

TO: GCSB Board of Directors

FROM: Pete Kampa, General Manager

DATE: March 9, 2021

SUBJECT: Agenda Item 6B. Consideration of Authorizing the General Manager to Negotiate an Agreement for the Update of the District Injury and Illness Prevention Program (IIPP/Safety Program) Not to Exceed the Amount Approved in the FY 2020-2021 Budget

RECOMMENDED ACTION:

Staff recommends the following motion:

I move to authorize the General Manager to Negotiate an Agreement with a Qualified Consultant for the Update of the District Injury and Illness Prevention Program (IIPP/Safety Program) Not to Exceed the Amount Approved in the FY 2020-2021 Budget.

BACKGROUND:

The district is required to maintain an adequate injury and illness prevention program (IIPP) which is one of the main components of a comprehensive safety program. The district's current IIPP appears to have been developed in 2004 using a generic format which has proven to be cumbersome and not containing all of the components that we should have to meet our objectives of providing the highest level of employee safety.

During the fall of 2020, we hired an independent consultant to perform an Environmental Health and Safety Compliance Assessment. Safety compliance topics evaluated in the assessment covered the following areas:

- Injury and Illness Prevention
- Hazard Communication
- Emergency Action Plan
- Hearing Conservation
- Confined Space
- Fall Protection and Ladder Safety
- Ergonomics Program
- Electrical Safety
- Lockout/Tagout
- Chemical Hygiene Plan
- Bloodborne Pathogen
- Respiratory Protection
- Personal Protective Equipment
- Hot Work
- Workplace Violence
- Trenching, Shoring and Excavation Safety

- Heavy Equipment Operations
- Temporary Traffic Control and Flagger Safety
- Welding
- Covid-19
- Wildfire Smoke

The assessment identified areas are program that were missing, need to be updated in compliance with current laws, and those that simply need to be upgraded. The assessment outlines priorities and timelines for update of the program, which needs to occur immediately. To ensure that all aspects of the safety program including the injury and illness prevention program are integrated and function well for our district, management is strongly recommending that the entire program be updated.

Knowing that we were facing a complete rewrite of the safety program we have budgeted \$85,000 this fiscal year for the work. Due to the urgent need to update the program staff seeks the authority do identify an appropriate qualified vendor with the capability to immediately proceed with update of the safety manual and complete the project for reasonable cost, within our budget. Our expectation of the consultant is that the manual will be 100% complete in specific to our services and needs, and not require additional fill in the blanks work by district staff. In other words the program will not be generic and it will work for us.

On review of the historical documentation related to our safety program, it is obvious that up until approximately 2010, the district had secured the services of outside safety consultants for technical safety training and to keep our safety program updated. As with many critical aspects of our business when we began deeply cutting costs without understanding the repercussions, we left our safety program decimated and safety compliance at risk.

It is also our intent once the safety program is updated, to have professional assistance in implementing certain technical aspects of the safety program including on site and virtual training. Staff will return to the board when the safety program is updated to discuss a consulting arrangement for the mandatory components of our technical safety training.

ATTACHMENTS: None

FINANCIAL IMPACT:

The District has budgeted \$85,000 for the update and potential complete rewrite of the District safety program. Once the consultant and District have negotiated the final scope of work and fee, the amount will be reported to the Board. The work scope will include all items necessary to update the program, update all mandatory training, and all necessary forms, schedules and implementation actions detailed as required.