



## **INJURY & ILLNESS PREVENTION PROGRAM**



# **Injury and Illness Prevention Program (IIPP)**

Plans, Programs, Policies and Procedures

## Table of Contents

- 1. Overview**
- 2. Management Safety Policy Statement**
- 3. Responsibilities**
- 4. Compliance**
- 5. Communication**
- 6. Hazard Assessment and Correction**
- 7. Accident Investigation and Reporting**
- 8. Training and Instruction**
- 9. Employee Access to IIPP**
- 10. Recordkeeping**

## 1. Overview

The California Code of Regulations (CCR), Title 8, Section 3203, require employers to maintain a safe and healthful workplace for employees. These regulations are enforced by the California Occupational Safety and Health Administration (Cal/OSHA). The regulations require a written Injury and Illness Prevention Program (IIPP) to specify responsibilities and procedures to protect employees and reduce losses resulting from injuries and illnesses.

It is the position of the company that all accidents are preventable. All employees, from senior managers to first line supervisors, share responsibility for providing a safe working environment. This requires that company be maintained and operated in strict compliance with health and safety regulations.

**Sound Crete Contractors** (hereafter referred to as *the Company*) is committed to the continuous improvement of environmental, health and safety performance to help achieve the greatest benefit for all our stakeholders. It is our policy to meet or exceed all applicable environmental, health and safety laws and regulations, and to facilitate full and open discussion to address responsible standards and practices where laws and regulations do not exist.

## 2. Management Safety Policy Statement

It is the policy of The Company that injury prevention is considered to be of primary importance in all phases of operations and administration.

It is the intention of the Company's senior management to provide safe and healthy working conditions and to establish and insist upon safe practices at all times by all employees.

The prevention of injuries is an objective affecting all levels of the organization and its activities. It is therefore, a basic requirement that each supervisor make the safety of employees an integral part of his or her regular management function. It is equally the duty of each employee to accept and follow established safety regulations and procedures.

Employees are expected to assist management in injury prevention activities. Unsafe conditions must be reported. Fellow employees that need help should be assisted. Everyone is responsible for identifying and correcting safety hazards encountered in their work area.



---

Louis E. Fisher, President

**1/3/2022**

---

Date

### **3. Responsibilities**

The responsibility and authority for implementing the Company's Injury Illness Prevention Program is to be shared by all supervisory staff. The management representative with overall authority and responsibility for implementation and management of the Company Safety Program is assigned to the Safety Manager.

The Safety Committee, which is comprised of the Safety Manager, Risk Manager, and Safety Coordinators, will be responsible for implementation.

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

- **Safety Responsibilities for Superintendents**

Responsibilities will include, but will not be limited to the following:

1. Each jobsite will have a Site Safety Officer. This will usually be the Superintendent. In the absence of a Superintendent, a Foreman or Supervisor will fulfill this function.
2. Enforce the Company's safety program at the jobsite. If the jobsite superintendent has stricter safety procedures, then those shall govern.
3. Ensure that foremen conduct and document weekly safety tailgate meetings.
4. Assist in investigating and reporting injuries, and near misses, and take corrective actions to prevent a recurrence.
5. Ensure that jobsite conditions meet State, Federal, company, and industry standards regarding safety and engineering requirements.
6. Correct unsafe and unhealthy work practices in a timely manner (also document this on provided forms).
7. Provide training and follow-up to foremen regarding their safety responsibilities. Assure that any requests for safety equipment are fulfilled promptly.
8. Notify the Company Safety Manager of any safety issues or Cal/OSHA visits and citations.

- **Safety Responsibilities for Foreman**

Responsibilities will include, but will not be limited to the following:

1. Set an example that correctly reflects the intent of our safety program.
2. Enforce proper use of safety devices and personal protective equipment as required under Cal/OSHA and Federal regulations.
3. Take immediate corrective action whenever unsafe conditions or unsafe acts are reported or observed.
4. Give full support to the company safety policies. Provide safe equipment that minimizes exposure to accident or strain.
5. Conduct and document weekly safety tailgate meetings.

- **Safety Responsibilities for Employees**

Responsibilities include, but will not be limited to the following:

1. Comply with all Federal and State safety requirements.
2. Cooperate fully with the company's safety program.
3. Take proper care of company equipment and immediately report unsafe or defective equipment to your foreman.
4. Follow safe work habits and procedures as well as set a good example for your fellow workers.
5. Report ALL injuries as soon as possible to the foreman or superintendent.
6. Arrive at work each day with required personal protective equipment such as: work boots, hard hat, safety vest, safety glasses, etc. If the jobsite requires additional PPE or specialty identification, those requirements shall be complied with also.
7. Help in the identification of jobsite hazards discovered during the course of operations and bring them to the attention of management.

- **Safety Committee**

The Safety Committee is responsible for reviewing accident reports, regulatory notices, and workplace safety concerns. Other responsibilities include:

1. Reviewing work-related injury and illness statistics
2. Making recommendations to the Site Administrator on necessary corrective actions
3. Conducting periodic site inspections
4. Reviewing the IIPP and recommending necessary revisions to the Safety Manager.

## **4. 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:

- 1) The Safety Committee shall be familiar with the health and safety standards, policies, and procedures.
- 2) The Safety Manger will review at least annually the information provided in this

IIPP, and make necessary revisions. In conducting this review, the Safety Manger should consider changes in operations, personnel, regulatory requirements, or identified hazards.

