

**RESOLUTION 2024-18**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE BEAUMONT-CHERRY VALLEY WATER DISTRICT AMENDING THE DISTRICT'S POLICIES AND PROCEDURES MANUAL**

**WHEREAS**, on March 18, 2009 the Board of Directors of the Beaumont-Cherry Valley Water District adopted Resolution 2009-05, establishing a Policy and Procedures Manual applicable to Board of Directors and District staff; and

**WHEREAS**, upon review and discussion, the Personnel Committee of the Board of Directors has recommended revisions to the Policy and Procedures Manual based on advice given by the District's legal counsel; and

**WHEREAS**, the Board of Directors has reviewed and considered the revisions to the subject policies attached hereto and listed below, finds the new or revised policies relevant and acceptable, and it to be in the best interests of the District that the following actions be taken,

**NOW THEREFORE, BE IT RESOLVED** by the Board of Directors of the Beaumont-Cherry Valley Water District as follows:

The BCVWD Policies and Procedures Manual sections are revised or replaced per the attached exhibits as indicated below:

	Policy	Title	Action
A	3136	Succession and Workforce Planning	Adopt new policy
B	3176	Transfers and Voluntary Demotion	Adopt new policy
C	3255	Other Mandated Leaves of Absence	Adopt new policy
D	Part II Section 5, and Policy 3120	Illness and Injury Prevention Program	Replace with new Policy 5025

**ADOPTED** this 9<sup>TH</sup> day of OCTOBER, 2024, by the following vote:

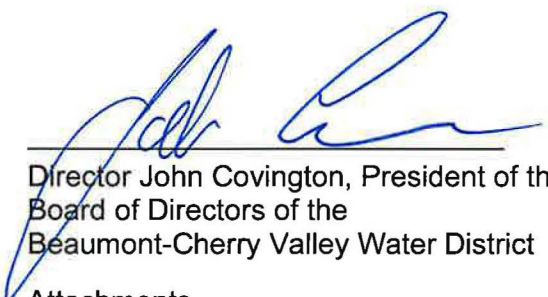
AYES: COVINGTON, HOFFMAN, RAMIREZ, SLAWSON, WILLIAMS


NOES:

ABSTAIN:

ABSENT:

ATTEST:

  
\_\_\_\_\_  
Director John Covington, President of the Board of Directors of the Beaumont-Cherry Valley Water District

  
\_\_\_\_\_  
Director Lona Williams, Secretary to the Board of Directors of the Beaumont-Cherry Valley Water District

Attachments

## EXHIBIT A

**POLICY TITLE:            SUCCESSION AND WORKFORCE PLANNING**

**POLICY NUMBER:        3136**

3136.1 **Purpose.** To ensure high-quality replacements for those individuals who currently hold positions that are key to the District's success. The positions targeted will be key leadership positions, positions requiring a high level of technical knowledge, and/or positions based on District need. Succession and workforce planning will be conducted to identify high potential individuals and to nurture their advancement.

3136.2 **Responsibility.** The Succession and Workforce Planning program will be initiated and managed by Human Resources in consultation with the General Manager or his/her designee.

3136.3 **Process.** All positions will be reviewed and assessed regarding the essential functions performed and their knowledge, skills, and abilities required. Positions identified as having the potential to become vacant in the next three (3) years due to retirement, or imminent due to a turnover, or those critical to the success of the District will be targeted for succession planning. An initial plan will be developed and then reviewed periodically by Human Resources in collaboration with the General Manager or his/her designee and the Department Heads for any needed adjustments. Each Department Head will initially, and then annually, review their departmental structure and provide input as to the succession plan needs of the District.

3136.4 **High Potential Employees Assessment.** All employees will be assessed by their immediate supervisors accordingly. Although all employees may voluntarily complete an Individual Development Plan (IDP), only the high potential employees needed for progression into the targeted positions and leadership at the District may be approached regarding their desire to participate in an IDP based on their actual performance and the annual performance review. The assessment shall be reviewed by the General Manager or his/her designee, Department Head and Human Resources to determine fitness. Although there is no guarantee of a particular position or promotion, employees will have the opportunity to work toward becoming more qualified and prepared should they apply for openings that may become available. Not being selected for the succession plan under this policy is not disciplinary and does not incur any due process or appeal rights.

