

# INJURY AND ILLNESS PREVENTION PROGRAM

## I. RESPONSIBILITY

The Injury and Illness Prevention Program Safety Director, Teresa Hernandez, has the authority and responsibility for implementing the provisions of this program for San Joaquin Valley Homes.

All managers and supervisors are responsible for implementing and maintaining the Injury and Illness Prevention Program (IIPP) in their work areas and for answering worker questions about the IIPP. A copy of this IIPP is available from each manager and supervisor.

We recognize that the responsibility for safety and health is a shared responsibility. As your employer, we accept the responsibility for leadership of the IIPP 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.

## II. COMPLIANCE

Management is 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.

All 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 IIPP.
- Evaluating the safety performance of all workers using our performance evaluation forms.
- Recognizing employees who perform safe and healthful work practices.
- Providing training to workers whose safety performance is deficient.
- Disciplining workers for failure to comply with safe and healthful work practices using the following four step approach:
  1. Should a safety and health violation be noted, the Supervisor will informally discuss the behavior with the employee, reviewing the potential for a dangerous result and outlining the correct procedure, then retraining the employee to ensure understanding.
  2. A second violation should generate either a formal verbal warning or a written warning to the employee, depending on the severity.
  3. The third infraction results in a formal written warning or suspension of the employee.
  4. A fourth violation may lead to employee termination.

Willful violations of safe work practices may result in disciplinary action in accordance with Company policy.

As employees, you are responsible for cooperating with all aspects of the IIPP, including complying with all rules and regulations, and continuously practicing safety while performing your duties.

To ensure the effective implementation of our program, employees must understand the following:

- No employee is expected 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 should 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 unsafe conditions encountered during work without fear of reprisal.
- Any work-related injury or illness must be reported to your supervisor immediately.
- Employees' duties consist of the following:
  1. Work in a safe manner by following safety rules and instructions.
  2. Be considerate of others in the workplace.
  3. Report hazards as seen by bringing safety matters to the attention of a supervisor.
  4. Report to work rested and physically able to perform the work.
  5. Report to management any and all injuries you sustain.
  6. Support the safety effort by performing all duties in a safe manner.

Employees who follow safe and healthy work practices will have this fact recognized and documented on their performance reviews.

### **III. 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 one or more of the following items:

- New employee orientation including a discussion of safety and health policies and procedures.
- Review of our Injury and Illness Prevention Program.
- Workplace safety and health training programs.
- Regularly scheduled safety meetings.
- Effective communication of safety and health concerns between employees and supervisors, including translation where appropriate.
- Posted or distributed safety information.
- A system for employees to anonymously inform management about workplace hazards.

The results of the investigation of any employee safety suggestion or report of hazard will be distributed to all employees affected by the hazard or posted on appropriate bulletin boards.

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

Your suggestion may be beneficial not only for your department, but may be applicable throughout the entire Company.

A SUGGESTION BOX for safety and health concerns is located \_\_\_\_\_.

All safety and health suggestions will remain anonymous.

#### IV. HAZARD ASSESSMENT/INSPECTIONS

Periodic inspections to identify and evaluate workplace hazards shall be performed by the following competent observer(s) in the following areas of our workplace:

Competent Observer	Area-Department
Antonio Garcia	General Superintendent
Steve Musgrove	Director of Construction
Curt Merrill	General Superintendent
Zackery Brigman	Purchasing Agent - Utility Manager
Randy Merrill	Vice President

Periodic inspections are performed according to the following schedule:

1. Quarterly for facility inspections.
2. Daily inspections when required for Equipment.
3. Daily inspections for required construction tasks/operations.
4. When we initially established our Injury and Illness Prevention Program.
5. When new substances, processes, procedures or equipment, which present potential new hazards, are introduced into our workplace/jobsite.
6. When new, previously unidentified hazards are recognized.
7. When occupational injuries and illnesses occur.
8. 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.
9. Whenever workplace/jobsite conditions warrant an inspection.

Periodic inspections consist of identification and evaluation of workplace hazards utilizing applicable sections of the Hazard Assessment Checklist/Inspection Forms located in the Hazard Evaluation and Abatement section of this manual and any other effective methods to identify and evaluate workplace hazards.

#### V. ACCIDENT/EXPOSURE INVESTIGATIONS

Procedures for investigating workplace accidents and hazardous substance exposures include:

- Visiting the accident scene as soon as possible.
- Interviewing the injured employees and witnesses.
- Examining the workplace for factors associated with the accident/exposure.
- Determining the cause of the accident/exposure.
- Taking corrective action to prevent the accident/exposure from reoccurring.
- Recording the finding and corrective actions taken on our Workers' Compensation injury and illness form.

## **VI. HAZARD CORRECTION**

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

1. When observed or discovered.
2. 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 shall be provided with the necessary protection.
3. All such actions taken and dates they are completed shall be documented on the appropriate forms located in the Hazard Evaluation and Abatement section of this manual.

When a hazard is discovered, no unauthorized employee is to correct the hazard. It should be reported at once to the management.

Imminent hazards are to be reported at once to management. No individual is to take it upon him or herself to correct an imminent hazard.

## **VII. TRAINING AND INSTRUCTION**

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

1. When the Injury and Illness Prevention Program is first established.
2. To all new employees.
3. To all employees given new job assignments for which training has not been previously provided.
4. Whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard.
5. Whenever the Company is made aware of a new or previously unrecognized hazard.
6. To supervisors to familiarize them with the safety and health hazards to which workers under their immediate direction and control may be exposed.
7. 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:

1. Explanation of the Company's Injury and Illness Prevention Program, emergency action plan and fire prevention plan, and measures for reporting any unsafe conditions, work practices, and injuries.
2. Uses of appropriate clothing, including gloves, footwear, and Personal Protective Equipment.
3. Information about chemical hazards to which employees could be exposed and other hazard communication program information.
4. Availability of toilet, hand-washing and drinking water facilities.
5. 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 and a new Code of Safe Practice is to be written. 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.**

## **VIII. RECORDKEEPING**

- 1. 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, are recorded on a hazard assessment and correction form. This documentation shall be maintained for a period of (1) year.**
- 2. Documentation of safety and health training for each worker, including the worker's name or other identifier, training dates, type(s) of training, and training providers are recorded on a worker training and instruction form. This documentation shall be maintained for a period of (3) years.**
- 3. The Log of Work-Related Injuries and Illnesses (Form 300, 300A and Form 301) 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 (5) years.**
- 4. Ventilation system records shall be maintained for a period of (5) years.**
- 5. Medical and Occupational exposure records shall be maintained for a period of (30) years.**