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**INJURY & ILLNESS PREVENTION
PROGRAM (IIPP)**

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Creative Alternatives (CA) is committed to providing a safe and healthful work environment for all employees. Because workplace health and safety are paramount, the company has developed and implemented this written Injury & Illness Prevention Program (IILP). The main objective is to prevent employees from being injured or becoming ill in the workplace. The safest place to work is where everyone follows safe work procedures. As such, all employees, as a condition of employment, are required to follow all safety rules and procedures set forth in this program. In addition, everyone is expected to be conscientious and use good judgement within the workplace. A safe and healthful workplace requires commitment and cooperation from all company personnel. Everyone within the company must take personal responsibility for accident prevention to ensure the program will be successful.

INTRODUCTION AND PURPOSE

It is the policy of CA to maintain a safe and healthful work environment for each of its employees and to comply with all applicable Occupational Health and Safety Regulations. The Injury & Illness Prevention Program is designed to help identify and correct workplace hazards.

ASSIGNMENT OF RESPONSIBILITIES

Safety Supervisor:

The HR Director has primary authority and responsibility to ensure the company's implementation of the IIPP and to ensure the health and safety of the company's employees and clients. This is accomplished through the Safety Coordinator with the HR Department communicating the company's emphasis on health and safety, analyzing work procedures for hazard identification and correction, ensuring regular facility inspections, providing health and safety training, and encouraging prompt employee reporting of health and safety concerns without fear of reprisal.

Site Supervisor(s):

Site Supervisors are directly responsible at their particular facilities to instruct all employees under their jurisdiction on proper safety procedures. Site supervisors are also responsible to take immediate corrective measures to eliminate any hazardous conditions and/or practices. Site supervisors play an important role in the implementation of the company's IIPP. They are responsible for:

- Communicating to their staff the company's emphasis on health and safety
- Conducting monthly safety meetings with their staff
- Conducting monthly facility inspections
- Promptly correcting identified hazards
- Modeling and enforcing safe and healthful work practices
- Implementing measures to eliminate workplace hazards
- Stopping any employee's work that may pose an imminent threat to themselves/others
- Reporting any workplace injuries and/or illnesses to the Program Director(s)
- Encouraging employees to report health and safety issues without fear of reprisal

Individual Employee Responsibility:

Management expects each employee, regardless of his or her position within the organization to follow the IIPP in every respect. Some of the key elements of the IIPP require that:

- All injuries and accidents are reported to a site supervisor immediately
- Hazardous conditions or other safety conditions must be reported to a site supervisor

It is the responsibility of all employees to comply with all applicable health and safety regulations. This includes but is not limited to:

- Observing health and safety-related signs, posters, warning signals and directions
- Reviewing facility Emergency Disaster Plan (LIC 610)
- Reviewing facility Fire Exit Plan
- Participating in monthly safety meetings
- Participating in health and safety trainings
- Warning coworkers of any unsafe hazards/conditions
- Reporting unsafe conditions immediately to a site supervisor

IDENTIFYING AND EVALUATING WORKPLACE HAZARDS

Facility safety inspections will be conducted no less than quarterly by the Safety Coordinator to identify any potential physical conditions or employee actions that may result in injuries or illness. The desired result is to make changes in the work environment or employee behavior prior to an accident occurring. These regular inspections will be noted (Appendix A) and copies of these completed forms will be maintained for five years. Inspections reports will be reviewed and filed in an IIPP Safety Binder.

Supplemental inspections will be made when a hazardous substance or process has been recognized and represents an occupational safety and health hazard. An immediate inspection will take place whenever a Program Director is made aware of a new or previously unrecognized hazard. When the inspection identifies substandard items, corrective action must be forthcoming, or the credibility of the safety effort may come into question.

COMMUNICATING WORKPLACE HAZARDS

Site supervisors are directly responsible for communicating to the employees under their jurisdiction safety and health issues in a form easily understandable by all workers. Personnel are encouraged to report any safety concerns to their site supervisor without fear of reprisal. Or if an employee wishes to report a safety concern anonymously, they may utilize the company's compliance hotline through its website or by calling the number from the compliance poster inside the facility.

