

Injury and Illness Prevention Program

Elite HR Logistics

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Effective: January 1, 2025 — Reviewed Semiannually (January and July)

Purpose

To provide information on the Injury and Illness Prevention Program (IIPP); to introduce the program; to implement the IIPP to all staff; and to help ensure safety at all jobsites.

What is the Injury and Illness Prevention Program?

The Injury and Illness Prevention Program (IIPP) is a written workplace safety program required by Title 8, California Code of Regulations (T8CCR) section 3203. It establishes safety management responsibilities, identifies hazards, and ensures employee involvement in maintaining a safe and healthy workplace.

Eight Elements of an IIPP

Responsibility, Compliance, Communication, Hazard Assessment, Accident/Exposure Investigation, Hazard Correction, Training and Instruction, and Recordkeeping.

Responsibility

The Injury and Illness Prevention Program (IIPP) Administrator, Elisabeth Graffin, has the authority and responsibility for implementing and maintaining this program for Elite HR Logistics. All managers and supervisors are responsible for maintaining the IIPP within their departments. A copy of the program is available from each manager and supervisor.

Employees must promptly report all injuries, hazards, or unsafe conditions to the IIPP Administrator or management at (916) 484-4300. For after-hours emergencies, contact the on-call Manager, Angela Lewitz.

Employee Responsibilities

Employees must know and follow all safety rules and immediately report hazards or injuries. Employees must:

- Read, understand, and follow safety procedures.
- Sign the Policies and Procedures Acknowledgment form.
- Wear PPE and suitable work clothing.
- Report all injuries immediately and seek prompt treatment.
- Attend required safety meetings.
- Stop and ask questions if uncertain about any operation's safety.

Compliance

Management ensures safety policies and procedures are clearly communicated and understood by all employees. Supervisors enforce rules fairly and uniformly. Our system includes:

- Informing workers of IIPP provisions;
- Evaluating safety performance;
- Recognizing safe work practices;
- Providing retraining for deficiencies;
- Disciplining unsafe behavior.

Communication

We maintain open two-way communication on safety issues. This includes:

- New worker orientation;
- Review of the IIPP;
- Regularly scheduled safety meetings;



- Posted/distributed safety information;
- Anonymous hazard reporting.

All safety communications are provided in a language and form understandable to every employee.

Hazard Assessment

Periodic inspections are conducted every three months and when new processes, equipment, or hazards arise. Inspections are performed by Elisabeth Graffin, Angela Lewitz and/or Desiree Caldwell, and documented on a hazard assessment form.

The IIPP will also be reviewed after any serious injury, illness, or incident to ensure continuous improvement.

Accident/Exposure Investigation

Procedures include:

- Visiting the accident scene promptly;
- Interviewing injured workers and witnesses;
- Identifying contributing factors;
- Determining root causes;
- Taking corrective actions and documenting findings.

Hazard Correction

Unsafe or unhealthy conditions are corrected promptly based on hazard severity. For imminent hazards, exposed workers are removed from danger, and corrective measures are taken immediately. All corrective actions are documented with completion dates.

Training and Instruction

All employees, supervisors, and managers receive training on general and job-specific safety practices:

- When the IIPP is first established;
- Upon hire or reassignment;
- When new hazards, equipment, or procedures are introduced;
- When new hazards are identified.

Supervisors are trained on hazards specific to the employees they oversee.

Recordkeeping

Elite HR Logistics maintains written records of hazard assessments, training, and corrective actions. Inspection and training records are retained for at least one year or until the hazard is corrected, whichever is longer.

Records include:

- Date and name of inspector;
- Description of identified hazards;
- Corrective actions and completion dates;
- Employee training records (date, topic, trainer, and participant).

Review and Updates

This IIPP is reviewed semiannually (January and July) and after any serious incident, injury, or regulatory change to ensure continued compliance with Cal/OSHA Title 8 CCR §3203.

Approved by: _____ Date: _____

Elisabeth Graffin, IIPP Administrator



Document ID: 547eaa27f7bd5f54f9aa5f2e38639256c0d6314b

Generated on: March 28, 2016

Signed On: <https://elitehrlogistics.com/>

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Document name: Injury and Illness Prevention Program

 Unique Document ID: 547EAA27F7BD5F54F9AA5F2E38639256C0D6314B

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