

COUNTY OF LOS ANGELES
PROBATION DEPARTMENT
DIRECTIVE

No.: 1288
Issued: 6/29/12
Post until: 7/29/12

SUBJECT: Cal/OSHA INSPECTIONS

This Directive establishes the Department policy and procedures associated with inspections by the State of California Department of Industrial Relations Division of Occupational Safety and Health also known as Cal/OSHA. This policy also includes related responsibilities of the employer and employees prior to and during Cal/OSHA inspections.

PERFORMANCE EXPECTATIONS

All Probation Department employees must adhere to applicable County and Department policies associated with Safe Practices and Rules for Your Safety that include, but are not limited to:

- County of Los Angeles (COLA) Employee Handbook Performance Expectations
- COLA Board of Supervisors Policy #9.050-Drug Free Workplace Program
- COLA Department of Human Resources (DHR) Policy #610-Responding to Workplace Environmental Concerns
- COLA DHR Policy #611-Injury and Illness Prevention Program
- COLA DHR Policy #614-Notification of Cal/OSHA Inspections and Citations
- COLA DHR Policy #620-Workplace Violence/Threat Management
- Probation Department Policy Manual (PDPM) Section 600-Employee Conduct
- PDPM Section 1100-County Property and Personal Property
- PDPM Section 2200-Health, Safety & Security
- Administrative Services Bureau Safe Practices and Rules for Your Safety
- Probation Department Injury and Illness Prevention Program

This Directive is separated into major sections and includes attachments as outlined below:

- Section A - Definitions and Explanation of Terms
- Section C - Staff Responsibilities prior to Cal/OSHA Site Inspections
- Section C - Staff Responsibilities during Cal/OSHA Site Inspections

SECTION – A: DEFINITIONS AND EXPLANATION OF TERMS

This section has been included to assist employees in their understanding and application of important terms used in this Directive. Key terms used in this Directive are defined as follows:

Cal/OSHA Citation: Is a written communication from Cal/OSHA that refers to the Title 8 Safety Order that applies to an alleged violative condition and refers to civil penalties in addition to other related information.

Cal/OSHA Complaint: Is a written communication from Cal/OSHA that a person or entity has made a complaint of alleged safety or health hazards associated with a Department work location.

Risk Management: Is the process of minimizing accidental loss by anticipating and preventing the occurrence of unplanned events. Risk management incorporates a wide range of elements including worker safety and health, fire protection, security, and product safety.

Tailgate Meeting: Are 10-15 minute on-the-job meetings held to keep employees alert to work related accidents and illnesses. Such meetings must occur at least every 10 work days in each work location.

Workplace/Worksite: any and all Probation Department offices, juvenile halls, camps, area offices or similar Department locations.

SECTION – B: STAFF RESPONSIBILITIES PRIOR TO CAL/OSHA SITE INSPECTIONS

The health and safety of Probation staff in the workplace are protected by Federal, State and County regulations and policies. COLA and Probation Department health, safety and security related policies exist for risk prevention purposes and include, but are not limited to those stated in the “Performance Expectations” section of this policy (may also include policies in bureau, program and operations manuals). In addition, Cal/OSHA has developed a guideline as to Employer and Employee Responsibilities as well as Mandated Posting Requirements. Probation Department staff shall abide by the following:

Office/Facility Head, Services Director or designee Duties include Mandated Positing Requirements and Cal/OSHA Citation and Complaint Receipt duties:

- Mandated Posting Duties, include, but are not limited to making sure the following mandated postings are clearly displayed at each work location in an area frequented by employees where it may be easily read during the workday:

Mandated Postings in an Area Frequented by Employees
California Minimum Wage Posting
Payday Notice Posting
Safety & Health Protection on the Job Posting
List of Emergency Phone Numbers
Operating Rules for Industrial Trucks
Notice to Employees-Injuries Caused By Work Postings
Notice of Workers' Compensation Carrier and Coverage Postings
Whistleblower Protections Postings
No Smoking Signage Postings
Log and Summary of Occupational Injuries and Illnesses
Discrimination and Harassment in Employment are Prohibited by Law Postings
Pregnancy Disability Leave Postings (Notice "A")
Family Care and Medical Leave (CFRA leave) and Pregnancy Disability Leave Postings (Notice "B")
Notice to Employees (EDD posting)

Notice to Employees: Unemployment Insurance Benefits Posting
Notice to Employees: Time Off to Vote Posting posted (if inspection is taking place not less than 10 days before a statewide election)
Equal Employment Opportunity is the Law Posting
Federal Minimum Wage Posting
Family Medical Leave Act (federal FMLA) Posting
Notice Employee Polygraph Protection Act Posting

- Cal/OSHA Citation & Complaint Receipt Duties, include, but are not limited to Contacting the Probation Department Risk Management Safety Staff at 562-940-2670 and via e-mail to "Risk Management" (see Outlook Directory) immediately to notify them of the receipt of a Cal/OSHA Citation and/or Complaint.