Employees will be informed of safety matters via email or the distribution of written notices.

Site supervisors are also responsible for ensuring that employees are supplied access to hazard information pertinent to their work assignments. They will conduct monthly safety meetings at their particular facilities. Any safety and health issues are encouraged to be expressed during this forum. At any time, an employee feels that a safety or health hazard is present, an on-call procedure is set in place to contact a site supervisor immediately.

INVESTIGATING INJURIES AND ILLNESSES

Employees who are injured at work must immediately report the injury to their site supervisor. The site supervisor is then required to notify their Program Director. If the site supervisor and/or Program Director is not on-duty, the employee is required to utilize the on-call procedure.

If the injury or illness cannot be remedied by first aid and is a non-emergency, the employee will be directed to the nearest Medical Provider Network clinic by the HR Department personnel. If the injury is life threatening, call emergency services (911). The injured party will then be taken to the appropriate medical site for treatment.

The HR Department personnel will work with the injured or ill employee to ensure that the *Employer's Report of Occupational Injury or Illness* form (Form 5020) and *Workers' Compensation Claim*

form (DWC 1) are completed properly and submitted to the workers' compensation insurance company. Additionally, the HR Department will be responsible for logging the injury or illness on the *Log of Work-Related Injuries and Illnesses* form (OSHA Form 300) as well as completing the *Injury and Illness Incident Report* form (OSHA Form 301).

If the injured or ill employee received medical treatment, the HR Department personnel will obtain a *Report of Work Status* form and review with the Program Director before allowing the employee to return to work. The health care provider may stipulate work tasks that must be avoided or modified until the employee can return to full duties. The company has an active *Return to Work Program* committed to returning injured employees to modified duties as soon as possible following an injury.

Injury Investigation:

The employee's Program Director and HR Department personnel will be responsible for performing an investigation and determining and correcting the cause(s) of the injury or illness. Procedures used to investigate workplace injuries or illness are as follows:

- Interviewing injured personnel or witnesses
- Examining the injured employee's worksite for causative factors
- Reviewing established procedures to make sure they were followed
- Determining all contributing causes to the accident
- Taking corrective measures to prevent the accident/or exposure from reoccurring
- Record all findings and actions taken

ENSURING COMPLIANCE

Employees have the responsibility to comply with safe and healthful work practices. Employees will not be discriminated against for work-related injuries, and injuries will not be included in performance evaluations, unless the injury was a result of an unsafe act on the employee's part.

Standard progressive disciplinary measures will result if employees fail to comply with established policies regarding safety and/or practice unsafe work methods. Employees will be given retraining instruction and an opportunity to correct unsafe behavior. Repeated failures to comply or willful non-compliance may result in disciplinary measures that may include termination.

EMPLOYEE HEALTH AND SAFETY TRAINING

Employee safety training is provided at no cost to the employees. It is conducted during normal working hours. Safety training is presented by a knowledgeable supervisor and/or a representative of an outside agency. All safety training is documented on a standard company sign-in sheet and is kept on file for at least five years.

Monthly Safety Meetings/Individual Facilities:

Site supervisors are required to conduct monthly safety meetings (Appendix B) at their respective facilities. Specific topics addressed at these meetings include, but are not limited to the following:

- Fire prevention techniques and fire extinguisher use
- Obtaining emergency medical assistance and first aid
- Disaster preparedness and response, including facility evacuation procedures
- Back care, body mechanics, proper lifting and restraint techniques
- Hazard communication, appropriate protocol
- Housekeeping and sanitation procedures
- Gas, water and electrical shutoff
- Driver Safety and Awareness

- Bloodborne Pathogens

RECORDKEEPING

Documents related to the IIPP are maintained at the main office and are kept for at least five years. These records include:

