

## Table of Contents

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Purpose.....	3
Program Responsibilities .....	4
Management.....	4
Injury and Illness Prevention Plan Administrator.....	4
Supervisors.....	4
Employees.....	5
Compliance .....	5
Informing Workers.....	5
Evaluating Safety Performance.....	5
Employee Recognition.....	6
Company Disciplinary Policy .....	6
Code of Safe Work Practices .....	6
Communication.....	7
New Employee Orientation.....	8
Workplace Safety and Health Training Programs.....	8
Safety Meetings .....	8
Posted or Distributed Safety Information .....	8
Safety Suggestion Box.....	8
Labor and Management Safety and Health Committee.....	8
Emergency Medical Services.....	9
Emergency Services Plan.....	9
First Aid Trained Employees .....	9
First Aid Kits.....	9
Hazard Assessment .....	9
Hazard Management Priorities and Hazard Correction .....	10
Elimination of the Hazard.....	10
Management of the Hazard.....	10
Personal Protective Equipment.....	10
Uncontrolled Hazards .....	10
Employees Designated to Perform Job Hazard Assessment.....	10
Hazard Assessment Procedure .....	11
Step 1 - Observe the Job .....	11
Step 2 - Break the Job into Steps .....	11
Step 3 - Describe the Hazards.....	11
Step 4 - Identify Control Measures.....	11
Step 5 - Review, Submit And Implement .....	11
Frequency of Assessments.....	12
Hazard Assessment Checklists .....	12
Hazard Assessment Checklist Functional Areas.....	12
Correcting Unsafe or Unhealthy Conditions.....	13
Safety Time-Outs .....	14
Accident and Exposure Investigations.....	14
Designating Accident Investigators .....	14

Accident Investigation Procedure ..... 15  
Training and Instruction..... 15  
    List of Training Subjects..... 16  
Recordkeeping ..... 17  
    Records of Hazard Assessments and Inspections ..... 17  
    Records of Employee Safety Training ..... 17  
Program Evaluation ..... 17  
Appendix..... 19  
    Hazard Assessment Checklist ..... 19  
    Hazard Assessment and Correction Record..... 72  
    Accident/Exposure Investigation Report ..... 3  
    Worker Training and Instruction Record..... 74

**SAMPLE PAGES**

## Purpose

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(Company Name) is committed to providing a safe and healthy workplace for all employees, contractors, and visitors. The purpose of this program is to outline the company policies and procedures to ensure that every employee goes home safe and healthy every day. It is the intent of this company to comply with all laws and regulations regarding safety and health. Our safety and health program will include:

1. Providing mechanical and physical safeguards to the maximum extent possible.
2. Conducting safety and health inspections to find, eliminate or control safety and health hazards as well as unsafe working conditions and practices, and to comply fully with the safety and health standards for every job.
3. Training all employees in good safety and health practices.
4. Providing necessary personal protective equipment, and instructions for use and care.
5. Developing and enforcing safety and health rules, and requiring that employees cooperate with these rules as a condition of employment.
6. Investigating, promptly and thoroughly, every accident to find out what caused it and correct the problem so it will not happen again.
7. Setting up a system of recognition and awards for outstanding safety service or performance.

The responsibilities for this program are shared as follows:

1. The employer accepts the responsibilities for leadership of the safety and health program, for its effectiveness and improvement, and for providing the safeguards required to ensure safe conditions.
2. Supervisors are responsible for developing proper attitude toward safety and health in themselves and in those they supervise, and for ensuring that all operations are performed with the utmost regard for the safety and health of all personnel involved, including themselves.
3. Employees are responsible for wholehearted, genuine operation of all aspects of the safety and health program-including compliance with all rules and regulations and for continuously practicing safety while performing their duties.

