

# **Injury & Illness Prevention Program**



**Crosstown Electrical & Data, Inc.**

5454 Diaz St.  
Irwindale, CA 91706



# INJURY AND ILLNESS PREVENTION PROGRAM

## Responsibilities

Safety Director:

Crosstown Electrical & Data, Inc. has designated Ben Heermance as the Safety Director. The Safety Director has been given the authority and responsibility over this Health and Safety Program and for implementing all the provisions contained within.

The Safety Director's responsibilities include:

- The primary purpose is to create and maintain environmental, health, and safety interest at all levels of employment.
- Continually monitoring and evaluating overall Crosstown Electrical & Data, Inc. loss prevention efforts.
- Reviewing all accident investigation reports and implementing needed controls to prevent recurrence.
- Monitoring and evaluating employees and supervisory safety training activities. Permanent records, including minutes of all meetings, will be maintained by the Safety Director to permit a fair assessment of the effectiveness of the Safety Program.
- Commit to implement an effective Injury and Illness Prevention Program and integrate it into the entire business operations.
- Oversee the program in its entirety and implement the Program into day-to-day business operations.
- Ensure there is a means of communication concerning environmental, health, and safety between management and employees. Management will communicate safety information to employees in the form of postings, safety meetings, and written documentation on company safety policies, company safety goals, office and safety guidelines, hazard communication guidelines and safety practices with outside contractors.

### Managers and Supervisors:

All managers and supervisors are responsible for implementing and maintaining this program in their facilities and work areas, and for answering workers questions about it. A copy of this program is to be made available to any employee and who requests it.

We recognize that the responsibility for safety and health is a shared responsibility. Crosstown Electrical & Data, Inc. accepts the responsibility for leadership of this program and for its effectiveness and improvement, and for providing the safeguards to ensure safe working conditions. Our supervisors and management personnel are responsible for developing appropriate attitudes toward safety and for ensuring that all operations are performed with the utmost regard for the safety

of all personnel involved. Management is also responsible for ensuring that all safety and health policies and procedures are clearly communicated and understood by all employees. Managers and supervisors are expected to enforce the rules fairly and uniformly. In addition, managers and supervisors are to:

- Familiarize themselves with company safety policies, programs, and procedures.
- Provide complete safety training to employees prior to the assignment of duties.
- Be aware of all safety considerations when introducing a new process, procedure, machine or material to the worker.
- Consistently and fairly enforce all company safety rules.
- Give maximum support to all programs and committees whose function is to promote safety and health.
- Investigate injuries to determine cause, then take action to prevent repetition.
- See that all injuries, no matter how minor, are treated immediately and referred to the Safety Director to ensure prompt reporting to the insurance carrier.
- Review serious accidents to ensure that proper reports are completed, and appropriate action is taken to prevent repetition.
- Inspect work areas often to detect unsafe conditions and work practices
- Attend all company safety meetings

## **Employees**

Employees are expected to follow all policies and procedures, participate in training, meetings, and other safety coordinated events. Employees are responsible for cooperating with all aspects of this program, including complying with all rules and regulations, and continuously practicing safety while performing their duties. To ensure the effective implementation of our program, employee's responsibilities include the following:

- Work in a safe manner by following rules and instructions.
- Be considerate of others in the workplace.
- Report to work rested and physically able to perform the work.
- No employee is to undertake a job until he or she has received instructions on how to perform it properly and safely, and has been authorized to perform the job.
- No employee is to use chemicals without fully understanding their toxic properties, and without the knowledge required to work with them safely.
- Mechanical safeguards must always be in place and be kept in place.



- Employees must report to a supervisor or designated individual all hazards and unsafe conditions encountered during work without fear of reprisal.
- Any work-related injury or illness must be reported to your supervisor immediately.

## Compliance / Disciplinary Policy

All supervisors and employees are responsible for using safe work practices, for following all directives, policies and procedures, and for assisting in maintaining a safe work environment.

Our system of ensuring that all workers comply with the rules and maintain a safe work environment includes:

- Informing workers of the provisions of our program.
- Providing training to workers whose safety performance is deficient.
- Failure to follow company health and safety rules, safe work procedures and safety policies and any violation of these rules, procedures and policies may result in the following disciplinary action:
  - **First Offense:** Will result in a verbal warning which still must be logged in the employee's personal file.
  - **Second Offense:** Will result in a written warning from the Supervisor. This letter (written warning) will be put into your employment file.
  - **Third Offense:** Will result in suspension (without pay) from work. The amount of "days suspended" from work will depend on the nature of the safety infraction.
  - **Fourth Offense:** Will result in immediate termination from employment.

