

# **NORTH COAST WATERPROOFING, INC.**

## **Injury and Illness Prevention Program**

**NORTH COAST WATERPROOFING, INC.** has developed the following Injury and Illness Prevention Program, in compliance with Title 8 of the California Code of Regulations, General Industry and Construction Safety orders.

As outlined in our company **SAFETY & HEALTH POLICY STATEMENT**, our primary objective is to avoid accidents through the means of eliminating unsafe working conditions and work practices.

### **OUR GOAL IS ZERO ACCIDENTS AND INJURIES**

Our Injury and Illness Prevention Program is designed to address, in detail, the following areas:

- Program Implementation and Responsible Person
- Supervisor's Responsibilities
- Safety & Health Policy Communication
- Workplace Inspections and Corrections
- Employee Notification and Training
- Employee Compliance
- Accident Investigation Procedures
- Documentation and Recordkeeping Policy
- Multi-Employer Job Site Exposures

#### **1.0 PROGRAM IMPLEMENTATION AND RESPONSIBLE PERSON**

**CLIFF MATTHEWS/AND OR PATRICIA MATTHEWS** is responsible for the implementation and maintenance of the Injury and Illness Prevention Program (IIPP) for **NORTH COAST WATERPROOFING, INC.** Full authority is granted by **NORTH COAST WATERPROOFING, INC.** to manage and enforce all provisions of this policy.

##### **Responsibilities will include:**

- Identifying exposures specific to operations performed by **NORTH COAST WATERPROOFING, INC.**
- Developing procedures for complying with required elements of the safety program and delegating responsibility to Supervisors, as appropriate
- Establishing safety procedures to be followed by all employees
- Providing appropriate training and continued education to Supervisors responsible for enforcement of safe work practices and conditions
- Providing safety materials to Supervisors
- Monitoring delegated responsibilities to ensure compliance
- Monitoring workplace hazard inspections and corrections
- Maintaining all records and documentation relevant to the implementation and maintenance of the IIPP
- Maintaining all records relating to changes implemented in response to new regulatory requirements and changing needs within the company
- Performing periodic reviews of the IIPP to confirm that no changes are required

- ❑ Conducting periodic meetings with Supervisors for discussion of safety and accident concerns

## **2.0 SUPERVISOR'S RESPONSIBILITIES**

Supervisors are responsible for enforcing compliance with the IIPP at the job sites. A copy of this program is provided to each Supervisor for their reference. Supervisors are required to familiarize themselves with the IIPP to assist with its effective implementation.

At specific job sites, Supervisors will be responsible for the following functions:

- ❑ Conducting initial job site inspection and document all identified hazards and potential exposures
- ❑ Communicate all safety policies to employees
- ❑ Assist management with New Hire process and verification of proper training
- ❑ Ensure all required job site posting notices are displayed and/or accessible
- ❑ Conduct regular job site surveys to assess any potential hazards
- ❑ Conduct and document safety training every 10 working days
- ❑ Conduct formal job site inspections
- ❑ Correct all identified job site hazards and potential exposures
- ❑ Enforce employee compliance with safe work practices uniformly and fairly
- ❑ Perform accident investigations when required
- ❑ Communicate identified hazards to employees
- ❑ Document all required elements of the IIPP

## **3.0 SAFETY AND HEALTH POLICY COMMUNICATION**

**NORTH COAST WATERPROOFING, INC.** recognizes that open, two-way communication between management and employees on health and safety issues is essential to an injury-free, productive workplace. The following system of communication is in place to facilitate the flow of information:

- ❑ A **NEW HIRE SAFETY CHECKLIST** will be used during initial orientation to ensure all required areas are reviewed, including OSHA safety programs implemented such as the IIPP
- ❑ A copy of the company **SAFETY & HEALTH POLICY STATEMENT** will be provided to all employees
- ❑ A copy of the Code of Safe Practices will be provided to all employees
- ❑ A signed **CODE OF SAFE PRACTICES - ACKNOWLEDGEMENT OF RECEIPT** will be obtained from all employees
- ❑ Review of initial job responsibilities, with training provided as needed
- ❑ Review of ongoing training that will be provided during employment, and how the training will be conducted
- ❑ Review of all personal protection equipment provided by **NORTH COAST WATERPROOFING, INC.**
- ❑ Review of employee's requirement to comply with all safety and health standards, and the consequences for violating the same.
- ❑ Review of system for employees to anonymously report workplace hazards
- ❑ Employees will be informed that employee's who report job site hazards, or unsafe work practices will not suffer retaliation as a result of their active

participation in supporting **NORTH COAST WATERPROOFING, INC.**'S efforts to maintain an effective Injury and Illness Prevention Program.

**NORTH COAST WATERPROOFING, INC.** has less than 10 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.

#### **4.0 WORKPLACE INSPECTIONS AND HAZARD CORRECTIONS**

Management and Supervisors will perform inspections on a regular basis for the purpose of identifying and evaluating work place hazards.

A **HAZARD CHECKLIST – JOB SITE INSPECTION AND CORRECTION FORM** will be used when performing workplace inspections

This form will also be used when documenting the following:

- New substances, procedures or equipment are introduced at the workplace/job site
- New or previously unidentified hazards are recognized, or brought to management's attention
- An accident occurs
- Whenever a work practice or condition requires attention

Identified unsafe or unhealthy work practices and conditions will be corrected in a timely manner to be consistent with the severity of the identified hazard.

