



**Thorpe
Design, Inc.**
Fire Protection Systems 

INJURY AND ILLNESS PREVENTION PROGRAM (IIPP)

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Introduction

The safety and protection of all Thorpe Design, Inc. personnel is paramount. Our goal is for Thorpe Design, Inc. and its subcontractor personnel to plan, manage, and direct each activity free from error, injuries, or incidents achieving true operational safety integration.

All levels of Thorpe Design, Inc. management recognize their responsibility to assure a safe workplace and the protection of personnel, equipment, and property. This duty is accomplished by remaining cognizant of Thorpe Design, Inc. Illness Injury Prevention Program (IIPP) and other safety protocols required by Thorpe Design, Inc.

It is the requirement and responsibility of each Thorpe Design, Inc. employee to adhere to the requirements of this IIPP. All employees shall be trained and oriented to the specifics of this IIPP, assigned job duties and all other policies, programs, procedures, and practices that may be applicable to providing a safe work environment. Thorpe Design, Inc.'s objective is to create and maintain the highest level of awareness, assure effective safety pre-planning and safe execution of all work activities that meets and/or exceeds safety guidelines and requirements.

Thorpe Design, Inc. is experienced and will implement its safety principles, and safety values to achieve zero incidents. Thorpe Design, Inc. plans safety into every aspect of our work activities through: Job Hazard Analysis (JHA) for high hazard / high risk activities, training, and instruction to employees, through oversight and evaluation of safety performance. Thorpe Design, Inc. focuses on continuous improvement in every aspect of our work and on achieving safety excellence.



Thorpe Design, Inc.
Fire Protection Systems



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Safety Policy Statement

Environmental, health and safety in our business must be part of every operation. Without question, it is every employee's responsibility at all employees to comply and maintain a safe work environment.

It is the intention of Thorpe Design, Inc. to comply with all environmental and occupational health and safety laws. To do this, we must constantly be aware of hazardous conditions in all work areas that can result in injury, illness and property loss. No employee shall be required or expected to work in an unsafe or unhealthful environment. Your cooperation in detecting, reporting and, in turn, controlling hazards is a condition of employment. Inform your supervisor immediately of any unsafe condition or situation beyond your ability or authority to correct. No reprisal or punitive action will ever be taken against an employee for providing such notice to company management.

The personal safety and health of each employee of Thorpe Design, Inc. is of primary importance. Prevention of occupationally induced injury or illness will be given precedence over operating productivity. Our objective is a safety and health program that will reduce the number of injuries and illnesses to an absolute minimum. **Our goal is Zero Accidents and Injuries.**

In order for Thorpe Design, Inc. to succeed in this goal, it will be necessary for every employee to be responsible for following the procedures put forth by management to protect themselves and their fellow workers. We ask each of our employees to make the commitment to work safely and in a manner to prevent injuries to person or property.

Please note that employees who violate safety and health rules, orders, or standards, or expose themselves or fellow employees to safety or health hazards will be subject to disciplinary measures.

Please also be advised that the person responsible for the implementation of this Injury Illness Prevention Program (IIPP) for Thorpe Design, Inc. is Corey Gray. If you have any questions regarding the program or Thorpe Design, Inc.'s Code of Safe Practices, which every employee is required to read, acknowledge, and sign, please contact Corey Gray directly.

We look forward to joining with you in this opportunity to promote physical and financial wellbeing for the company and all of our employees.

Sincerely,

Corey Gray

President

Purpose

Thorpe Design, Inc. has established, implemented, and maintained an effective Injury Illness Prevention Program to provide an administrative structure within which Thorpe Design, Inc., its employees, subcontractors and clients shall commit and provide a safe and healthful work environment for employees and all other individuals affected. The IIPP does not relieve management, employees, and other contractors of any of their traditional or specific legal responsibilities with respect to occupational health and safety or the protection of property, equipment, and the environment. The health and safety of every employee is of primary importance. Our goal is to prevent all occupational injuries, illnesses, and property loss.

The requirements for establishing, implementing, and maintaining an effective written IIPP are contained in Title 8 of the California Code of Regulations (CCR), Section 3203 and consist of the following eight elements:

1. Responsibility
2. Compliance
3. Communication
4. Hazard Assessment
5. Accident/Exposure Investigation
6. Hazard Correction
7. Training and Instruction
8. Employee Access to the IIPP, and
9. Recordkeeping

This program will be reviewed and updated at least annually.

Responsibilities

Executive/Senior Management

Thorpe Design, Inc. management shall demonstrate observable leadership to support, allocate resources and conduct periodic reviews of the safety program and operations to ensure the effectiveness of the safety program.