3136.5 **Development Plan Execution.** Upon review of submitted IDPs, identified high potential employees who want to participate in employee development and assume a greater or differing role of responsibility in the future will be assisted in the execution of their IDPs by their supervisors and Human Resources. Development plans will provide realistic goals and action steps to be taken in the next months and years to prepare high potential employees for future roles.

3136.6 **Ongoing Utilization.** The Succession and Workforce plan will be utilized by Human Resources on an ongoing basis as a guide to proactively prepare for future job opening needs. IDPs are completely voluntary and will be reviewed in parallel with employee performance evaluations.

3136.7 **Mentor-Mentee Task Allocation and Scope.** Succession Planning must not be used as a way for mentors or supervisors to assign mentorship-related tasks as essential job functions for the mentee. Tasks assigned through the mentorship program should be focused on development and should not exceed 20% of the employee mentee's work time. These tasks must be agreed upon by both the mentor and mentee through the Individual Development Plan (IDP) to ensure alignment with the mentee's growth and organizational objectives. Regular reviews between mentor and mentee are encouraged to maintain a balance between regular job duties and developmental tasks.

## EXHIBIT B

**POLICY TITLE: TRANSFER AND VOLUNTARY DEMOTION**  
**POLICY NUMBER: 3176**

**3176.1 Policy.** Transfers, voluntary demotions, and job changes are used to retain employees or to change assignments as needed in the best interests of the District. In addition, such actions are used for proper placement of personnel for employee development.

**3176.2 Voluntary Demotion.** A voluntary demotion of an employee from an incumbent position to a position in a different classification for which the maximum rate of pay is lower and where the employee has voluntarily requested or agreed to such appointment in writing. A demoted employee shall serve a six (6) month probationary period from the appointment date, unless the probationary period is waived by the General Manager or his/her designee with a recommendation from the Department Head and Human Resources requested in writing by the demoting employee. Demotions under this policy are not disciplinary and do not incur any due process or appeal rights.

**3176.3 Transfer.** A transfer involves moving an employee from their current position under one supervisor to a position, either in the same or a different department or division, under a different supervisor. This may be within the same or a different job classification. To be eligible for placement on the transfer list, employees must have successfully completed a six (6) month probationary period in their current classification. Transfers are not disciplinary and do not incur any due process or appeal rights.

**3176.4 Probationary Period and Conditions for Employee Transfers.** When an employee transfers to a different job classification, a six (6) month probationary period will commence from the date of the transfer, unless the employee will return to his/her previous position held or if the 6-month probation is waived by the General Manager or his/her designee upon written request from the immediate supervisor or employee, with the support of the Department Head. During this probationary period, if the employee's performance is deemed below acceptable standards by the immediate supervisor or Department Head, the employee shall be returned to their previous classification/position if available, needed or budgeted within the current fiscal year. If the former position is unavailable, the employee may be placed on a Performance Improvement Plan (PIP), subjected to progressive corrective action, or, if necessary, terminated. Employees who request and are granted a return to their former classification/position will not be eligible for another transfer for one (1) year following their return, unless there is sufficient justification for the Department Head or General Manager, or his/her designee, to waive this one (1) year restriction.

**3176.5 Transfer/Voluntary Demotion Procedure.** An employee may submit a written request for a transfer or voluntary demotion to their immediate supervisor. The request will be reviewed by the Department Head in collaboration with Human Resources and, if appropriate, forwarded to the receiving department/division's supervisor and/or Department Head for interview and selection. This will occur if the employee's work history and qualifications align with the requirements of the new position, or if the employee has previously held regular status in the requested classification. All subsequent actions will follow the procedures outlined in Policy Number 3215.5 (Personnel Action Form).

**3176.6 Approval Authority.** The General Manager or his/her designee has the authority to approve transfers and voluntary demotions, based on a written recommendation from the receiving Department Head and Human Resources after a successful selection process.