**The level of disciplinary action to be taken by Crosstown Electrical & Data, Inc. can be decided depending on the seriousness of the safety infraction.**

## Communications

We recognize that open, two-way communication between management and staff on health and safety issues is essential to an injury-free, productive workplace. The following system of communication is designed to facilitate a continuous flow of safety and health information between management and staff in a form that is readily understandable and consists of the following items:

- New employee orientation including a discussion of safety and health policies and procedures.
- Review of this program.

- Regularly scheduled safety meetings.
- Effective communication of safety and health concerns between employees and supervisors, including translation where appropriate.
- Posted or distributed safety information.

We encourage employee participation and involvement by notifying managers and supervisors either in writing or verbally of any helpful suggestion, recommendation, or observation regarding safety without fear of reprisal.

For each project, there will be communication with each employee and subcontractor before being allowed to work on the project.

## Training

All employees, including managers and supervisors, will have training and instruction on general and job-specific safety and health practices. Training and instruction will be provided as follows:

- To all new employees.
- To all employees given new job assignments for which training has not been previously provided.
- Whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard.
- Whenever Crosstown Electrical & Data, Inc. is made aware of a new or previously unrecognized hazard.
- To supervisors to familiarize them with the safety and health hazards to which workers under their immediate direction and control may be exposed.
- To all employees with respect to hazards specific to each employee's job assignment.

Workplace safety and health training practices include, but are not limited to, the following:

- Explanation of Crosstown Electrical & Data, Inc. Injury and Illness Prevention Program, emergency action plan, and fire prevention plan, and measures for reporting any unsafe conditions, work practices, and injuries.
- Uses of appropriate clothing, including gloves, footwear, and Personal Protective Equipment
- Information about chemical hazards to which employees could be exposed and other hazard communication program information.
- Availability of toilet, hand-washing and drinking water facilities.
- Provisions for medical services and first aid, including emergency procedures.

In addition, the Company provides specific instructions to all employees regarding hazards unique to their job assignment, to the extent that such information was not already covered in other training.

- The Safety Director or designee shall ensure that supervisors receive training to familiarize them with the safety and health hazards to which employees under their immediate direction and control may be exposed.
- New employee training is to be done by the Foreman/Supervisor. All employees are to be oriented on the checklist in the Orientation section of this manual. This checklist must be signed by a supervisor. Where further training is needed or requested, the training form in the Training section of this manual shall be used.
- No employee is allowed to work before training is completed. This includes completion of the new employee checklist, which is to be signed by the Supervisor/Foreman.
- All new employees are to be provided an employee handout describing their rights and disciplinary action procedures if necessary.
- A competent supervisor/foreman shall instruct all personnel assigned a new job on the possible hazards of the new assignment before the task is begun. If the new work involves any new substances, equipment, processes, or procedures, it is the responsibility of management or the Supervisor/Foreman to train all employees on the new hazards, substances, equipment, processes, or procedures.
- New hazards are to be reviewed by management and the Supervisor/Foreman procedures developed to protect against those hazards.. Training in this new hazard will be completed before an employee is involved in the task. All employees are to have full knowledge of the safety procedures of the task.
- Management and the Supervisor/Foreman are responsible for all training on the new hazard.
- Supervisors are responsible to see that those under their direction receive training on general workplace safety as well as specific instructions with regard to hazards unique to any job assignment.
- No employee is to perform a task or operate a piece of equipment unless they have been trained in the task or operation of the equipment.

## Hazard Assessments / Inspections

A competent person at our facility will conduct periodic inspections. The company safety director, facility supervision, or another person designated by the safety director may perform the inspections. Periodic inspections are performed according to the following schedule:

- Daily inspections when required for equipment.
- Monthly workplace inspection of buildings, structures and grounds must be conducted depending on the work process and the type of hazard(s) involved and/or might develop.



Findings of all inspections must be recorded on the **Crosstown Electrical & Data, Inc. Safety Inspection Checklist Form**. The Safety Inspection Checklist forms must be kept and filed for due diligence purposes.

- When new substances, processes, procedures or equipment, which present potential new hazards, are introduced into our workplace.
- When new, previously unidentified hazards are recognized.
- When occupational injuries and illnesses occur.
- When we hire and/or reassign permanent or intermittent employees to processes, operations, or tasks for which a hazard evaluation has not been previously conducted.
- Whenever workplace conditions warrant an inspection.

