

Injury and Illness Prevention Program

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Why Are WE here?

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

What is the Injury and Illness Prevention Program?

- The Injury and Illness Prevention Program (IIPP) is a basic written workplace safety program. Title 8 of the California Code of Regulations (T8CCR) section 3203, requires every employer to develop and implement an effective IIPP. An effective IIPP improves the safety and health in your workplace and reduces costs by good management and employee involvement.

The 8 Injury and Illness Prevention Program Elements Are:

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

Our Responsibility to YOU

- The Injury and Illness Prevention Program (IIPP) administrator, Desiree Caldwell-Amaral has the authority and responsibility for implementing the provisions of this program for Elite HR Logistics.
- All managers and supervisors are responsible for implementing and maintaining the IIPP. A copy of the Program is available from each manager and supervisor.

Your Responsibility to US

- It is the duty of each and every employee to know the safety rules, and conduct their work in compliance with these rules. Disregard of the safety and health rules shall be grounds for disciplinary action up to and including termination.
- It is also the duty of each employee to make full use of the safeguards provided for their protection. Every employee will receive an orientation when hired and receive a copy of the work and safety rules that apply to their work duties.

Employee Responsibilities



Include the Following:

- Reading, understanding and following safety and health rules and procedures.
- Signing the Policies and Procedures Acknowledgement form.
- Wearing Personal Protective Equipment (PPE) at all times.
- Wearing suitable work clothes as determined by the Manager.
- Performing all tasks safely as directed by the Manager.
- Reporting ALL injuries, no matter how slight to their Manager immediately, and seeking treatment promptly.
- Knowing the location of first aid supplies, firefighting equipment, and other safety devices.
- Attending required safety and health meetings.
- NOT performing potentially hazardous tasks, or using any hazardous material until properly trained, and following all safety procedures when performing those tasks.
- **STOPPING AND ASKING QUESTIONS IF EVER IN DOUBT ABOUT THE SAFETY OF ANY OPERATION!**

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 include:
 - Informing workers of the provisions of our IIP Program;
 - Evaluating the safety performance of all workers;
 - Recognizing employees who perform safe and healthful work practices;
 - Providing training to workers whose safety performance is deficient; and
 - Disciplining workers for failure to comply with safe and healthful work practices.

Communication

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

Hazard Assessment

- Periodic inspections to identify and evaluate workplace hazards shall be performed by the following competent observer:
 - Desiree Caldwell-Amaral
- Periodic inspections are performed according to the following schedule:
 - Every 3 months;
 - When we initially established our IIP Program;
 - 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 workers to processes, operations, or tasks for which a hazard evaluation has not been previously conducted; and
 - Whenever workplace conditions warrant an inspection.
- Periodic inspections consist of identification and evaluation of workplace hazards utilizing applicable sections of the Hazard Assessment Checklist and any other effective methods to identify and evaluate workplace hazards.

Accident/Exposure Investigation

- Procedures for investigating workplace accidents and hazardous substance exposures include:
 - Visiting the accident scene as soon as possible;
 - Interviewing injured workers 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; and
 - Recording the findings and corrective actions taken.

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:
 - 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 shall be provided with the necessary protection; and
 - All such actions taken and dates they are completed shall be documented on the appropriate forms.

Training and Instruction

- All workers, 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:
 - When the IIP Program is first established;
 - To all new workers, except for construction workers who are provided training through a Cal/OSHA approved construction industry occupational safety and health training program;
 - To all workers given new job assignments for which training has not previously provided;
 - Whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard;
 - Whenever the employer 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; and
- To all workers with respect to hazards specific to each employee's job assignment.
- Workplace safety and health practices for all industries include, but are not limited to, the following:
 - Explanation of the employer's IIP Program, emergency action plan and fire prevention plan, and measures for reporting any unsafe conditions, work practices, injuries and when additional instruction is needed.
 - Use 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, we provide specific instructions to all workers regarding hazards unique to their job assignment, to the extent that such information was not already covered in other training.

Recordkeeping

- We have checked one of the following categories as our recordkeeping policy.
- ☐ Category 1. Our establishment is on a designated high hazard industry list. We have taken the following steps to implement and maintain our IIP Program:
 - 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;
 - 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. We also include the records relating to worker training provided by a construction Industry occupational safety and health program approved by Cal/OSHA.
 - Inspection records and training documentation will be maintained according to the following checked schedule:
 - ☐ For one year, except for training records of employees who have worked for less than one year which are provided to the worker upon termination of employment; or
 - ☐ Since we have less than ten workers, including managers and supervisors, we maintain inspection records only until the hazard is corrected and only maintain a log of instructions to workers with respect to worker job Assignments when they are first hired or assigned new duties.
- ☐ Category 2. We are a local governmental entity (any county, city, or district, and any public or quasi-public corporation or public agency therein) and we are not required to keep written records of the steps taken to implement and Maintain our IIP Program.

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