## EXHIBIT C

**POLICY TITLE: OTHER MANDATED LEAVES OF ABSENCE**

**POLICY NUMBER: 3255**

**3255.1 Purpose.** This policy is designed to provide employees with the necessary time off to address important personal, civic, and health-related matters, ensuring they can fulfill these responsibilities while maintaining job security. These leaves are legally required under California law and are intended to support employees in emergencies, civic duties, family care, and personal health without fear of losing their employment.

**3255.2 Civil Air Patrol Leave.** All full-time and part-time employees regardless of his/her tenure at the District who are also volunteer members of the Civil Air Patrol are entitled to up to ten (10) days of unpaid leave in a year for Civil Air Patrol duty to respond to an emergency operation mission. Leave for a single emergency should not exceed three (3) workdays. Employees using Civil Air Patrol leave are not required to use their available accrued vacation or administrative leave hours. Employees are required to provide as much notice as possible to Human Resources and must also submit written certification of the need for leave from the appropriate Civil Air Patrol authority.

**3255.3 School Activities/School Appearance Leave.** All full-time and part-time employees who have worked in the District for at least six (6) months are entitled to up to unpaid forty (40) hours per calendar year to attend or to participate in school activities or the required parent appearance of a biological, step or foster child, legal ward, person to whom the parent stands in loco parentis, or grandchild. For this type of leave, a year is measured from the employee's hire date. The child must be enrolled in kindergarten through the twelfth (12<sup>th</sup>) grade, or in a licensed day-care facility. The amount of unpaid leave cannot exceed eight (8) hours within a calendar month, unless the need for leave is to address a childcare provider or school emergency and may be taken either as a full day or in smaller increments as needed. The employee must provide reasonable advanced notice of the planned absence to their immediate supervisor, supported with documentation of attendance or participation from the school authority or licensed day-care facility. Where both parents are employed by the District and request leave for the same child's activity, the employee who asks first will be given the leave. Employees are required to use their available accrued vacation or administrative leave hours when using this type of leave.

**3255.4 Volunteer Firefighters, Peace Officers, and Emergency Personnel Leave.** All qualified full-time and part-time employees regardless of his/her tenure at the District may take unpaid time off as needed in the duration of emergency situations to perform emergency duty as a volunteer firefighter, peace officer, or emergency rescue personnel. If an employee is an official volunteer firefighter, peace officer, or emergency rescue personnel, the employee shall alert their supervisor about the potential to take time off for emergency duty. When taking time off for emergency duty, the employee is required to alert their supervisor before doing so when possible. Employees are not required to use their available accrued vacation or administrative leave hours when using this type of leave.

**3255.4.1 Qualifications.** The eligibility to perform these civic duties is determined by the District provided that the responder meets certain qualifications:

- a. Must be at least 18 years old.
- b. Must pass a physical agility test.
- c. Completion of basic firefighting or law enforcement training.
- d. Satisfactory drug test.
- e. Valid California driver's license is required to drive District-owned vehicles.

**3255.5 Voting Leave.** All full-time and part-time employees regardless of his/her tenure at the District and are unable to vote outside working hours due to a work schedule conflict are entitled to up to two (2) hours of paid time off within work hours to vote in local or statewide elections. The voter must be a California resident. The time shall be taken at the beginning or end of the work shift, whichever minimizes disruption. Employees must notify the District two (2) working days in advance and provide documentation of their voting leave. Once the paid hours are exhausted, any additional time needed will be unpaid. Employees are not required to use their available accrued vacation or administrative leave hours provided the additional unpaid time is approved by the General Manager or his/her designee.

**3255.6 Organ and Bone Marrow Donation Leave.** All full-time and part-time employees regardless of their tenure and are organ donors are entitled to up to thirty (30) days of paid leave, and up to an additional 30 days of unpaid leave, within a one (1) year period for the purpose of donating an organ to another person. All full-time and part-time employees regardless of their tenure and are bone marrow donors are entitled to up to five (5) days of paid leave within a one (1) year period for the purpose of donating bone marrow to another person. Group health insurance is maintained during the leave period. For these types of leave, a year is measured as twelve (12) consecutive months from the date leave begins. These leaves do not run concurrently with FMLA and/or CFRA leave. Employees are encouraged to provide at least two (2) weeks' notice to Human Resources and to supply documentation from a licensed healthcare provider supporting the leave request. After the paid leave days are exhausted, employees are required to use their available accrued sick, vacation or administrative leave hours, when taking this type of leave.

