

# JPIASource

Winter 2021

Volume 3 Issue 1

ACWA JPIA Risk Management for the Water Industry

## The New Risk Control Manual— An Encyclopedia of Resources



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## RISK CONTROL MANUAL

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The ACWA JPIA developed an online [Risk Control Manual](#) as a resource for members to use when developing policies for their risk management, safety, and loss control programs. The Risk Control Manual is a no-cost resource for JPIA members.

This 27 section Risk Control Manual covers a wide assortment of subjects such as the *Injury and Illness Prevention Program*, *Cal/OSHA programs*, and *links to public domain resources*. It offers numerous sections specific to water and wastewater operations including:

- Confined Space Entry
- Lock-out/Tagout Programs
- Trenching and Excavation
- Traffic Control and many other topics

In addition, the Manual contains numerous sample forms and checklists a member can tailor to meet their specific needs. Many of the checklists, standard operating procedures, and sample templates in the Risk Control Manual are provided in MS Word format and are fully customizable to each member's needs and exposures.

Several sections focus on the implementation of effective risk control programs including *employee safety*, *competent and authorized person designation*, *property protection*, *emergency response*, *environmental safety*, *vehicle safety*, *wildfire prevention*, and *water security*.

There are numerous links to regulatory standards, consultation resources, etools, and safety information from online safety and health sources including Cal/OSHA and the State Water Resources Board.

The Manual has a Resource **Quick Search** feature that allows a user to enter a single word or phrase such as:

**"wildfire"** or **"wildfire smoke"** in the search box. Let's take a few minutes to explore some of the Risk Control Manual's resources, uses, and frequently asked questions (FAQ).

**Question.** I understand an employer's Injury/Illness Prevention Program (IIPP) needs to be reviewed annually. Are there resources available to assist a member in the areas that should be reviewed by the member?

**Answer.** In **Section 1 - Injury/Illness Prevention Program (IIPP)** there are several resources and links available to a member.

One FAQ question is if there is a resource to determine if an IIPP is effective and what else can be done to improve the program. A member can access the [Cal/OSHA IIPP Self-Assessment Checklist](#). An effective safety program is developed from continuous review and improvement. This checklist assists members in focusing on the eight required elements that are often reviewed by Cal/OSHA during their inspections and investigations to determine the "effectiveness" of an employer's IIPP. Remember, **Written + Implemented = Effective**.

**Question.** Our district was recently visited by Cal/OSHA and the staff was not familiar with the formal inspection process and procedures. Are there any resources to assist a member in establishing a policy and being prepared for future visits?

**Answer.** Under **Section 6 - Cal/OSHA Inspection Procedures**, members can find a written policy and assign an individual(s) to be present during a Cal/OSHA inspection. Members can use the [JPIA Sample Cal/OSHA Inspection Policy](#) to develop their

policy. The policy includes a note-taking sheet and is provided in a MS Word format that is fully customizable.

**Question.** We train all of our workers and supervisors, but many of the Cal/OSHA standards require the designation of a competent or authorized person. Are there any resources available to assist in reviewing the qualifications of assigned individuals?

**Answer.** In **Section 10 - Competent/Authorized Person Documentation Forms** dozens of sample templates are available ranging from *Trench, Traffic Control, Equipment Operator, Silica, Asbestos, and others*.

One specific example would be [JPIA's Sample Lockout Tagout Authorized Person](#). Under Cal/OSHA Safety Order 3203, employers are to establish a Lockout/Tagout Program and assign an individual as an "authorized person". This sample form outlines and identifies those essential task skills that should be evaluated before an individual is assigned as a LOTO Authorized Person.

Other focus areas in the Risk Control Manual may be of interest for someone new to safety and seasoned safety professionals as well.

**Section 7:** When conducting in-house training or toolbox meetings, the JPIA offers over 60 [Safety Factsheets](#). These can be combined and used with several resources found in the Risk Control Manual:

[JPIA Suggested Training Frequency](#)  
[Sample Sign-in Sheet and Training Record](#)  
[Setting Up a Toolbox Safety Meeting](#)  
[Cal/OSHA Suggested Tailgate/Toolbox Topics](#)

**Section 13:** Sometimes the unexpected happens, such as the coronavirus, wildfires, algae blooms, extreme heat, cyber-attacks, and power outages. It is impossible to stay in front of it all, but resources are available to assist in the preparation, response, and recovery:

[EPA Emergency Incident Action Checklists for Water and Wastewater Utilities](#)

**Section 16:** Strains and sprains are a major exposure for field crews. Most members can benefit from understanding how to identify and survey high-risk ergonomic tasks. These sample forms can assist a member in starting the process of identifying the issues and starting corrective actions:

[JPIA Sample Ergonomic Site Survey Worksheet](#)  
[WRF Ergo Handbook](#)  
[JPIA Sample Lifting JHA](#)

**Section 22:** A district driver might be involved in a vehicle accident and may be considered "at fault". Several resources are offered to members to establish and set the tone for driver behavior and responsibility:

[JPIA Vehicle Program and Driver Acknowledgement](#)  
[JPIA Vehicle Self-Inspection Form](#)  
[JPIA Sample Cellular Phone and Electronic Device Policy](#)

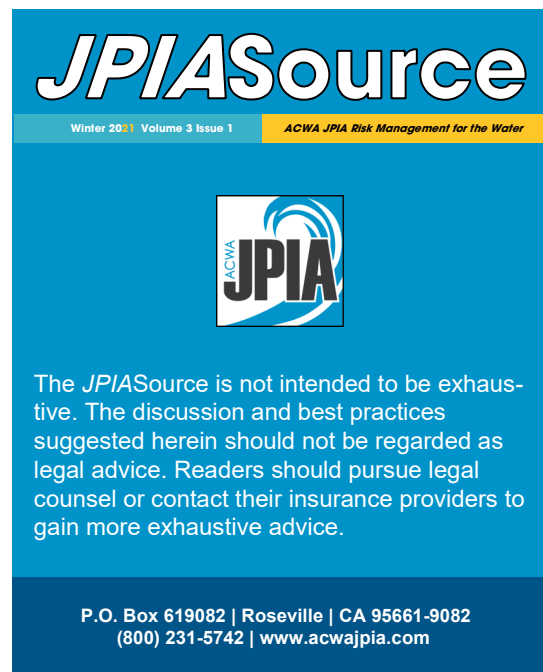
Here is one comment received about the Manual from Ramona Municipal Water District:

*"This Risk Control Manual has so much good safety information. Having Cal/OSHA references and links in one spot really help for researching information in a timely manner. The number of topics, templates, and links will really help to complete RMWD's safety plans. I will be referencing this Risk Control Manual often!"*


*Tommy Clowers, COSS, CHST  
Safety and Risk Specialist*

Each of the 27 sections offers excellent resources. Please review each section to gain access to easy-to-use resources. Be sure to let us know what you think.

Questions regarding the Risk Control Manual can be directed to your assigned Risk Control Advisor or email to Terry Lofing at [tlofing@acwajpia.com](mailto:tlofing@acwajpia.com).



**JPIASource**  
Winter 2011 Volume 3 Issue 1 ACWA JPIA Risk Management for the Water



The *JPIASource* is not intended to be exhaustive. The discussion and best practices suggested herein should not be regarded as legal advice. Readers should pursue legal counsel or contact their insurance providers to gain more exhaustive advice.

P.O. Box 619082 | Roseville | CA 95661-9082  
(800) 231-5742 | [www.acwajpia.com](http://www.acwajpia.com)