## Program Responsibilities

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### Management

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Management has the following responsibilities:

1. To provide a workplace that is free of serious physical and health hazards.
2. To establish and maintain a company injury and illness prevention program.
3. To inform all employees of the provisions of this program.
4. To provide all necessary safety training to employees.
5. To evaluate the safety performance of all workers.
6. To recognize employees who perform safe and healthful work practices.
7. To provide training and guidance to employees whose safety performance is deficient.
8. To discipline workers for failure to comply with safe and healthful work practices.
9. To provide all required personal protective equipment to employees at no cost to them.
10. To provide written procedures and policies to employees that allows them to work safely.
11. To ensure the company is operating in accordance with this policy by performing periodic review and audits.
12. To review this safety policy for effectiveness periodically and when deficiencies are discovered.

### Injury and Illness Prevention Plan Administrator

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The company injury and illness prevention plan administrator is (enter name or position). The administrator has the full authority of management to implement the policies listed in this program. The injury and illness prevention plan administrator has the following responsibilities:

1. To ensure that this program is in compliance with Cal-OSHA and meets the safety requirements of the company.
2. To facilitate communication between employees and management on safety issues.
3. To ensure that the company fall protection program is compliant with OSHA and Cal-OSHA regulations.
4. To administer the company hazard identification program.
5. To perform routine safety checks of work operations.
6. To provide or coordinate training on the required company safety topics.
7. To administer the company injury and illness recordkeeping program.
8. To monitor employees to verify they are using safe work practices.
9. To investigate and document safety violations.

### Supervisors

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employee who is determined to have substandard safety practices will be referred to the plan administrator for retraining. The scores on their safety evaluation will be included as part of the determination for pay, bonuses, and promotions.

### Employee Recognition

The company believes that a great safety culture can be achieved with positive reinforcement and employee recognition. When an employee demonstrates outstanding safety practices, or makes significant contributions to improving company safety and health, they will be recognized. This recognition will be in one or more of the following forms:

1. Safe Worker of the Month, Quarter, or Year.
2. Higher scores on their performance evaluations.
3. Recognition in a companywide email.
4. Additional time off.
5. Increased compensation or bonuses.
6. Awards and prizes.

### Company Disciplinary Policy

Violations of the company safety policies are a serious matter. The company expects every employee to abide by this policy and use safe work practices. Employees who willfully violate this policy will be disciplined as follows:

1. First Violation – Verbal Warning. The supervisor will provide a verbal warning to employees.
2. Second Violation – Written Warning. The employee will receive a formal warning and have a record of it placed in the employee file.
3. Third Violation – Termination of Employment. The worker will be immediately fired.

This is the general order of discipline. However, if the violations are serious enough, any step may be skipped. Mandatory time off from work may be included in the disciplinary action. Workers that willfully violate safety policies that put other employees in harm will be fired immediately.

### Code of Safe Work Practices

Employees, contractors, and visitors will adhere to the company code of safe work practices.

1. All persons shall follow these safe practice rules, render every possible aid to safe operations, and report all unsafe conditions or practices to the foreman or supervisor.
2. Foremen shall insist on employees observing and obeying every rule, regulation, and order as is necessary to the safe conduct of the work, and shall take such action as is necessary to obtain observance.

3. All employees shall be given frequent accident prevention instructions. Instructions shall be given at least every 10 working days.
4. Anyone known to be under the influence of drugs or intoxicating substances that impair the employee's ability to safely perform the assigned duties shall not be allowed on the job while in that condition.
5. Horseplay, scuffling, and other acts that tend to have an adverse influence on the safety or well-being of the employees shall be prohibited.
6. Work shall be well planned and supervised to prevent injuries in the handling of materials and in working together with equipment.
7. No one shall knowingly be permitted or required to work while the employee's ability or alertness is so impaired by fatigue, illness, or other causes that it might unnecessarily expose the employee or others to injury.
8. Employees shall not enter manholes, underground vaults, chambers, tanks, silos, or other similar places that receive little ventilation, unless it has been determined that is safe to enter.
9. Employees shall be instructed to ensure that all guards and other protective devices are in proper places and adjusted, and shall report deficiencies promptly to the foreman or superintendent.
10. Crowding or pushing when boarding or leaving any vehicle or other conveyance shall be prohibited.
11. Workers shall not handle or tamper with any electrical equipment, machinery, or air or water lines in a manner not within the scope of their duties, unless they have received instructions from their foreman.
12. All injuries shall be reported promptly to the foreman or superintendent so that arrangements can be made for medical or first aid treatment.
13. When lifting heavy objects, the large muscles of the leg instead of the smaller muscles of the back shall be used.
14. Inappropriate footwear or shoes with thin or badly worn soles shall not be worn.
15. Materials, tools, or other objects shall not be thrown from buildings or structures until proper precautions are taken to protect others from the falling objects.