**3255.7 Reproductive Loss Leave.** All full-time and part-time employees who have worked in the District for at least 30 days are entitled to five (5) workdays per reproductive loss and for up to 20 working days of protected leave per year, to be taken consecutively or intermittently, in the event of a miscarriage, stillbirth, failed surrogacy, failed adoption or other unsuccessful assisted reproduction. For this type of leave, a year is measured as twelve (12) consecutive months from the date leave begins. Employees are encouraged to provide advance notice whenever possible, and if not feasible, they should inform their supervisor as soon as practicable, supported with a required documentation from a healthcare provider. Employees are required to use their available accrued sick, vacation, administrative or sick leave hours when using this type of leave. The District maintains strict confidentiality regarding an employee's reproductive loss and any related leave taken under this policy.

**3255.8 Approval Process for Legally Protected Leaves.** All protected leaves of absence do not require approval from the General Manager or his/her designee prior to being taken. However, employees are required to provide reasonable notice to the District through its Human Resources when feasible, and they must be allowed to take these leaves when necessary and supported by documentation without the risk of disciplinary action. Any leave of absence from work, either full or partial workdays, taken without prior notice to the District may subject the employee to disciplinary action up to including termination of employment. Failure of an employee to report for work more than three (3) consecutive days without notice to the District shall be deemed as job abandonment by the employee as of the date on which the employee last worked. For more information, please refer to Policy 3185 Employee Separation.

**3255.9 Non-Retaliation.** The District strictly prohibits retaliation against any employee who takes leave under this policy. Employees who believe they have been retaliated against for exercising their rights under this policy should report the matter to Human Resources immediately. Any form of retaliation is subject to disciplinary action, up to and including termination.

## EXHIBIT D

**TITLE: ILLNESS AND INJURY PREVENTION PROGRAM**  
**POLICY NUMBER: 5025**

5025.1 **Program Goal and Outline.** The goal of the District is to provide safe and healthy working conditions for all employees. Therefore, the District will maintain a safety and health program conforming to the best practices of agencies of this type. The District's safety and health program will include:

1. **Safeguards.** Providing mechanical and physical safeguards to the maximum extent possible.
2. **Inspections.** Conducting a program of safety and health inspections to find and eliminate unsafe working conditions or practices, to control health hazards, and to comply fully with the safety and health standards and law for every job.
3. **Training.** Training all employees in good safety and health practices.
4. **Equipment.** Providing necessary personal protective equipment, and instructions for use and care.
5. **Rule Enforcement.** Developing and enforcing safety and health rules, and requiring that employees cooperate with these rules as a condition of employment.
6. **Investigations.** Investigating promptly and thoroughly, every accident to determine its cause and correct the problem as indicated so it will not happen again.
7. **Recognition.** Developing a system of recognition and awards for outstanding safety service and/or performance.

5025.2 **Program Responsibility.** Although the District recognizes that the responsibility for safety and health is shared, the District through its Human Resources and Department of Operations will be responsible and have full authority for implementing this policy and the District's Injury and Illness Prevention Program.

1. **Responsibility.** The District through its Human Resources and Department of Operations accepts responsibility for leadership of the safety and health program, for its effectiveness and improvements, and for providing the safeguards required to ensure safe conditions.
2. **Supervisors.** Supervisory personnel are responsible for developing proper attitudes toward safety and health for themselves and in those they supervise, and for ensuring that all operations are performed with the utmost regard for the safety and health of all personnel involved, including themselves and in accordance with the District's Injury and Illness Prevention Program (IIPP).
3. **Compliance.** No employee will be required to work at a job he/she knows is not safe or healthy. Employees are responsible for wholehearted, genuine operation of all aspects of the safety and health program-including compliance with all rules and regulations-and for continuously practicing safety while performing their duties. Any employee found not practicing safety while performing their duties will be subject to appropriate discipline.

5025.3 **Injury and Illness Records.** The Human Resources Department shall manage the reporting and serve as the custodian for all Injury and Illness records. The District's record keeping system for its Injury and Illness Prevention Program shall conform to Cal/OSHA standards. Records shall be used to measure and evaluate the success of said program.

