

RER Inc Illness & Safety 2008-2009

STATE
COMPENSATION
INSURANCE
FUND

Table of Contents

Section	Name	Page
1	Introduction	1
2	Responsibility	2
3	Compliance	3
4	Communication	4
5	Hazard Assessment	5
6	Accident/Exposure Investigation	6
7	Hazard Correction	7
8	Training and Instruction	8
9	Recordkeeping	10

Section 1: Introduction

INJURY AND ILLNESS PREVENTION PROGRAM (IIPP) FOR RER, INC.

Section 2: Responsibility

The Injury and Illness Prevention Program (IIPP) administrator, DUncan Elliott has the authority and responsibility for implementing the provisions of the IIPP for RER, Inc., in Gardena, CA.

Managers and supervisors are responsible for implementing and maintaining the IIPP in their work areas and for answering employee questions about the IIPP. A copy of this IIPP is available from managers and supervisors.

Section 3: 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 safety practices and procedures outlined in the IIPP fairly and uniformly. Employees are responsible for following safe work practices, assisting in maintaining a safe work environment, and adhering to all directives, policies, and procedures.

Our compliance system includes the following elements:

- Informing employees of IIPP provisions.
- Evaluating the safety performance of all employees.
- Recognizing employees who work safely.
- Providing training to employees who have failed to work safely.
- Disciplining employees for failure to comply with safe and healthful work practices.
- Removal of employees who fail to use safe trained work practices.

Section 4: Communication

We recognize that open, two-way communication between management and employees on health and safety issues is essential to an injury-free, productive workplace. Our system of communication is designed to facilitate a continuous flow of safety and health information between management and employees in a form that is readily understandable.

Our system of communication consists of the following items:

- A new employee orientation, which includes a discussion of safety and health policies and procedures.
- Injury and Illness Prevention Program (IIPP) review.
- Workplace safety and health training programs.
- Regularly scheduled safety meetings held Weekly, on Monday Mornings or the next businessday in the event of a holiday.
- Effective communication of safety and health concerns between employees and supervisors, including translation where appropriate.
- Posted or distributed safety and health information (e.g., bulletin boards, newsletters, etc.).
- A system for employees to anonymously inform management about workplace hazards (e.g., safety suggestion forms and boxes).
- A labor/management safety and health committee that does the following:
 - Meets regularly.
 - Prepares written records of safety and health committee meetings.
 - Reviews results of periodic scheduled inspections.
 - Reviews accident/exposure investigations and makes suggestions to management for the prevention of future occurrences.
 - Reviews alleged hazardous condition investigations.
 - Submits recommendations to assist in the evaluation of employee safety suggestions.
- Our establishment has less than thirty employees. We communicate and instruct employees orally about general safe work practices and hazards unique to each employee's job assignment.

Section 5: Hazard Assessment

We will conduct periodic inspections to identify and evaluate workplace hazards. These inspections must be performed by the following competent observer(s) in the following areas of our workplace:

OBSERVER	AREA OF RESPONSIBILITY
Duncan Elliott	Gardena,CA
Duncan Elliott and Randy Russell	On-Site Locations
Joel Moreno, Foreman	On-Site Locations
Francisco Alcocer, Foreman	On Site Locations
Greg Potter, Foreman	On Site Locations

Periodic inspections are performed according to the following schedule:

- Daily on site at the beginning of each work day or as needed.
 - When the IIPP is initially established;
 - When new substances, processes, procedures, or equipment that present potential new hazards are introduced into our workplace;
 - When new or previously unidentified hazards are recognized;
 - When occupational injuries and illnesses occur;
 - When hiring and/or reassigning permanent or intermittent employees to processes, operations, or tasks for which a hazard evaluation has not been previously conducted; and
 - Whenever workplace conditions warrant an inspection.
- Weekly Monday Prevention Meetings.

