



## Tailgate Topic Review

[PP 01/06/2019 - 01/19/2019]

### Cal-OSHA SAFETY ORDERS – 2019 BCA IIPP

#### Cal-OSHA Mandate for Tailgate Safety Meetings

#### Subchapter 4. Construction Safety Orders

#### Article 3. General

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#### §1509. Injury and Illness Prevention Program.

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- (a) Every employer shall establish, implement and maintain an effective Injury and Illness Prevention Program in accordance with section 3203 of the General Industry Safety Orders.
- (b) Every employer shall adopt a written Code of Safe Practices which relates to the employer's operations. The Code shall contain language equivalent to the relevant parts of Plate A-3 of the Appendix.
- (c) The Code of Safe Practices shall be posted at a conspicuous location at each job site office or be provided to each supervisory employee who shall have it readily available.
- (d) Periodic meetings of supervisory employees shall be held under the direction of management for the discussion of safety problems and accidents that have occurred.
- (e) **Supervisory employees shall conduct "toolbox" or "tailgate" safety meetings, or equivalent, with their crews at least every 10 working days to emphasize safety.**

### Attached 2019 BCA Tailgate Meeting Topic List

No pertinent Cal-OSHA regulations were amended to affect BCA IIPP requirements. Only editorial changes were made to the BCA 2019 IIPP.



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### Policy Memorandum BCA Policy

#### City of Los Angeles Personnel Department – Safety Bulletin No. 2-1

#### WHEN A CAL/OSHA REPRESENTATIVE ARRIVES

1. If a Cal-OSHA representative arrives at the worksite regarding an investigation of the Contractor's staff or sub-contractor the BCA inspector shall not become involved with the investigation.
2. If a Cal-OSHA representative arrives at a BCA facility or at the worksite to investigate a BCA staff injury/incident the following shall apply:
  - a. The staff on site shall immediately contact their supervisor stating that a Cal-OSHA inspector has arrived on site.
  - b. The staff on site shall then contact the following list for a BCA representative to come to the site to facilitate the Cal-OSHA representative's access to the site.
    - i. Randall Macfarlane, Safety Engineer – 213-798-5153
    - ii. Chris Smith, Assistant Director – 213-798-5086
    - iii. Bruno Huerta, OSHD - City Safety Engineer – 213- 473-7084
  - c. If no one on this list can attend (within one hour) the staff person in charge shall escort the Cal-OSHA representative on the worksite but shall be governed by Safety Bulletin and the following protocols
    - i. Escorting staff shall verify that the Cal-OSHA representative has all the necessary safety PPE to enter the site (if required)
    - ii. Contact another BCA Inspector to accompany the inspection (if possible)
    - iii. The escorting staff shall be advised to answer only questions that they feel comfortable with.
    - iv. If the escorting staff is asked a question that is outside the scope of the investigation the staff should respond that the Cal-OSHA inspector needs to contact the BCA Safety Engineer.
    - v. The escorting staff should answer with factual statements; not opinion.
  - d. Once the site investigation is complete the escorting staff should memorialize the event and send a copy to their supervisor.



INJURY & ILLNESS PREVENTION PROGRAM

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**2019 Calendar Year Cal-OSHA Job Postings**