1. **Reporting.** A report shall be obtained on every injury or illness requiring medical treatment.
2. **Recording.** Each injury or illness shall be recorded on the "Cal/OSHA Log and Summary of Occupational Injuries and Illnesses," Cal/OSHA Form 300A, according to its instructions.
3. **Supplemental Record.** A supplementary record of the occupational injuries and

illnesses shall be prepared on OSHA Form 5020, "Employer's Report of Injury or Illness," with the same information as in subsection 5025.2, above.

4. **Annual Preparation.** Annually, the summary Cal/OSHA Form 300 shall be prepared and posted no later than February 1 in a place easily observable by employees. Said form shall remain posted until April 30 of the same year.

5025.4 **Documentation of Activities.** Records shall be maintained by the Human Resources Department of steps taken to establish and maintain the District's Injury and Illness Prevention Program. They shall include:

1. **Inspection Records.** Records of scheduled and periodic inspections as required by Cal/OSHA [California Code of Regulations, Title 8, Chapter 4] to identify unsafe conditions and work practices. The documentation must include the name of the person(s) conducting the inspection, the unsafe conditions and work practices identified, and the action taken to correct the unsafe conditions and work practices. The records are to be maintained for at least one(1) year.
2. **Training Documentation.** Documentation of safety and health training required by Cal/OSHA [California Code of Regulations, Title 8, Chapter 4] for each employee. The documentation must specifically include employee name or other identifier, training dates, type(s) of training and the name of the training provider. These records must also be kept for at least one (1) year.

5025.5 **Program Communication System.** Readily understandable communication shall be maintained with all affected employees on matters relating to occupational safety and health, including provisions designed to encourage employees to inform the District of hazards at the worksite without fear of reprisal. Communications with employees shall include meetings, training programs, posted written information, and a system of anonymous notification by employees about hazards.

1. **Communication.** Written communications to employees shall be in a language they can understand. If an employee cannot read in any language, said communication shall be made orally in a language he/she can readily understand.
2. **Conspicuous Posting.** The District's Code of Safe Practices, below, shall be posted at a conspicuous location in the District's maintenance office, and shall be provided to each supervisory employee who shall keep it readily available.
3. **Meetings.** Periodic meetings (at least one per quarter) of supervisory employees shall be held under the direction of the General Manager or his/her designee for the discussion of safety problems and accidents that have occurred. Documentation of these meetings shall be maintained for three (3) years.
4. **Supervisor Meetings.** Supervisory employees shall conduct "toolbox" or "tailgate" safety meetings, or equivalent, with their crew(s) at least every ten (10) working days to emphasize safety. Documentation of these meetings shall be maintained for three (3) years.
5. **General Meetings.** General employee meetings shall be conducted monthly at which safety is freely and openly discussed by those present. Such meetings should be regular, scheduled, and announced to all employees so that maximum employee attendance can be achieved. Documentation of these meeting shall be maintained for three (3) years. Discussions at these meetings should concentrate on:
  - a. **Accident History.** Occupational accident and injury history within the District, including possible comparisons to other agencies.
  - b. **Feedback.** Feedback from employees.
  - c. **Guest Speakers.** Guest speakers from the District's workers compensation insurance carrier or other agencies concerned with safety.
  - d. **Materials.** Brief audio-visual materials that relate to the District's operations.
6. **Training Programs.** Training programs shall be conducted every six (6) months or when new equipment, machinery or tools are purchased. Employees shall be instructed in the safe operation of said equipment, machinery or tools.

Documentation of training programs shall be maintained for three (3) years.

a. **New Employees.** New employees shall be trained by their supervisor in the safe operation of the equipment, machinery and tools with which they will be working prior to being allowed to work independently. Documentation of new employee training shall be maintained for three (3) years.

7. **Posters/Bulletins.** Posters and bulletins relating to and encouraging safe and healthy practices shall be posted on a rotational basis at a conspicuous location in the District's maintenance office.

