

# Great Western Painting

## Injury/Illness

### §3203. Injury and Illness Prevention Program.

## Injury and Illness Prevention Program

### POLICY STATEMENT

We have developed a comprehensive injury and illness prevention program that addresses our specific safety concerns and provides guidance for the performance of our individual job tasks within the framework of appropriate Cal/OSHA standards, specifically Cal-OSHA T8 CCR 3203.

Safety takes a commitment from all personnel within our organization. Training will be interactive with an opportunity for all to actively participate, ask questions, make suggestions, and refer to our written policies and procedures.

It is our policy to provide a work environment that is inherently safe. The safety and health of our employees is of primary importance as they are our most important resource.

Safety training needs will be identified by continual reassessment of our work methods, equipment and job sites as well as employee and management input. Observation of unsafe acts will be addressed immediately.

Each employee is encouraged to contact their Supervisor immediately should a safety or health risk exist so that corrective action may be taken immediately.

Safety requires not only that each person understand and perform individual tasks in a safe manner, but also that each individual is aware of his surroundings and is actively involved in the safety of others.

This Policy Statement will be conspicuously posted.

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Patrick Evje  
Safety Director

## Safety Program Overview

This IIP program has been developed to address our specific safety concerns and to provide guidance for the performance of individual job tasks within the framework of appropriate Cal/OSHA standards.

Safety demands a commitment from all personnel within our organization. As a contractor, we have an obligation to ensure that all our employees, as well as subcontractors within our area of responsibility, are afforded the protection of an appropriate safety & health program.

This program contains policies and procedures to deal with common workplace hazards, specific job related hazards, and potential hazards that may arise.

Hazard assessment, project pre-planning, and engineering controls, where feasible, will be the preferred method of providing a safe workplace. Hazards that remain will be minimized or eliminated through training which provides our employees the ability to recognize workplace hazards and understand the proper procedural and/or personal protective equipment requirements.

Each employee is encouraged to contact their supervisor immediately should a safety or health risk exist so that corrective action may be taken to eliminate the hazard entirely or deal with the hazard in a safe manner through modified work procedures, PPE, and/or other appropriate action.

On all job sites, at least one person will be designated a “**competent person**” by virtue of experience or training. This person will have the ability to identify work related hazards, know the corrective procedures, and have the responsibility, ability and authority to stop work if the workplace cannot be made safe.

The Safety Director or a designated competent person will make routine and random job site inspections to both identify new hazards and to monitor the effectiveness of our safety & health program.

In the final analysis, the success of our safety effort depends on all employees from senior management to the newest hire, as well as subcontractors, demonstrating a commitment to safety by working in a safe manner. Safe job performance is how our safety effort is ultimately measured.

# **GENERAL SAFETY POLICIES AND PROCEDURES**

## **ACCIDENT/INJURY PREVENTION**

Our safety program is designed so that neither our employees or our subcontractors work in conditions that are unsanitary, hazardous, or dangerous to their health or safety.

One lax moment in terms of safety may result in a lifetime of needless pain and suffering. Disregarding safety standards may even be fatal. While an accident may happen in an instant, the consequences may last for years.

Accident prevention requires a commitment from all personnel within our company to actively participate in our safety program. All personnel should be aware of job site hazards and follow procedures to eliminate these hazards by proper work methods, use of personal protective equipment, and proper use of tools and equipment. All persons are encouraged to ask questions and make positive suggestions for safety improvement.

Competent persons will be designated to provide job site expertise as well as regular inspections of equipment, materials, and procedures.

Competent persons will have the authority to stop work if a safety hazard is identified and it cannot be corrected immediately.

All machinery, tools, materials and equipment deemed unsafe will be taken out of service by physically removing, tagging, or locking controls to render them inoperable.

Only persons qualified by training or experience will be allowed to operate equipment or machinery.

All tools and items of equipment will be used for the purpose for which they were designed. For example, a wrench is not a hammer; a ladder is not a horizontal plank; a fire extinguisher is not a cooler!

Never take chances or attempt any job without being aware of the proper procedures, the potential safety hazards, and the methods to reduce or eliminate risk.

## **SAFETY PROGRAM ADMINISTRATOR**

Our Safety Director will administer this safety program and has overall responsibility for the implementation of this program. The safety director will ensure each employee has appropriate safety training for the tasks to be performed.

Additionally, duties of this position include:

- a. the actual training of personnel.
- b. maintenance of training records.
- c. random inspections to verify adherence to safety rules and policies.

- d. completion of specific tasks identified within our OSHA compliance programs found in Section III of this safety program.

Our Safety Program Administrator is: Robert Evans

The duties of this position may be delegated to other personnel who are competent persons by virtue of training or experience.

The responsibilities of this position may not be further delegated.

### **TRAINING**

All employees, prior to assignment to perform any work, will demonstrate to the Safety Director, or other competent person, the ability to perform the tasks safely. Additionally, all employees will be provided employee handbooks and indicate with their signature that they understand our general safety and health work practices.

To the extent possible, training will be interactive, and will include, as appropriate, formal instruction, scheduled safety meetings, on-line training, on-the job training, and written instructions. Safety information will also be posted on our job site bulletin board. All personnel will have ready access to our safety program as well as employee handbooks.

