYEE INJURY AND ILLNESS

I. PURPOSE

This policy confirms the City’s commitment to maintain a safe and healthful workplace for employees; establishes and implements the City’s written Injury and Illness Prevention Program (IIPP); and ensures the City’s compliance with all federal and state safety regulations and laws.

II. POLICY

It is the City of Petaluma’s policy to achieve and maintain a safe and healthy work environment and to protect employees and the public from unnecessary risks resulting from their operations.

All City Directors, Managers, and Supervisors are responsible for knowing and implementing this policy in their work areas.

A copy of this policy shall be reviewed with and made available to all employees.

All employees are responsible for knowing and complying with safe and healthful work practices established in this policy.

III. PROCEDURES AND RESPONSIBILITIES

- A. The City of Petaluma Safety Officer is responsible for ensuring the distribution of the City of Petaluma’s IIPP policy. The Safety Officer is the Human Resources Director or the City Manager’s designee.
- B. The Safety Officer ensures the distribution of the IIPP policy to all employees.
- C. Department Directors are responsible for ensuring compliance with the policy.
- D. All employees are responsible for understanding and following the guidelines established in this policy.