**ALL POSTINGS ARE LOCATED AT PWB – LUNCH ROOM BULLETIN BOARD**

Posting	Additional information and quantity needed	Who must post
Industrial Welfare Commission (IWC) <a href="#">wage orders</a>	IWC wage orders regulate wages, hours and working conditions and are numbered by industry or occupation group. Labor Code section 1183(d)	All employers
<a href="#">Minimum wage</a> (state)	Sets forth California's minimum wage and can be downloaded in <a href="#">English</a> and <a href="#">Spanish</a> .	All employers
<a href="#">Paid sick leave</a>	Provides information about paid sick leave entitlement and usage. Assembly Bill 1522	All employers
<a href="#">Payday notice</a>	Must specify the regular paydays and the time and place of payment. An employer-developed notice is permitted.	All employers
<a href="#">Safety and health protection on the job</a>	Contains pertinent information regarding safety rules and regulations. Available in <a href="#">English</a> and <a href="#">Spanish</a> . Labor Code section 6328; Poster print date: July 2014	All employers
<a href="#">Emergency phone numbers</a>	Lists emergency responders' phone numbers. Title 8, California Code of Regulations, CSO section 1512 (e)	All employers
<a href="#">Access to medical and exposure records</a>	Provides information about rights of employees working with hazardous/toxic substances. Available in <a href="#">English</a> and <a href="#">Spanish</a> . Title 8, California Code of Regulations, GISO section 3204	All employers using <a href="#">hazardous</a> or <a href="#">toxic substances</a>
<a href="#">Operating Rules for Industrial Trucks</a>	<b>Not required</b>	Employers operating forklifts
<a href="#">Notice to employees -- injuries caused by work</a>	Advises employees of workers' compensation benefits. Title 8, California Code of Regulations, Division of Workers' Compensation section 9881	All employers
Notice of workers' compensation carrier and coverage	<b>See Notice to Employees-injuries caused by work [Form DWC 7 (6/10)]</b>	All employers
<a href="#">Whistleblower protections</a>	Must be prominently displayed in lettering larger than size 14 type and include a list of employee rights and responsibilities under the whistleblower laws, including the telephone number of the whistleblower hotline maintained by the office of the <a href="#">California Attorney General</a> . Labor Code section 1102.8	All employers
No smoking signage	Signage must be posted designating where smoking is prohibited/permitted in a place of employment. This law is enforced by local law enforcement agencies. Labor Code section 6404.5(c)(1)	All employers
Log and summary of occupational injuries and illnesses	<a href="#">Form 300</a> is for logging recordable injuries, <a href="#">form 301</a> is for collecting details and <a href="#">form 300A</a> is the annual summary form.	Employers with 11 or more employees in the previous year



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In addition to postings required by the Department of Industrial Relations, other state and federal agencies have posting obligations. Additional requirements include (this list is not all inclusive):

<a href="#">Discrimination and Harassment in Employment are Prohibited by Law</a>	Fair Employment and Housing Act, Government Code section 12900 et seq.	All employers
Transgender Rights in the Workplace (mandatory Jan 1, 2018)	The latest information can be obtained from the Department of Fair Employment and Housing (DFEH), 1 (800) 884-1684, Reference notice DFEH-E04P-ENG.	All employers
<a href="#">Pregnancy disability leave</a>	<b>Not required</b>	Employers of five to 49 employees
<a href="#">Family care and medical leave (CFRA leave) and pregnancy disability leave</a>	Title 2, California Code of Regulations sections 7297.9 and 7291.16(e)	All public agencies
<a href="#">Notice to employees</a>	Advises employees of potential unemployment insurance, disability insurance and paid family leave insurance benefits.	All employers
<a href="#">Notice to employees: unemployment insurance benefits</a>	The latest information can be obtained from the <a href="#">Employment Development Department</a> .	All employers
Notice to employees: time off to vote	Not less than 10 days before every statewide election, every employer shall keep posted conspicuously at the place of work	All employers
<a href="#">Equal employment opportunity is the law</a>	Includes Americans with Disabilities Act (ADA) poster.	All employers
<a href="#">Minimum wage</a> (federal Fair Labor Standards Act)	The latest information can be obtained from the <a href="#">U.S. Department of Labor</a> , reference number WH 1088.	All employers
<a href="#">Notice: Employee Polygraph Protection Act</a>	The latest information can be obtained from the <a href="#">U.S. Department of Labor</a> , reference number WH 1462.	All employers
<a href="#">Family and Medical Leave Act</a> (Federal FMLA)	The latest information can be obtained from the <a href="#">U.S. Department of Labor</a> , reference number WH 1420.	All public agencies

Copies of all Cal-OSHA required postings for Bureau of Contract Administration will also be available at the following home offices:

- Van Nuys Braude – 4<sup>th</sup> Floor
- West Valley
- West Los Angeles
- San Pedro

All offsite construction trailers shall obtain a copy from Randall Macfarlane – 213-798-5153.

Form 300A shall be posted per Cal-OSHA requirements at all home offices.

Information can be obtained at the Cal-OSHA website:

<http://www.dir.ca.gov/wpnodb.html>