All training will be documented using our Training Certification Form and our Retraining Certification Form. These records will be maintained by the Safety Director and include the employee's name, date of training, types of training, and the name of the competent training provider.

### **HAZARD ASSESSMENT**

Prior to work on any project, as well as the introduction of new substances, procedures or processes, a hazard assessment will be made by the Safety Director, or authorized representative, to identify and evaluate these possible workplace hazards. Employees will be informed, before performing work, of any special precautions or changes in procedures that must be taken to negate these hazards.

Daily job site inspections will be conducted using our job site inspections forms to identify not only lack of safety compliance, but the introduction of new safety hazards that must be addressed. Copies of these job site inspection forms will be maintained in the Safety Director's office.

Additionally, the Safety Director or a designated competent person will make routine and random job site inspections to both identify new hazards and to monitor the effectiveness of our safety & health program.

While all hazards identified by inspection (or other means) will be corrected in the order of their severity [the most serious corrected first], all hazards will be eliminated before work proceeds.

## **EMPLOYEE INVOLVEMENT**

All employees are encouraged to participate actively in our safety & health program. Do not hesitate to point out perceived safety deficiencies to your supervisor or the competent person -- you may prevent an injury to yourself or a fellow worker. With the goal of providing a safer worksite for all of us, employee suggestions for improving safety management are welcomed and encouraged. Never perform any task on which you are not confident in your understanding of the safety procedures. If in doubt, ask your immediate supervisor for guidance.

It is expected that all employees will abide by our safety rules and guidelines [as well as applicable local, state, and federal standards] not only to protect themselves, but also to protect their fellow workers from harm. Should a safety violation occur, the violation will be documented by the employees immediate supervisor and the provisions of our enforcement program will be implemented.

Employees are reminded that they are encouraged, without fear of reprisal, to anonymously report safety hazards or concerns. This may be done by telephone to the Safety Director or by leaving a sealed envelope containing the concern on the Safety Director's desk.

## **SUBCONTRACTOR INVOLVEMENT**

It is our responsibility to review the safety efforts made by subcontractors who may be working with us.

Prior to initiation of work on multi-subcontractor job sites, a meeting will be held to apprise all subcontractors of the protective measures we have determined to be appropriate. Input and suggestions from subcontractors will be solicited. Attention will be given to hazards one subcontractor may create and the measures they will take to prevent other subcontractors from these exposures. One measure that will always be taken is the sharing of appropriate Material Safety Data Sheet information.

## **SAFETY MEETINGS**

Scheduled safety meetings provide an opportunity for reinforcing the importance of general safety as well as specific work related procedures applicable to the work at hand. Properly prepared safety meetings will focus on one or two topics and be direct and to the point. All safety questions will be addressed and interactive participation is encouraged.

## SUBCONTRACTOR RESPONSIBILITIES

The below four major elements of safety management that apply to our operations also apply to our subcontractors:

- a. management commitment and employee involvement.
- b. worksite analysis.
- c. hazard prevention and control.
- d. safety & health training.

It is expected that our subcontractors work within the framework of OSHA standards.

## ENFORCEMENT

It is expected that all employees will abide by our safety rules and guidelines not only to protect themselves, but also to protect their fellow workers from harm. Should a safety violation occur, the following steps will be taken by the employee's immediate supervisor:

- a. **Minor Safety Violations:** Violations which would **not** reasonably be expected to result in serious injury.
  1. The hazardous situation will be corrected.
  2. The employee will be informed of the correct procedures to follow and the supervisor will ensure that these procedures are understood.
  3. The supervisor will make a written report of the occurrence using our Enforcement Documentation Form and inform the employee that this documentation will be forwarded to the Safety Director for a retention period of one year.
  4. A repeat occurrence of the same minor safety violation is considered substantially more serious than the first.
- b. **Major Safety Violations:** Violations which would reasonably be expected to result in serious injury or death.
  1. The hazardous situation will be corrected.
  2. The employee will be informed of the correct procedures to follow and will impress upon the individual the severity of the violation and the likely consequences should this type of violation be repeated. The supervisor will ensure that the individual understands the correct procedures and will be cautioned that a reoccurrence could result in disciplinary action up to and including discharge.

3. The supervisor will make a written report of the occurrence using our Enforcement Documentation Form and inform the employee that this documentation will be forwarded to the Safety Director for a retention period of one year.

- c. **Willful Major Safety Violations:** Intentional violation of a safety rule which would reasonably be expected to result in serious injury to the employee or a fellow worker.

1. The hazardous situation will be corrected.
2. The employee will be removed from the job site, the event will be documented and forwarded to the Safety Director, and the employee will be discharged.

Employees are to understand that the primary purpose of documenting safety violations is to ensure that the important business of employee safety is taken seriously and that the potential for injury is reduced to the lowest possible level.

### Schedule of Enforcement Actions for Violations within a 1 Year Period

#### Minor Violation

Offense	Action	Repeat of Same Offense	Action
1st	Written Notice	1st	1 Day Off
2nd	Written Notice	2nd	3 Days Off
3rd	1 Day Off	3rd	Dismissal
4th	2 Days Off		
5th	3 Days Off		
6th	Dismissal		

#### Major Violation

Offense	Action	Repeat of Same Offense	Action
1st	Written Notice	1st	4 Days Off
2nd	2 Days Off	2nd	Dismissal
3rd	4 Days Off		
4th	Dismissal		