Section 6: Accident/Exposure Investigation

[Name or title] shall coordinate all accident/exposure investigations. Our accident/exposure investigation procedures include the following:

- Visiting the accident scene as soon as possible.
- Interviewing injured employees and/or witnesses.
- Examining the workplace for factors associated with the accident/exposure.
- Determining the cause(s) of the accident/exposure.
- Taking corrective action to prevent a similar accident/exposure from occurring.
- Documenting findings and corrective actions.

Section 7: Hazard Correction

Appropriate corrective measures will be made in a timely manner whenever an unsafe or unhealthy condition, practice, or procedure is observed, discovered, or reported. All corrective actions taken and completion dates shall be documented. Hazards shall be addressed according to the following procedures:

- When observed or discovered;
- Work will cease until the hazard has been identified and addressed or removed.
- When an imminent hazard exists that cannot be immediately abated without endangering employee(s) and/or property, we will remove all exposed employees from the area except those necessary to correct the existing condition. Those employees shall be provided with the necessary personal protective equipment.

Section 8: Training and Instruction

Training will be provided:

- When the IIPP is first established.
- To all new employees.
- To all employees on hazards specific to their job duties.
- To all employees given new job assignments for which training has not been previously provided.
- Whenever we are made aware of a new or previously unrecognized hazard.
- To supervisors to familiarize them with the safety and health hazards to which employees under their immediate direction and control may be exposed.
- Whenever new substances, processes, procedures, or equipment are introduced to the workplace and represent a new hazard.

We train our employees on the following subjects:

- Implementation and maintenance of our IIPP.
- Explanation of our Emergency Action Plan and fire prevention plan.
- Our company's Code of Safe Practices.
- Measures for reporting any unsafe conditions, work practices, injuries, and when additional training is needed.
- Use of appropriate clothing, gloves, footwear, and other personal protective equipment.
- Availability of toilet, hand-washing, and drinking water facilities.
- Provisions for medical services and first aid including emergency procedures.
- Prevention of musculoskeletal disorders, including proper lifting and material handling techniques.
- Proper housekeeping, such as promptly cleaning up spills, keeping stairways and aisles clear, and ensuring work areas are neat and orderly.
- Prohibiting horseplay, scuffling, or other unsafe acts.
- Properly storing goods to prevent the blocking of aisles, doors, exits, electrical panels, and fire extinguishers.
- Hazard communication program, including potential chemical hazards, location of Material Safety Data Sheets (MSDS), and proper labeling procedures.
- Proper storage and handling of toxic and/or hazardous substances.
- Confined spaces.
- Safe practices for operating agricultural equipment.
- Safe procedures for cleaning, repairing, servicing, and adjusting equipment and machinery.
- Safe access to work areas.
- Fall protection.
- Electrical hazards.
- Crane operations.
- Trenching and excavation work.

- Proper use of hand/power tools.
- Machine guarding.
- Lock-out/tag-out procedures.
- Materials handling.
- Logging operations.
- Landing and loading areas.
- Use of manlifts/elevated platforms.
- Driver safety.
- Prevention of slips, trips, and falls.
- Ladder safety.
- Respiratory protection program.
- Physical hazards, such as heat and/or cold stress.
- Hearing conservation program.

Section 9: Recordkeeping

The following is RER, Inc.'s recordkeeping policy:

Our establishment is on a designated high hazard industry list. We have taken the following steps to implement and maintain our IIPP:

1. Document hazard assessment inspections, including the person(s) conducting the inspection, the unsafe conditions and/or work practices that have been identified, and the actions taken to correct the identified unsafe conditions and/or work practices; and
2. Document safety and health training for each employee, including the employee's name or other identifier, training dates, type(s) of training, and training providers.
3. Maintain inspection records and training documentation according to the following schedule (check one):

Three years (With the exception of training records of employees who have worked for less than one year. These records will be provided to the employee upon termination of employment); or

Since we have less than ten employees, including managers and supervisors, we only maintain inspection records until the hazard is corrected. We only maintain a log of instructions to employees with respect to their job assignments when they are first hired or assigned new duties.