

# INJURY AND ILLNESS PREVENTION PROGRAM FOR HIGH-HAZARD EMPLOYERS

Every California employer must establish, implement and maintain a written Injury and Illness Prevention (IIPP) and a copy must be maintained at each workplace or at a central worksite if the employer has non-fixed worksites. The requirements for establishing, implementing and maintaining an effective written injury and illness prevention program are contained in Title 8 of the California Code of Regulations, Section [3203](#) (T8 CCR 3203) and consist of the following elements:

- Responsibility
- Compliance
- Communication
- Hazard Assessment
- Accident/Exposure Investigation
- Hazard Correction
- Training and Instruction
- Employee access to the IIPP
- Recordkeeping



# **INJURY AND ILLNESS PREVENTION PROGRAM (IIPP) for South Bay Grading**

## **RESPONSIBILITY**

The Injury and Illness Prevention Program (IIPP) administrator, Shawn Dean, President, has the authority and responsibility for implementing the provisions of this program for South Bay Grading.

All managers and supervisors are responsible for implementing and maintaining the IIPP in their work areas and for answering worker questions about the IIPP.

## **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 and 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:

1. Informing workers of the provisions of our IIPP.
2. Evaluating the safety performance of all workers.
3. Recognizing employees who perform safe and healthful work practices.
4. Providing training to workers whose safety performance is deficient.
5. Disciplining workers for failure to comply with safe and healthy 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 checked items:

- ☐ New hire worker orientation including safety and health policies and procedures.

- ☐ Review of our IIPP.
- ☐ 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.
- ☐ A system for workers to anonymously inform management about workplace hazards and unsafe behavior.
- ☐ Our establishment has less than ten employees and communicates with and instructs employees orally about general safe work practices and with respect to hazards unique to each employee's job assignment.
- ☐ A labor/management safety and health committee that meets regularly, prepares written records of the safety and health committee meetings, reviews results of the periodic scheduled inspections, reviews investigations of accidents and exposures and makes suggestions to management for the prevention of future incidents, reviews investigations of alleged hazardous conditions, and submits recommendations to assist in the evaluation of employee safety suggestion.

## HAZARD ASSESSMENT

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
Shawn Dean	Job-Site
George Howard	Superintendent on Site

Periodic inspections are performed according to the following schedule:

1. Monthly safety inspections.
2. When we initially established our IIPP.
3. When new substances, processes, procedures or equipment, which present potential new hazards are introduced into our workplace.
4. When new, previously unidentified hazards are recognized.
5. When occupational injuries and illnesses occur.
6. 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.
7. Whenever workplace conditions warrant an inspection.

Periodic inspections consist of identification and evaluation of workplace hazards utilizing applicable sections of the attached Hazard Assessment Checklist and any other effective methods to identify and evaluate workplace hazards.

## **ACCIDENT/EXPOSURE INVESTIGATIONS**

Procedures for investigating workplace accidents and hazardous substance exposures include:

1. Visiting the accident scene as soon as possible.
2. Interviewing injured workers and witnesses.
3. Interviewing witness that observed the incident or exposure
4. Examining the workplace for factors associated with the accident/exposure.
5. Determining the root cause(s) of the accident/exposure.
6. Recording the findings and corrective actions taken.
7. Taking corrective action to prevent the accident/exposure from reoccurring.

## **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 that 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 safety protection.
3. All such actions taken and dates of corrective actions shall be 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 and requirements. Training and instruction shall be provided as follows:

1. When the IIPP is first established.
2. 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.
3. To all workers given new job assignments for which training was not previously provided.
4. Whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard.
5. Whenever the employer is made aware of a new or previously unrecognized hazard.

6. For 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 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:

1. Explanation of the employer's IIPP and measures for reporting any unsafe conditions, work practices, injuries and when additional instruction is needed.
2. Use 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, 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.

## **EMPLOYEE ACCESS TO THE IIPP**

Our employees—or their designated representatives—have the right to examine and receive a copy of our IIPP. This will be accomplished by:

1. 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.
  - a. Whenever an employee or designated representative requests a copy of the Program, we will provide the requester a printed copy of the Program, unless the employee or designated representative agrees to receive an electronic copy of the Program.
  - b. One printed copy of the Program will 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, we may charge reasonable, non-discriminatory reproduction costs for the additional copies.
2. 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 their regular work duties, predictably and routinely uses the electronic means to communicate with management or coworkers.
3. Employee Acknowledgement. Upon hire and during safety orientation, employees are informed of the purpose of the IIPP, how to access it, and their right to view it at any time. Employees will then sign an acknowledgement confirming that they were informed of their rights to and how to access the IIPP.

Any copy provided to an employee or their designated representative need not include any of the records of the steps taken to implement and maintain the written IIPP.

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).

## 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 IIPP:

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; and

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 that are provided to the worker upon termination of employment; or