Employer Responsibilities as noted by Cal/OSHA includes, but is not limited to:

- Provide safe and healthful workplace
- Be aware of and correct hazardous conditions
- Contact Probation Department Risk Management Safety Staff to immediately advise of employees admitted into the hospital (other than medical observation and vehicle accidents) and/or fatal work related injuries so that they can appropriately notify Cal/OSHA
- Post basic rights posters

Employee Responsibilities as noted by Cal/OSHA includes, but is not limited to:

- Follow all lawful employer safety and health rules and regulations, and wear or use prescribed protective equipment while working
- Report hazardous conditions to your employer
- Report any job-related injury or illness to your employer, and seek treatment promptly

SECTION – C: STAFF RESPONSIBILITIES DURING CAL/OSHA SITE INSPECTIONS

California state laws enable Cal/OSHA to conduct inspections of California workplaces. As a result, Cal/OSHA could arrive at a Probation Department work location at anytime for inspection purposes without giving the employer advance notice. If Cal/OSHA arrives at a Probation Department work location the following procedures must be followed by staff:

Employee Responsibilities include, but are not limited to:

- Confirm the identity of the Cal/OSHA personnel by asking them to show their State of California Photo Identification Card and Cal/OSHA business card.
- Refer all Cal/OSHA personnel to the Office/Facility Head or Highest Ranking Officer or designee

Office/Facility Head (i.e.-Detention Services Superintendent, Residential Treatment Services Director or Office Director) or Highest Ranking Officer (or designee) Responsibilities include, but are not limited to:

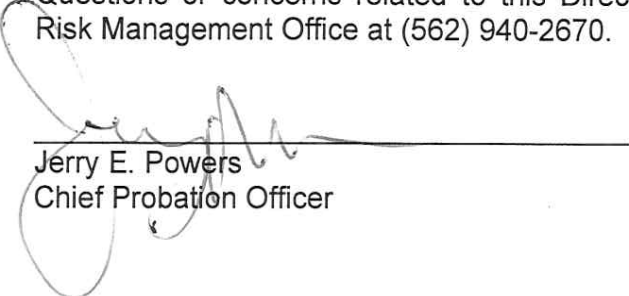
- Confirm the identity of the Cal/OSHA personnel by asking them to show their State of California Photo Identification Card and Cal/OSHA business card.
- Identify an office/facility staff member most knowledgeable of the operation that will be available as a tour/inspection guide for the location with Cal/OSHA personnel and Probation Department Risk Management Safety Staff. Personnel that the Office/Facility Head or Highest Ranking Officer may identify includes, but is not limited to:
 - Detention Services Bureau (DSB) Facility Personnel
 - Residential Treatment Services Bureau (RTSB) Personnel
 - Management Services Bureau (MSB) Personnel
 - Internal Services Department (ISD) Personnel
- Contact the Probation Department Risk Management Safety Staff at 562-940-2670 and via e-mail to "Risk Management" (see Outlook Directory) immediately to notify them of Cal/OSHA presence for an inspection. When contacting Probation Department Safety Personnel, please provide the following information:
 - Facility/Office Name
 - Facility/Office Address
 - Name of Facility/Office Director/Superintendent
 - Name of the Facility/Office identified tour/inspection guide
- Advise the Cal/OSHA personnel that a Safety Staff member will be available to assist in their inspection of the work location within one (1) hour.
- Wait for further instructions from Probation Risk Management Safety Staff.

Risk Management Safety Staff Responsibilities include, but are not limited to:

- Contact the Chief Executive Office-Risk Management to notify of Cal/OSHA site inspection.
- Contact the Office/Facility Head, Highest Ranking Officer or their designee to provide assistance with Cal/OSHA site inspection and any associated follow-up. Follow-up may include, but is not limited to:
 - Coordinate Cal/OSHA follow-up site inspections
 - Coordinate with bureau, office/facility management and staff training office for the gathering of Cal/OSHA requested materials such as, but not limited to:
 - Staff Training Transcripts &/or Sign-in Sheets
 - Office/Facility Meeting Minutes &/or Sign-in Sheets such as:
 - ✓ Bureau Meeting
 - ✓ Superintendent Meeting
 - ✓ Agency Head Meeting
 - ✓ Unit/Tailgate Meeting
 - ✓ Similar operation meeting minutes
 - Injury and Illness Prevention Policy Materials
 - Material Safety Data Sheets

- Office/Facility Inspection Reports such as:
 - ✓ County Building Inspections
 - ✓ Fire Inspections
 - ✓ Health Inspections
 - ✓ Juvenile Court Inspections
 - ✓ Probation Commission Inspections
 - ✓ Physical Plant Maintenance Inspections
 - ✓ Similar office/facility inspections
- Office/Facility Layouts
- Cal/OSHA 300 Logs
 - Request that Cal/OSHA provide a written request to the Department for materials they want copies of.
 - Coordinate the delivery and/or review of Cal/OSHA requested materials.
 - Conduct bureau and/or office/facility management follow-up related to any identified worksite compliance issues.

Questions or concerns related to this Directive may be addressed by contacting the Risk Management Office at (562) 940-2670.



Jerry E. Powers
Chief Probation Officer