Competent Person(s) and Facility Name
Superintendent on each job

## Hazard Correction

Unsafe or unhealthy work conditions, practices or procedures are to be corrected in a timely manner based on the severity of the hazards. Hazards shall be corrected according to the following procedures:

- When observed or discovered.
- When an imminent hazard exists, which cannot be immediately abated without endangering employee(s) and/or property, we will remove all exposed workers from the area except those necessary to correct the existing condition. Workers necessary to correct the hazardous condition will be provided with the necessary protection.
- All such actions taken and dates they are completed shall be documented.
- When a hazard is discovered, no unauthorized employee is to correct the hazard. It should be reported at once to supervision.

- Imminent hazards are to be reported at once to management. No individual is to take it upon himself or herself to correct an imminent hazard unless trained to do so and it can be done safely.

## Accident Investigation (Including Incidents and Near Misses)

See the Accident / Incident Investigation section of this program.

## Employee Access to the Program

The Company will provide employee access to the Program by doing one of the following:

- Provide access in a reasonable time, place, and manner, but in no event later than five (5) business days after the request for access is received from an employee or designated representative.
  - Whenever an employee or designated representative requests a copy of the Program, the employer shall provide the requester a printed copy of the Program, unless the employee or designated representative agrees to receive an electronic copy of the Program.
  - One printed copy of the Program shall be provided free of charge. If the employee or designated representative requests additional copies of the Program within one (1) year of the previous request and the Program has not been updated with new information since the prior copy was provided, the employer may charge reasonable, non-discriminatory reproduction costs (per Section 3204(e)(1)(E)) for the additional copies. or,
- Provide unobstructed access through a company server or website, which allows an employee to review, print, and email the current version of the Program. Unobstructed access means that the employee, as part of his or her regular work duties, predictably and routinely uses the electronic means to communicate with management or coworkers.

The Program provided to the employee or designated representative need not include any of the records of the steps taken to implement and maintain the written Program.

When the Company has distinctly different and separate operations with distinctly separate and different Programs, the Company may limit access to the Program (or Programs) applicable to the employee requesting it.

The Company shall communicate the right and procedure to access the Program to all employees through safety training orientation, including at time of hire.

An employee must provide written authorization in order to make someone their “designated representative”. A recognized or certified collective bargaining agent will be treated automatically



as a designated representative for the purpose of access to the company IIPP. The written authorization must include the following information:

- The name and signature of the employee authorizing the designated representative.
- The date of the request.
- The name of the designated representative.
- The date upon which the written authorization will expire (if less than 1 year).

*As used in this section (terms):*

- 1. The term “access” means the right and opportunity to examine and receive a copy.*
- 2. The term “designated representative” means any individual or organization to whom an employee gives written authorization to exercise a right of access. A recognized or certified collective bargaining agent shall be treated automatically as a designated representative for the purpose of access to the Program.*
- 3. The term “written authorization” means a request provided to the employer containing the following information:*
  - a. The name and signature of the employee authorizing a designated representative to access the Program on the employee's behalf.*
  - b. The date of the request.*
  - c. The name of the designated representative (individual or organization) authorized to receive the Program on the employee's behalf; and*
  - d. The date upon which the written authorization will expire (if less than one (1) year).*

## Recordkeeping

The Safety Director will maintain the following documentation:

- Records of hazard assessment inspections, including the person(s) or persons conducting the inspection, the unsafe conditions and work practices that have been identified and the action taken to correct the identified unsafe conditions and work practices. This documentation shall be maintained for a period of at least (1) year.
- Documentation of safety and health training for each worker, including the worker's name, training dates, types of training, and training providers. This documentation shall be maintained for a period of at least (3) years.
- The Log of Work-Related Injuries and Illnesses (Forms 300 and 300A, and form 301 or equivalent) will be maintained to classify work-related injuries and illnesses and to note the extent and severity of each case. The Form 300A (Summary) will be posted by

February 1 of the year following the year covered by the form and keep it posted until April 30 of that year. This documentation shall be maintained for a period of at least (5) years.

- Any ventilation system records, air monitoring and/or sampling records shall be maintained for a period of at least (5) years.
- Any medical and occupational exposure records shall be maintained for a period of at least (30) years.
- Any accident reports and follow up investigations shall be maintained for a period of at least (5) years.