## Communication

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Open, two way communications between management and employees on health and safety issues is an essential part of maintaining a safe and healthy workplace. The company will provide translated material and communications to employees who require it. We encourage employees to provide their feedback. Workers can communicate their questions and concerns, free from fear of reprisal. The company has established several methods for communicate with employees.

3. Make these records available to affected employees.
4. Coordinate periodic safety inspections.
5. Coordinate periodic hazard analysis.
6. Review results of periodic safety inspections.
7. Review investigations of accidents and exposures and make suggestions to management for prevention of future incidents.
8. Review investigations of reported hazardous conditions.
9. Submit recommendations to assist in the evaluation of employee safety suggestions.

The safety committee meeting records must be kept for at least one year. The specific policies and procedures of the safety and health committee will be identified in the company written safety committee program.

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## Emergency Medical Services

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### Emergency Services Plan

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The company will develop an emergency medical services plan. If work is occurring on a multi-employer site, this company may use the site medical services plan, as long as it is adequate to protect employees.

This plan will include:

1. A list of first aid trained employees.
2. The required first aid kits for the work performed.
3. Actions to take in the event of an injury or illness.
4. List of contact information for emergency services.
5. Location of emergency washing facilities.
6. Emergency call system, if required.
7. Basket litter locations, if required.

This plan will be posted at the site and in the facility where employees can review it, and will be communicated to them as part of routine training.

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### First Aid Trained Employees

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Each location will have a sufficient number of first aid trained employees to provide care in the event of an incident. The company will evaluate the work site to determine the appropriate number of first aid trained employees.

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### First Aid Kits

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The company will provide sufficiently stocked first aid kits to the workplace. The required contents of the kits will be determined by a physician or the appropriate construction safety orders.

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## Hazard Assessment

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The identification and assessment of hazards is a key component of the company safety program. A complete analysis of the work processes, procedures, and equipment used at the facility must be performed to identify hazards to workers or equipment. These hazard assessments will be performed by designated and trained employees, and will occur at scheduled intervals.

### Hazard Management Priorities and Hazard Correction

#### Elimination of the Hazard

Eliminating the hazard is the first priority for dealing with identified hazards. Eliminating the hazard eliminates the risk to employees or equipment. The hazard can be eliminated by:

1. Redesigning equipment, tools or workstations.
2. Replacing equipment, tools or workstations.
3. Usage of guards and other protective covers.
4. Other methods identified by the company that can eliminate the hazard.

#### Management of the Hazard

If the hazard cannot be eliminated by reasonable means, then the company will establish managerial and process controls that will manage the risk. These processes may include:

1. Changing work processes.
2. Rotating personnel assignments.
3. Change work procedures.
4. Changing design requirements.
5. Other methods identified by the company.

#### Personal Protective Equipment

If the hazard cannot be eliminated through engineering or management controls, then the workers must be provided with personal protective equipment that provides them complete protection from the hazard. Employees will be provided the protective equipment at no cost, and will be trained on their proper use and maintenance.

#### Uncontrolled Hazard

Hazards must be safely controlled through engineering controls, management controls, or the use of personal protective equipment. If these methods are not sufficient to protect employees from a hazard of a particular job task, then that task will not be allowed. All work involving that task will stop, until a means to safely manage the hazard is determined.

#### Employees Designated to Perform Job Hazard Assessment

<b>Competent Evaluator(s)</b>	<b>Work Area</b>



Once the job hazard analysis is completed, it must be submitted to management. The JSAs will be reviewed and logged for future reference. Once reviewed, management will take the appropriate actions. The assessor should follow up on their recommendations to make sure the hazards they have identified were mitigated.