Under no circumstances will an employee be permitted to work under conditions that pose a clear or imminent danger. When an imminent hazard is identified and immediate correction is not possible, all exposed workers will be removed from the area. Employees responsible for correcting the hazardous condition will be provided with the necessary training and protection.

#### **5.0 EMPLOYEE NOTIFICATION AND TRAINING**

All employees, permanent and intermittent, including managers and supervisors will be provided necessary training and instruction on general and job-specific safety and health practices. **NORTH COAST WATERPROOFING, INC.** will maintain all the required notices, postings, and warnings in the workplace.

The following training and instruction will be provided:

- Explanation of the IIPP, emergency action plan and fire prevention plan, measures for reporting unsafe work conditions, reporting of injuries, etc.
- Use of personal protective equipment including hard hats, gloves, safety glasses, etc.
- Information about chemical hazards and other hazard communication information.
- Availability of toilet, hand-washing, and drinking water facilities
- Provisions for medical services and first aid including emergency procedures.
- Heat Illness Prevention training

The above minimum training will be provided:

- When the IIPP is first established;

- ❑ To all new employees, except for those who have been provided training through a Cal/OSHA approved construction industry occupational safety and health training program;
- ❑ To all employees given new job assignments for which training has not been provided previously;
- ❑ Whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard;
- ❑ To Supervisors to familiarize them with the hazards to which employees under their supervision may be exposed.

Additional Training includes:

- ❑ Hazards specific to each job assignment;
- ❑ **NORTH COAST WATERPROOFING, INC.** Code of Safe Practices will be provided and explained to all employees
- ❑ Tailgate Safety meetings every 10 working days, with employee signature verifying attendance.

All health and safety training will be documented on the **REPORT OF SAFETY MEETING** Form or equivalent

## **6.0 EMPLOYEE COMPLIANCE PROCEDURES**

Mandatory compliance with safe work practices is required from all employees, permanent and intermittent, including managers and supervisors.

Supervisors are responsible for:

- Ensuring that all employees comply with the provisions established for safe work practices, and that personal protection equipment is properly used.
- Enforcing safe work practices in a fair and uniform manner.
- Evaluating the performance of all employees, and providing specific training to employees whose work habits are unacceptable.
- Informing management when employees fail to comply with safe work practices. A **NOTICE OF SAFETY INFRACTION** form will be used to document safety violations

Management reserves the right to determine the level of progressive disciplinary action required for the infraction. Certain infractions of safe work practices may result in immediate termination of employment.

## **7.0 ACCIDENT INVESTIGATION PROCEDURES**

In the event of an accident resulting in injury or illness, or near-miss incident, Management will conduct an investigation. A **SUPERVISOR'S REPORT OF ACCIDENT/EXPOSURE** form will be used to document the investigation, which will consist of the following

Visiting the accident scene as soon as possible

- ❑ Interviewing the injured worker(s), if possible
- ❑ Obtaining names of witness(s) and interviewing them
- ❑ Determining the cause of the accident/exposure
- ❑ Examining the work site for hazards that may be associated with the accident/exposure

- Determining whether or not the accident/exposure could have been avoided, and if so, how
- Identifying the corrective action, if applicable, taken to prevent the accident/exposure from reoccurring. This procedure will also be documented on the **JOB SITE INSPECTION AND CORRECTION FORM** form.
- Provide necessary training to employees when a new hazard is identified.

Supervisors must notify management, immediately, of any accident/exposure and are required to submit the completed **SUPERVISOR'S REPORT OF ACCIDENT/EXPOSURE** form to management within 1 working day of the occurrence.

Supervisors will be responsible for providing the injured employee with an **EMPLOYEE'S REPORT OF ACCIDENT/EXPOSURE** form

The injured employee is required to complete the **EMPLOYEE'S REPORT OF ACCIDENT/EXPOSURE** form and provide a copy to Management within 24 hours of the accident/exposure, unless he or she is physically unable to do so.

Management will be responsible for processing appropriate documentation relevant to Workers' Compensation as applicable.

## **8.0 DOCUMENTATION AND RECORDKEEPING**

The following records will be retained for a minimum of **3 years**

Scheduled and unscheduled periodic inspections, which will include methods used to identify, evaluate and correct work site conditions and practices.

- Records relating to individual safety and health training, which will include:
  - Employee's Name
  - Employee's Signature
  - Date of Training
  - Training Topic
  - Name of Trainer
- Records relating to group training and tailgate sessions, which will include:
  - Date of Training
  - Training Topic
  - Signatures of all Employees Present
  - Name of Trainer
- Records relating to the investigation of accidents/exposures resulting in injury or illness
- All records relating to the implementation and maintenance of all safety programs.

The following records will be retained for at least **5 years**:

- Records relating to workplace fatalities, injuries and illnesses (form 5020)
- Cal/OSHA Form 300 Log, 301 Injury and Illness Incident Report (or equivalent), and 300-A Summary of Work-Related Injuries and Illnesses.

The following records will be retained for at least **30 years**, as applicable:

- Records relating to employee exposure to hazardous and toxic substances, in accordance with 8CCR §3204 General Industry Safety Orders including material safety data sheets.

## **9.0 MULTI-EMPLOYER JOB SITE EXPOSURES**

Management will be responsible for ensuring that all other contractors/employers, which have a contractual obligation to **NORTH COAST WATERPROOFING, INC.**, are in compliance with minimum Cal/OSHA requirements. All contractors/employers will be required to provide a copy of their IIPP and Code of Safe Practices. They will be required to keep a copy onsite while work is performed by them.