5025.6 **Hazard Assessment and Control.** Periodic safety inspections shall be conducted to identify existing hazards in the workplace, or conditions, equipment and procedures that could be potentially hazardous. The inspections shall be conducted jointly by Human Resources and Director of Operations or his/her designee who, through experience or training, are able to identify actual and potential hazards and who understand safe work practices.

1. **Observe.** Safety inspectors will observe if safe work practices are being followed and will ensure that unsafe conditions or procedures are identified and corrected properly.
2. **Quarterly.** Safety inspections will be conducted at least quarterly. The frequency of the inspections will depend on the operations involved, the magnitude of the hazards, the proficiency of employees, changes in equipment or work processes, and the history or workplace injuries and illnesses.
3. **Written Assessment.** A written assessment shall be prepared after said inspections which will document identified hazards and prescribe procedures for the elimination of same, and measures that can be taken to prevent their recurrence.
4. **Assessment Review.** The General Manager or his/her designee will review written inspection reports and/or assessments prepared by Human Resources and will assist in prioritizing actions and verify completion of previous corrective actions. He/she shall also review the overall inspection program to determine trends.

5025.7 **Accident Investigation.** All accidents shall be thoroughly and properly investigated jointly by the Human Resources and Director of Operations or his/her designee, with the primary focus of understanding why the accident or near-miss occurred and what actions can be taken to preclude recurrence. A written report of said investigation shall be prepared which adequately identifies the cause(s) of the accident or near-miss occurrence.

1. **Obtain Facts.** The investigation must obtain all the facts surrounding the occurrence: what caused the situation to occur; who was involved; was/were the employee(s) qualified to perform the functions involved in the accident or near-miss; were they properly trained; were proper operating procedures established for the task involved; were procedures followed, and if not, why not; where else this or a similar situation might exist, and how it can be corrected.
2. **Locate Problems.** The accident investigator must determine which aspects of the operation or process require additional attention (what type of constructive action can eliminate the cause(s) of the accident or near-miss).
3. **Note Previous Actions.** Actions already taken to reduce or eliminate the exposures being investigated should be noted, along with those remaining to be addressed.
4. **Note Interim Procedures.** Any interim or temporary precautions should also be noted. Any pending corrective action and reason for delaying its implementation should be identified.
5. **Identify Corrective Action.** Corrective action should be identified in terms of not only how it will prevent a recurrence of the accident or near-miss, but also how it will improve the overall operation. The solution should be a means of achieving not only accident control, but also total operation control.



**5025.8 Code of Safe Practices.**

1. All employees shall follow the safe practices rules identified in the District's Injury and Illness Prevention Program (IIPP), render every possible aid to safe operations, and report all unsafe conditions or practices to the immediate supervisor, Department Head, Human Resources or General Manager.
2. Supervising employees shall insist on employees observing and obeying every rule, regulation, and order as is necessary to the safe conduct of the work, and shall take such action as necessary to obtain observance. Each employee should be safety minded and encourage co-workers to do the same.
3. Anyone known to be under the influence of drugs or intoxicating substances which impair the employee's ability to safely perform the assigned duties shall not be allowed on the job while in that condition, and will be subject to the discipline specified in Policy 3205 Substance Abuse addressing Drug and Alcohol Abuse.
4. Horseplay, scuffling, and other acts which tend to have an adverse influence on the safety or well-being of the employees shall be prohibited.
5. Work shall be well planned and supervised to prevent injuries in the handling of materials and in working together with equipment.
6. No one shall knowingly be permitted or required to work while the employee's ability or alertness is so impaired by fatigue, illness, or other causes that it might unnecessarily expose the employee or others to injury.
7. Employees shall not enter manholes, underground vaults, chambers or other similar places that receive little ventilation, unless it has been determined that it is safe to enter.
8. Employees shall be instructed to ensure that all guards and other protective devices are in proper places and adjusted, and shall report deficiencies promptly to the Competent Person on the jobsite
9. Crowding or pushing when boarding or leaving any vehicle or other conveyance shall be prohibited.
10. Workers shall not handle or tamper with any electrical equipment, machinery, or air or water lines in a manner not within the scope of their duties, unless they have received instructions from the Competent Person on the jobsite, or other responsible managing employee.
11. All injuries shall be reported promptly to the Competent Person on the jobsite, or other responsible managing employee, so that arrangements can be made for medical or first aid treatment.
12. When lifting heavy objects, the large muscles of the leg instead of the smaller muscles of the back shall be used.
13. Materials, tools, or other objects shall not be thrown from buildings or structures until proper precautions are taken to protect others from falling objects.
14. Employees shall cleanse thoroughly after handling hazardous or unhealthy substances and follow special instructions from authorized sources and in accordance with the Safety Data Sheet (SDS).
15. Work shall be so arranged that employees are able to face a ladder and use both hands while climbing.
16. Gasoline shall not be used for cleaning purposes.
17. No burning, welding, or other source of ignition shall be applied to any enclosed tank or vessel, even if there are some openings, until it has first been determined that no possibility of explosion exists, and authority for the work is obtained from the Water Utility Superintendent, Director of Operations or his/her designee, or other responsible managing employee.
18. Any damage to scaffolds, false work, shoring or other supporting structures shall be immediately reported to the Competent Person on the jobsite, or other responsible managing employee.