- Records of scheduled and periodic facility inspections, including the person conducting the inspection, any identified unsafe conditions or work practices and corrective actions
- Employee safety training records, including names of the participants, subject matter, training date and length of training
- Monthly safety meetings for each individual facility, including names of participants and subject matter presented

Facility Safety Inspection Checklist

Name of Facility: _____

Date of Inspection: _____ Inspection Completed by _____

Facility Interior

	Satisfactory	Unsatisfactory
1. Walkways maintained and free of obstruction	_____	_____
2. Emergency exits clearly accessible/unblocked	_____	_____
3. Stairs/aisle ways/decks free of material storage and debris	_____	_____
4. Restrooms clean and functional	_____	_____
5. Facility clean and orderly	_____	_____
6. Pictures and signs	_____	_____
7. Windows functional/mirrors clean	_____	_____
8. Furniture in good repair	_____	_____
9. Storage Areas and Closets clean and orderly	_____	_____
10. Trash receptacles	_____	_____
11. Equipment, appliances and machinery in working condition	_____	_____
12. Street address number posted visibly outside	_____	_____
13. Flammable materials stored properly/safe containers	_____	_____
14. Air quality	_____	_____

Emergency

1. Emergency numbers posted	_____	_____
2. Evacuation maps/diagrams posted	_____	_____
3. First aid/Bloodborne Pathogen supplies adequate and available	_____	_____
4. Fire Extinguishers visible and inspected annually	_____	_____
5. Smoke alarms in operating condition	_____	_____
6. Emergency evacuation drills practiced as required	_____	_____
7. Water shut off valve known to employees	_____	_____
8. Telephones in working order	_____	_____
9. Emergency Lighting	_____	_____

Electrical/Plumbing

1. Cover missing on lights	_____	_____
2. Outlets, switches, and boxes have covers	_____	_____
3. Electrical breaker box location known to employees	_____	_____
4. Extension cords not to be used as permanent wiring	_____	_____
5. No use of extension cord plugged into other extension cords	_____	_____
6. Plumbing in working order	_____	_____
7. Hot water heater maintained and functional	_____	_____

Facility Exterior

- | | | |
|--|-------|-------|
| 1. Portable ladders in good condition | _____ | _____ |
| 2. Stairways in good repair with handrails | _____ | _____ |
| 3. Work areas and storage areas are orderly | _____ | _____ |
| 4. Adequate lighting | _____ | _____ |
| 5. Walkways, parking, and grounds free of hazard | _____ | _____ |
| 6. Warning signs posted for wet floors or spills | _____ | _____ |
| 7. Building appearance | _____ | _____ |
| 8. Fences and outbuilding appearance | _____ | _____ |
| 9. Garage orderly | _____ | _____ |

Chemicals

- | | | |
|--|-------|-------|
| 1. Hazardous/potentially hazardous materials locked up | _____ | _____ |
| 2. Hazardous/potentially hazardous materials labeled | _____ | _____ |
| 3. Safety Data Sheets (SDS) binder available to staff | _____ | _____ |

Comments:

Date of requested correction/repair: _____

Date of completed correction/repair: _____

Safety Inspection Report

FACILITY:	INSPECTOR:	DATE:	
<p>SPECIAL INSTRUCTIONS: Since safe conditions depend on vigilance for possible hazards and immediate action, periodic inspections are one of the most important aspects of a successful safety and health program. Personnel designated to conduct inspections will note on this form all conditions, which are satisfactory or unsatisfactory in the facility, provide a solution(s) if possible, by making comments using space provided on this form or the reverse side of this form. Copies of this document will go to all relevant parties.</p>			
AREA INSPECTED	S	U	COMMENTS AND/OR SUGGESTED ACTION
INTERIOR			
EXTERIOR			
PARKING/ GROUNDS			

SAFETY MEETING SIGN IN

Facility: _____

Date: _____

Presenter: _____

Time: _____

Topics discussed:

Names of those attending:

Print name _____

Signature _____

Print name _____

Signature _____