IIPP Program Director

Thorpe Design, Inc. has designated Corey Gray, President as the IIPP Program Director. The IIPP Program Director is responsible for overall management, implementation and administration of the IIPP. Responsibilities include:

- Development, review, administration and implementation of the IIPP and all company safety program elements.
- Establish and review methods and procedure for correcting unsafe and unhealthy conditions and work practices,
- Communicate and provide continual feedback to executive management on the overall effectiveness of the company safety program,
- Ensure employee training on general, specific safety & health practices and job assignments,
- Ensure there is an effective procedure for communication to employees' company safety and health rules, policies and procedures,
- Ensure there is an established method of communication for employees to report concerns, unsafe conditions and acts without reprisal or punitive action against the employee,
- Ensure company compliance with state and federal regulations, laws and
- Administer, maintain and ensure recordkeeping of personnel training, medical & exposure records, as well as, production/operational safety inspections and corrective measure implemented as the result of

inspections, as required by this IIPP and other Cal/OSHA required programs and accordance with Title 8 California Code of Regulations.

Managers, Supervisors

Managers and Supervisors are responsible for the implementation of the IIPP and safe execution of operations under their control. Compliance with safe work practices will be formally reviewed and evaluated during project safety audits and performance appraisals. A copy of the IIPP shall be maintained at each project location and readily available for review upon request from employee, supervisor, and manager. Additional responsibilities include:

- Implement requirements outlined in the IIPP and other company safety policies and procedures,
- Set and establish proper example for workers to follow,
- Ensure orientation of new personnel to company and client safety requires,
- Ensure employees have received training for job assignments and that it is documented,
- Reporting and investigating of all injuries, illnesses, and accidents,
- Ensure personal protective equipment (PPE), first aid and other required lifesaving equipment are inspected and readily available for use,
- Take prompt corrective action whenever unsafe conditions or acts are reported or identified,
- Conduct and document project safety inspections,
- Ensure enforcement of company disciplinary policy when there has been an obvious or willful violation of published safety rules and practices.

Employees

Employees are responsible for performing their work assignments in a safe and responsible manner, in accordance with Thorpe Design, Inc. policies and procedures, regulatory laws and regulations, and in accordance with training instructional requirements. Other employee responsibilities include:

- Observation of safety notices posted and communicated by Thorpe Design, Inc. and/or its clients,
- Properly selecting and the proper utilization of prescribed Personal Protective Equipment (PPE),
- Safe operation of tools, equipment, handling of potentially hazardous chemicals and other materials,
- Attend safety meetings,
- Posting and complying with all safety barricades and signage,
- Attend, observe and understand all necessary safety training and instruction,
- Report any unsafe conditions, acts and behavior, and
- Follow requirements outlined in the IIPP and other safety policies and procedures.

Safe work practices are a condition of employment. All employees are responsible for performing their work assignments in a safe and responsible manner; in accordance with this IIPP, Thorpe Design, Inc. health and safety policies and procedures, Cal/OSHA Title 8 CCR regulatory laws and standards, safety instruction and training, and supervisor instructions.

Supervisors will counsel and, if appropriate, arrange, schedule retraining for employees who violate safety policies, procedures, or who do not demonstrate understanding of safe behavior or decision making. Serious or repeated violations may result in disciplinary action up to and including termination of employment.

Compliance

Managers and supervisors are responsible for establishing and maintaining good health and safety practices. To ensure compliance, the following procedures will be implemented by managers and supervisors:

- Inform all employees of the provisions of this IIPP.

- Evaluate the safety performance of all workers through job hazard analyses (JHAs), observation, interviews, and periodic testing.
- Recognize employees for following safe and healthful work practices.
- Train employees as necessary to remedy any deficiencies in employee safety performance.
- Take disciplinary actions as appropriate with employees for failure to follow safe and healthful work practices.
- Adhere to an antidiscrimination policy for employees reporting safety and health concerns.

Code of Safe Practices

All employees will comply with general workplace safety practices in addition to any site, operation or specific work practices.

Disciplinary Action

All employees, including all levels of management, will be held accountable for obeying site safety and health rules. The following four-step disciplinary policy will be applied to everyone by the appropriate level of supervisor:

1. Oral warning
2. Written reprimand
3. Suspension
4. Dismissal

Visitors, including contractors who violate safety and health rules and procedures, will be escorted from the site. Should the disciplined person request a review of the disciplinary action, Corey Gray, President will review the situation and make a recommendation to management, which reserves the right for final decision.

Antidiscrimination Policy

It is the policy of this organization not to discriminate against any employee who reports a work-related fatality, injury, or illness, files a safety and health complaint, requests access to injury and illness records, or otherwise exercises any rights afforded by occupational safety and health laws.