### Frequency of Assessments

Hazards assessments will be performed (enter frequency here) and at the following times:

1. When the IIP Program is initially established.
2. When new substances, processes, procedures, or equipment which present potential new hazards are introduced into the workplace.
3. When new, previously unidentified hazards are recognized.
4. When occupational injuries and illnesses occur.
5. 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.
6. Whenever workplace conditions warrant an inspection.
7. When determined necessary by employees, supervisors, or management.

### Hazard Assessment Checklists

In addition to the normal job hazard assessment procedure, employees performing these analyses will complete the job hazard checklists that are included with this procedure, to ensure that safe work practices are being followed. These periodic inspections must be performed (enter frequency). These checklists will be completed, signed, and filed as part of the company safety documentation program.

### Hazard Assessment Checklist Functional Areas

The following hazard assessment checklists have been assigned to the functional areas listed in the chart. An 'X' has been added to the functional areas that have been assigned that particular hazard checklist.

	Area	Area	Area	Area	Area	Area	Area	Area
<b>Hazard Checklist</b>								
General Work Environment								
PPE & Clothing								
Walkways								
Floor & Wall Openings								
Stairs & Stairways								
Elevated Surfaces								
Exiting or Egress								
Exit Doors								

Portable Ladders									
Hand Tools & Equipment									
Portable (Power Operated) Tools & Equipment									
Abrasive Wheel Equipment Grinders									
Powder Actuated Tools									
Machine Guarding									
Lockout Blockout Procedures									
Welding, Cutting & Brazing									
Compressors & Compressed Air									
Compressed Air Receivers									
Compressed Gas & Cylinders									
Hoist & Auxiliary Equipment									
Industrial Trucks - Forklifts									
Spraying Operations									
Entering Confined Spaces									
Environmental Controls									
Flammable & Combustible Materials									
Fire Protection									
Hazardous Chemical Exposures									
Hazardous Substances Communication									
Electrical									
Noise									
Fueling									
Identification of Piping Systems									
Material Handling									
Transporting Employees & Materials									
Control of Harmful Substances by Ventilation									
Sanitizing Equipment & Clothing									
Tire Inflation									
Emergency Action Plans									
Infectious Control									
Ergonomics									
Ventilation For Indoor Air Quality									
Crane Checklist									

### Correcting Unsafe or Unhealthy Conditions

Every employee has the authority and responsibility to take action when work hazards are identified. The company urges employees to err on the side caution. If there is any doubt, there is no doubt – stop work and notify a supervisor.

Unsafe or unhealthy work conditions, practices and procedures shall be corrected in a timely manner based on the severity of the hazards. Hazards shall be corrected according to the following procedures:

## Accident Investigation Procedure

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1. Make sure the area is free of hazards before entering.
2. Make sure that employees involved in the accident are in a safe condition and have received any needed emergency services.
3. Define the scope of the investigation, when the incident began and ended.
4. Select appropriate investigators and assign specific tasks to each.
5. Perform a preliminary briefing to the investigating team. Each brief must include:
  - a. A description of the accident.
  - b. A description of normal operating procedures.
  - c. A description of the site layout.
  - d. A list of witnesses.
  - e. An account of events preceding the accident.
6. Collect physical evidence, take photos and prepare sketches.
7. Interview each victim and witness privately and separately.
8. Make the following determinations:
  - a. What was not normal before the accident?
  - b. Where the abnormality occurred.
  - c. When the abnormality was first noticed.
  - d. How the abnormality occurred.
  - e. The qualifications of the people involved.
9. Make the following determinations:
  - a. Why the accident occurred.
  - b. The likely accident sequence of events.
  - c. Any alternative sequence of events.
10. Determine the most likely sequence of events and the probable causes of the incident.
11. Conduct a post-investigation briefing with management.
12. Prepare a report of the incident, and submit it to management and the safety committee.