- 3) To help improve employee safety awareness, the Safety Committee may implement incentives, including: contests, recognitions, and awards in an effort to recognize employees who perform safe and healthful work practices
- 4) The Safety Committee will discipline employees found responsible for contributing to unsafe conditions or work practices. Violation of safety procedures or policies will result in appropriate administrative action, including written warnings, suspension, termination and/or the satisfactory completion of an employee retraining program.
- 5) Employees shall immediately report potential safety hazards, and may do so in the following manner:
  - Direct reporting to immediate supervisor;
  - Presenting concerns or potential hazards at scheduled meetings;
  - Informing a member of the Safety Committee;
  - Informing the Safety Coordinator through anonymous notifications;

## **5. 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:

- The Safety Committee will ensure the IIPP is accessible to all employees, and new employees are oriented including a discussion of safety and health policies and procedures. This orientation should be provided within 30 days of employment.
- The Safety Committee will disseminate safety-related Bulletins, Safety Alerts and other documents to employees, as appropriate. This information may be disseminated during staff meetings, trainings or posted on bulletin boards.
- The Safety Committee will encourage employees to inform their managers and supervisors of potential workplace hazards. The Safety Coordinator will inform all employees on the procedures for reporting potential hazards and such reporting will not result in disciplinary action.

- Weekly tailgate safety meetings at jobsites will be held so that all employees have an opportunity to receive safety information and training and register any safety concerns they may have.
- At the start of a new project, a tailgate safety meeting will be held to acquaint all employees with the hazards and safety procedures of the specific jobsite.

## **6. Hazard Assessment and Correction**

Periodic inspections to identify hazards and corrections are conducted as follows:

- 1) The Safety Committee will ensure that safety inspections are conducted periodically or:
  - 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.
  - Whenever workplace conditions warrant an inspection.
- 2) The Safety Committee will ensure all potential safety hazards are documented for the purpose of facilitating necessary corrective action.
- 3) If employees report a potential hazard, the Safety Committee will assess the situation, and determine the correction and the need for possible outside assistance. As appropriate, the Safety Committee may request assistance from local police and fire.
- 4) The Safety Committee will ensure that identified hazards are corrected in a timely manner. When an imminent hazard is identified which cannot be immediately abated without endangering employees, workers and other personnel shall be removed from the affected area and the area secured to prevent reentry except for designated workers. Workers entering the area to correct the unsafe condition shall be properly trained and provided with the appropriate personal protective equipment (PPE).
- 5) In determining corrective actions, the Safety Coordinator or designee shall evaluate whether the identified hazard can be eliminated through workplace redesign (i.e., engineering controls) or product substitution. If it is not possible to eliminate the hazard, consideration should be given to reducing the exposure duration or rotating the work assignment among employees. The use of personal protective equipment to control the exposure should be considered as the last resort.

## **7. Accident Investigation and Reporting**

Procedures for investigating workplace accidents, incidents and injuries include:

- 1) Ensure injured or ill personnel receive necessary first aid or medical attention.
- 2) Visiting the accident scene as soon as possible.
- 3) Interviewing injured workers and witnesses.
- 4) Examining the workplace for factors associated with the accident/exposure.
- 5) Determining the cause of the accident/exposure and complete the proper injury/incident investigation forms.
- 6) Taking corrective action to prevent the accident/exposure from reoccurring.
- 7) Recording the findings and corrective actions taken.

Consistent with Cal/OSHA regulations, the Safety Coordinator will report within 8 hours any serious injuries, illnesses, or deaths to one of the local Cal/OSHA offices.

For purposes of reporting, a “serious injury” is defined as a death, amputation, permanent disfigurement, hospitalization for more than 24 hours, other than for observation, or an incident resulting in multiple injuries requiring hospitalization. The following information will be required when reporting the injury:

- a. Time, date, description of accident, and nature of the injury;
- b. Employer’s name, address, and telephone number;
- c. Name and job title of person reporting;
- d. Address of accident site;
- e. Name of person to contact at accident site
- f. Name and address of injured employee(s); and
- g. Location of injured employee(s)

## **8. 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:

- 1) 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.

- 2) To all workers given new job assignments for which training has not previously provided.
- 3) Whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard.
- 4) Whenever the employer is made aware of a new or previously unrecognized hazard.
- 5) To supervisors to familiarize them with the safety and health hazards to which workers under their immediate direction and control may be exposed.
- 6) 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 IIP Program 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) Provisions for medical services and first aid including emergency procedures.
- 5) The need to report injuries or illness and unsafe or unhealthful conditions and methods of ensuring compliance. In case of workplace injury, the employee will be informed of benefits, and also the Company's Early Return to Work Program.
- 6) Education on the various methods of communicating safety-related information including, but not limited to, speaking with supervisor or safety representative, safety meetings, written communication, and training.

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.

## **9. 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.

2. Provide unobstructed access through an employee's company ID card, which allows an employee to review, print, and email the current version of the Program.

Employees can request access to a member of the Safety Committee or management at any time during their employment with the company.

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 IIP Program.

Where we have distinctly different and separate operations with distinctly separate and different IIPPs, we may limit access to the IIPP applicable to the employee requesting it.

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).

## **10. Recordkeeping**

The Safety Committee will ensure retention of the following documents to implement and maintain our IIP Program:

- 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
- 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 training roster form. We also include the records relating to worker training provided by a construction industry occupational safety and health program approved by Cal/OSHA.

**3) Current year Cal/OSHA 300 forms**

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