19. All tools and equipment shall be maintained in good condition.
20. Damaged tools or equipment shall be removed from service and tagged "DEFECTIVE."
21. Pipe wrenches shall not be used as a substitute for other wrenches.
22. Only appropriate tools shall be used for the job.
23. Wheelbarrows shall not be used with handles in an upright position.
24. Portable electric tools shall not be lifted or lowered by means of the power cord. Ropes shall be used for this purpose.
25. In locations where the use of a portable power tool is difficult, the tool shall be supported by means of a rope or similar support of adequate strength.
26. Only authorized persons shall operate machinery or equipment.
27. Loose or frayed clothing, or long hair, dangling ties, finger rings, etc. shall not be worn around moving machinery or other sources of entanglement.
28. Machinery shall not be serviced, repaired or adjusted while in operation, nor shall oiling of moving parts be attempted, except on equipment that is designed or fitted with safeguards to protect the person performing the work.
29. Where appropriate, lock-out/block-out procedures shall be used.
30. Employees shall not work under vehicles supported by jacks or chain hoists, without protective blocking that will prevent injury if jacks or hoists should fail.
31. Air hoses shall not be disconnected at compressors until hose line has been bled.
32. All excavations shall be visually inspected before backfilling, to ensure that it is safe to backfill.
33. Excavating equipment shall not be operated near tops of cuts, banks, and cliffs if employees are working below.
34. Tractors, backhoes and other similar equipment shall not operate where there is a possibility of overturning in dangerous areas like edges of deep fills, cut banks, and steep slopes.

5025.9 **Competent Person.** A *competent person* as defined by Cal/OSHA is an individual with the knowledge and experience to identify existing and potential hazards in the work environment, including those related to water systems, infrastructure, and safety protocols. This person must also have the authority to implement immediate corrective actions to mitigate risks and ensure the safety and compliance of operations.

5025.10 **Implementation.** An Injury and Illness Prevention Program, which will conform to the requirements of SB 198 and the Standards promulgated in response thereto by the California Occupational Safety and Health Standards Board, will require more than just the implementation of a policy similar to the foregoing example. Full compliance will require an in-depth and individualized assessment of an agency's current workplace conditions, practices and problems. Said assessment must be documented and include a safety and health survey, workplace assessment, evaluation of assessment information, development of an action plan, implementation of said plan, and ongoing maintenance of the program. The District encourages its members to take full advantage of Cal/OSHA's Consultation Service. In addition to suggesting both governmental and private sources for information, Cal/OSHA has a publication entitled, "Guide to Developing Your Workplace Injury & Illness Prevention Program with Checklists for Self-Inspection." This document and other information can be obtained from the nearest Cal/OSHA Consultation Service Offices.

5025.11 **Non-Retaliation.** The District is committed to ensuring a safe work environment where employees can report injuries, illnesses, safety concerns, or policy violations without fear of retaliation. Retaliation in any form, including harassment or discrimination, is strictly prohibited. Employees who believe they have been retaliated against for reporting safety-related issues should immediately report the incident to Human Resources. The District will investigate all claims of retaliation and take appropriate action, including disciplinary measures if necessary.