

Get Er Done Cleaning Services

INJURY AND ILLNESS PREVENTION PROGRAM

IIPP

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RESPONSIBILITY

The Injury and Illness Prevention Program (IIPP) administrator Jennifer Montelongo has the authority and responsibility for implementing the provisions of this program for Supervisors are responsible for making sure the IIPP is being properly followed in the shop and are able to answer any questions regarding the IIPP. A copy will be made available upon request.

COMPLIANCE

Supervisors are responsible for making sure the IIPP is being properly followed in the shop and are able to answer any questions regarding the IIPP. Rules are to be enforced fairly and evenly among employees.

Employees are responsible for using safe working practices, following machine specific guides for

safe use, and maintaining a safe work environment within the shop.

To assist in employee compliance:

- Employees will be informed of the details of the IIPP
- Periodic employee evaluations to make sure IIPP is being adhered to
- Employee recognition for safe practices
- Training for employee deficiencies
- Disciplinary actions for employee failures using the following steps (record on form)
- Verbal warning and re-training if needed
- Meeting with supervisor and/or owner and re-training if needed
- Termination

COMMUNICATION

Get Er Done Cleaning Services understands that an injury-free shop is only possible when all employees are able to communicate openly and freely with management with concerns and problems. To assist the employees:

- Upon completion, a safety meeting to update all current employees of IIPP update
- New hires will go over the IIPP with the administrator
- Periodic safety meetings specific to employee duties and/or requests
- Posted signs reminding safety practices
- Open dialog between supervisors and workers

- Anonymous drop-box for employees to inform management regarding concerns or requests

HAZARD ASSESSMENT

Periodic inspections will be performed to make sure employees are working in a safe environment

by the following person:

- Jennifer Montelongo/ principle of company

Assessments are being performed according to the following schedule:

- On a semi-monthly basis, one or more of the shop inspections will take place
- After the initial installment of the IIPP and its required safety meeting introduction
- Anytime new items are introduced
- Anytime a hazard is noticed
- Anytime an injury occurs use ACCIDENT/EXPOSURE INVESTIGATION
- Anytime the conditions require a new inspection

Inspections will be done using the checklist provided

ACCIDENT/EXPOSURE INVESTIGATION

If an accident or exposure occurs, the investigation method will be as follows using the appropriate form to record the results:

- Visit the accident scene ASAP
- Interview injured and witnesses
- Examine the work area for possible causes and/or remedies
- Use HAZARD CORRECTION to ensure future safety
- Record dates, times, notes and actions on form

HAZARD CORRECTION

Anytime a hazard is noticed it will be taken care of immediately and noted on the appropriate form.

If a hazard is not correctable immediately employees that may also be affected will not be permitted into the area or allowed to use the machinery by utilizing the lock-out/tag-out procedure.

TRAINING AND INSTRUCTION

All employees must understand the risks associated with their job duties and the hazard it entails. Training for it shall occur:

- After the initial installment of the IIPP- IIPP introduction and specifications
- For all new employees
 - o IIPP Introduction and specification

- Emergency action plan & fire prevention
- First Aid Locations
- Job duties and possible hazards-PPE
- For all current employees performing new duties
 - Job duties and possible hazard PPE
- Anytime a new substance is introduced to an employee's work area
 - For supervisor and worker – Possible hazards-PPE
- Quarterly and general training, updates and corrections

Specific subjects for training our employees include but are not limited to:

- Good housekeeping
- Fire prevention and procedures
- Basic machine maintenance and repair
- Fall protection
- Slips, trips, falls and back injuries
- Electrical hazards
- Proper use of power tools
- Machine guarding of belts, blades, pulleys and nip points
- Lock-out/tag-out procedure
- Material handling
- Loading area procedures
- Elevated platforms
- Driver safety
- Ergonomic hazards - Proper lifting, ladders, extended posture position
- Personal protective equipment (PPE)
 - Glasses
 - Gloves
 - Boots
- Hazardous chemical exposure
- Hazardous environment- heat, cold, noise, stress

RECORDKEEPING

Records of all of the following activities shall be maintained and made available when asked

- Hazard Assessment inspection checklists
- Accident/Exposure Investigations
- Training Documentation
 - Per employee
 - Or job duty for multiple employees