

CHAPTER 1
GENERAL PHILOSOPHY, ROLES, AND RESPONSIBILITIES

REVISED JULY 2024

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CHAPTER 1

GENERAL PHILOSOPHY, ROLES, AND RESPONSIBILITIES

1. PURPOSE.

- a. Assistance. The purpose of the Occupational Safety Manual is to provide direction to commanders to ensure a safe and healthy work environment for all employees and to comply with safety and health laws and regulations.
- b. Obligation. This chapter addresses the Department's safety and health philosophy, employee roles and responsibilities, and provides definitions to assist commands with administering the Department's occupational safety program.

2. PHILOSOPHY. The Department is legally and morally responsible for the safety of its employees. Safe work conditions and safe work procedures are essential to the efficient function of the CHP. The Department will take all reasonable steps to protect employees from workplace accidents, injuries, illnesses, and exposures to hazardous substances.

- a. Employee Participation. To be effective, the Department's occupational safety program needs active employee participation to prevent or mitigate injuries, illnesses, and exposures, and to reduce or eliminate workplace accidents, and loss or damage to departmental property.
- b. Occupational Safety Committees. Occupational safety committees assist commands with administering safety responsibilities, achieving compliance with safety requirements, and resolving local health and safety issues. Members of the committees represent all collective bargaining units, and command management.
- c. Safety Goals. Safety goals provide direction to all personnel within commands in their efforts to achieve a safe and healthy working environment by eliminating and/or preventing occupational injuries, illnesses, and exposures to hazardous substances.
- d. Communication with Department of Industrial Relations, Division of Occupational Safety and Health. Commands must continually work toward maintaining a safe and healthy working environment for their employees in order to comply with the Department of Industrial Relations, Division of Occupational Safety and Health (Cal/OSHA), requirements. The Cal/OSHA Compliance Office is responsible for investigating all complaints alleging unsafe and/or unhealthy conditions in the workplace. Commands shall respond to all contacts from Cal/OSHA alleging unsafe or unhealthy conditions in the workplace. Commands

shall coordinate their response with the Office of Risk Management, Occupational Safety Unit.

e. Vehicle Crash Reporting. Investigation and reporting of crashes involving vehicles being used on official state business is required by Highway Patrol Manual 100.86, Risk Management Manual, Chapter 5, Reports of Incidents – State Business Vehicle Crashes. The timely submission of these reports enables the Department to recover damages, identify potential risks to employees, and take corrective measures to reduce the occurrence of similar crashes in the future.

f. Employee Injury and Illness Reporting. Employee injuries and illnesses shall be processed in accordance with Highway Patrol Manual 10.7, Injury and Illness Case Management Manual.

3. PROGRAM ELEMENTS. The Department's occupational safety program consists of several elements:

a. Injury and Illness Prevention Program.

(1) Every California employer must establish, implement, and maintain a written Injury and Illness Prevention Program (IIPP), with a copy maintained at each workplace, or at a central worksite if the employer has non-fixed worksites. The requirement to establish, implement and maintain an IIPP can be found in the California Code of Regulations, Title 8, General Industry Safety Order, [Section 3203](#). The IIPP must contain specific elements, including program responsibility, compliance, communication, hazard assessment, accident/exposure investigation, hazard correction, training and instruction, employee access to the IIPP, and record keeping.

(2) In addition to the guidance offered in this manual, the Department's IIPP provides a framework for establishing and maintaining safe work practices and healthy conditions in the workplace. The Department's IIPP can be accessed from the [Office of Risk Management, Occupational Safety SharePoint page](#) at any time.

(3) As part of the IIPP, commands shall develop and provide command specific occupational safety and injury illness prevention information and documentation. Refer to Chapter 4 of this manual for additional information.

b. Hazardous Substances Program. Affected command employees are to be provided with information regarding hazardous substances listed in the Department of Industrial Relations, Hazardous Substances List. This includes labeling of all hazardous substances routinely used in commands and posting warning signs as

necessary, ensuring applicable Safety Data Sheets are available, and training of employees and its documentation.

c. Defensive Driver Training. Defensive driver training will be provided to departmental employees who are required to drive routinely on official business. This training will address those operations associated with employee's specific driving duties.

d. Hazardous Exposure Control Programs. Employee exposure to hazardous conditions shall be minimal. If a work environment poses a potential risk to employees by exposing them to levels which exceed acceptable standards, commands shall work to correct the situation by implementing feasible engineering controls. If these controls are not practical, administrative measures will be taken. Personal protective equipment shall be used only when all other forms of corrective measures are exhausted.

e. Personal Protective Equipment. Personal protective equipment is to be made available to specified employees when unsafe conditions cannot be corrected through engineering or administrative controls. The use of this equipment requires employees receive proper training on fitting, wearing, and maintenance of the equipment.

4. ROLES AND RESPONSIBILITIES.

a. Commander Responsibilities. Commanders or their designees are responsible for minimizing the incidence of employee accidents, injuries, exposures, and loss or damage to departmental property under their command as part of their management responsibilities.

b. Manager Responsibilities. Managers have the authority and responsibility to oversee the work efforts of supervisors to ensure attainment of the command's safety goals and compliance with healthy and safe work practices. Managers are responsible for ensuring all personnel under their supervision receive general and specific training on health and safety issues related to their jobs.

c. Supervisor Responsibilities. Supervisors are responsible for ensuring their subordinates receive appropriate health and safety training, monitoring employee job performance, and ensuring employees follow health and safe work practices. Supervisors are responsible for ensuring reported unsafe or unhealthy conditions are documented on the CHP 113B, Hazard Report/Inspection, which is available on the CHP Intranet site. The CHP 113B should also be made available on the occupational safety board for ease of employee access and awareness. Hazard reporting procedures and the use of the CHP 113B should be discussed during Area training days and/or annual performance appraisal reviews. Supervisors shall

correct unsafe practices or conditions as soon as observed or reported. Supervisors shall investigate workplace accidents, injuries, and exposures to determine if unsafe work procedures or conditions caused or contributed to the event.

d. Employee Responsibilities. All employees are personally responsible for their own safety, the safety of their coworkers, and for the following:

- (1) Performing all duties in a safe and healthy manner.
- (2) Reporting unsafe or unhealthy conditions, procedures, or work practices to a supervisor.
- (3) Participating in safety and health training to ensure the proper and safe use of equipment.
- (4) Assisting fellow employees in the performance of tasks to minimize potential hazards.
- (5) Offering suggestions for improvement for the purposes of promoting a safe and healthy working environment.