## Training and Instruction

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All workers, including managers and supervisors, shall have training and instruction on general and job-specific safety and health practices. Training and instruction will be provided as follows:

1. When the IPP program is first established.
2. To all new workers.
3. To 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 company is made aware of a new or previously unrecognized hazard.

6. To supervisors to familiarize them with the safety and health hazards to which workers under the immediate direction and control may be exposed.
7. To all workers with respect to hazards specific to each employee's job assignment.
8. Whenever an employee demonstrates deficiency in a certain area.
9. As required by company safety and health programs.

### List of Training Subjects

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Our workers will be trained, as required, on the following subjects:

1. The requirements of the company injury and illness prevention plan.
2. The company emergency action plan.
3. The company fire prevention plan.
4. The procedure for reporting unsafe conditions.
5. The use of appropriate clothing, including gloves, footwear, and personal protective equipment.
6. Information about chemical hazards to which employees could be exposed and other hazard communication program information.
7. The availability of toilet, hand-washing and drinking water facilities.
8. Provisions for medical services and first aid including emergency procedures.
9. The company code of safe work practices.
10. Confined spaces.
11. Safe practices for operating any agricultural equipment.
12. Good housekeeping, fire prevention, safe practices for operating any construction equipment.
13. Safe procedures for cleaning, repairing, servicing, and adjusting equipment and machinery.
14. Safe access to working areas.
15. Protection from falls.
16. Electrical hazards including working around high voltage lines.
17. Crane operations.
18. Trenching and excavation work.
19. Proper use of powered tools.
20. Guarding of belts and pulleys, gears and sprockets, and conveyor nip points.
21. Machine, machine parts, and prime movers guarding.
22. Lock-out/tag-out procedures.
23. Materials handling.
24. Chainsaw and other power tool operation.
25. Tree falling, bucking procedures and precautions, including procedures for recognizing and working with hazard trees, snags, lodged trees, and unsafe weather conditions.
26. Yarding operations, including skidding, running lines, unstable logs, rigging and communication.
27. Landing and loading areas, including release of rigging, landing layout, moving vehicles and equipment, and log truck locating, loading and wrapping.
28. Fall protection from elevated locations.

## Appendix

### Hazard Assessment Checklist

General Work Environment			
Inspector:			Date:
Item	Yes	No	Notes
Are all worksites clean and orderly?			
Are work surfaces kept dry or appropriate means taken to assure the surfaces are slip-resistant?			
Are all spilled materials or liquids cleaned up immediately?			
Is accumulated combustible dust routinely removed from elevated surfaces, including the overhead structure of buildings?			
Is combustible dust cleaned up with a vacuum system to prevent the dust going into suspension?			
Is metallic or conductive dust prevented from entering or accumulation on or around electrical enclosures or equipment?			
Are covered metal waste cans used for oily and paint-soaked waste?			
Are all oil and gas fired devices equipped with flame failure controls that will prevent flow of fuel if pilots or main burners are not working?			
Are paint spray booths, dip tanks and the like cleaned regularly?			
Are the minimum number of toilets and washing facilities provided?			
Are all toilets and washing facilities clean and sanitary?			
Are all work areas adequately illuminated?			
Are pits and floor openings covered or otherwise guarded?			

Hazard Assessment and Correction Record

Inspector:	Date:
Location or Work Area:	
<b>Unsafe Condition or Work Practice</b>	
Description:	
<b>Correction Action Taken</b>	
Description:	

Inspector:	Date:
Location or Work Area:	
<b>Unsafe Condition or Work Practice</b>	
Description:	
<b>Correction Action Taken</b>	
Description:	

Inspector:	Date:
Location or Work Area:	
<b>Unsafe Condition or Work Practice</b>	
Description:	
<b>Correction Action Taken</b>	
Description:	

Accident/Exposure Investigation Report

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Name:	Date:
<b>Accident Information</b>	
Date of Accident:	Time of Accident:
Location of Accident:	
Accident Description:	
Employees Involved:	
<b>Corrective Action</b>	
Preventative Action Recommendations:	
Corrective Actions Taken:	
Manager Responsible:	Date:

SAMPLE PAGES