Communication

Managers and supervisors are responsible for communicating with workers about occupational safety and health in a form readily understandable by all workers. Our communication system encourages all workers to inform their managers and supervisors about workplace hazards without fear of reprisal. *Retaliation against employees for reporting safety problems or making safety suggestions is strictly prohibited.*

Communication of health and safety requirements will be accomplished through the following means:

- Safety training and instruction of company IIPP, policies and procedures and occupational safety and health required trainings,
- New worker orientation including a discussion of safety and health policies and procedures,
- Scheduled employee and staff meetings,
- Scheduled safety meetings,
- Employee Hazard Reporting Program: A system for workers to inform management about workplace hazards and other concerns. Workers are encouraged to report any deficiencies without repercussion.

All employees are responsible for immediately notifying their supervisors of any unsafe or unhealthy working conditions or equipment. The results of investigation of any safety problem or suggestion reported will be communicated to all affected employees in verbal staff meetings, during monthly safety meetings, by email or written postings.

Management encourages employees' involvement and devises appropriate recognition for outstanding employee participation.

Safety Meetings

For employees, management will conduct safety meetings weekly and more often to discuss safety issues as they come up. A safety meeting includes all employees in a work area and at least one manager or supervisor to ensure that all appropriate issues are addressed. A manager or supervisor will cover one or more of the following activities:

- Review key safety topics.
- Review safety and health inspection reports to help correct safety hazards.
- Evaluate the accident investigations conducted since the last meeting to determine if the cause(s) of the unsafe situation was identified and corrected.
- Review any observed unsafe practices and ways to correct them.
- Reaffirm the need for safe work practices.
- Answer any questions that employees may have about a safe practice, equipment operation, or other safety-related issues.

Hazard Assessment

Work area inspections are an essential part of hazard control. We will emphasize locating potential hazards that can adversely affect safety and health. All personnel will be responsible for continuous, ongoing inspection of the workplace. When uncovered, potentially hazardous conditions will be corrected.

Documented inspections are to be conducted by each supervisor (or other designated individuals) on a weekly basis.

The job hazard analysis and/or inspections will be conducted when one or more of the following conditions apply:

- When the IIPP is initially established
- When new substances, processes, procedures, or equipment which present potential new hazards are introduced into the workplace
- When new or previously unidentified hazards are recognized
- When occupational injuries and illnesses occur
- Whenever workplace conditions warrant an inspection

For an activity that is a high risk with complicated tasks that require multiple steps, use the *Job Hazard Analysis Worksheet*.

Management encourages employees to report hazards to their supervisor or Corey Gray, President. Employees will use the Employee Report of Hazard form for this purpose.

Personal Protective Equipment

Thorpe Design, Inc. will provide the necessary Personal Protective Equipment (PPE) to ensure the well-being of the employee. These items include:

- Hard hats
- Safety glasses
- Gloves

Supervisors will review work areas and operations and provide the necessary protection. Employees are expected to wear such PPE. Failure to do so may lead to discipline up to and including termination.

Incident Reporting and Investigations

Prompt reporting is key for any loss. Swift reporting gives us more time to conduct an adequate investigation. No claim, loss, damage or accident is so small that it does not warrant an incident analysis.

If there is an injury or accident, we need you to do the following:

- 1st - Call 911 immediately if the injury is serious or life threatening, if not proceed to step 2.
- 2nd - Administer first aid as soon as possible to the injured person and notify upper management.
- 3rd - Protect other employees or equipment from the hazard.
- 4th - Thorpe Design, Inc. management (or representative) must be present before you speak to anyone (if serious). Never speak to the media, refer them to management.
- 5th - Never sign anything. Thorpe Design, Inc. management will be there with you to discuss and handle everything.

All fatalities and serious injuries or illnesses will be reported to Cal/OSHA within 8 hours by Tammie Peters, HR Manager. A serious injury or illness is defined as one that results in inpatient hospitalization for 24 hours for a purpose other than medical observation, the loss of a body part, or a serious degree of permanent disfigurement. Reporting will be accomplished by contacting the closest Cal/OSHA area office. Phone numbers for area offices can be found at <https://www.dir.ca.gov/dosh/report-accident-or-injury.html>.

The person who reports an injury to Cal/OSHA will be required to provide the following information:

- Time and date of accident/event
- Employer's name, address, and telephone number
- Name and job title of the person reporting the accident
- Address of accident/event site
- Name of person to contact at accident/event site
- Name and address of injured employee(s)
- Nature of injuries
- Location where injured employee(s) was/were taken for medical treatment
- List and identity of other law enforcement agencies present at the accident/event site
- Description of accident/event and whether the accident scene or instrumentality has been altered

Accident Investigations

It is the policy of Thorpe Design, Inc. to carry out a thorough investigation on all accidents. Supervisory personnel will be primarily responsible for conducting an investigation of all accidents in their areas of responsibility. We will view investigations as a fact-finding process, not faultfinding. Accidents involving fire, death, serious injury, or extensive property damage will be investigated jointly by the supervisor, safety consultant, management and/or insurance company representative.

The primary goal of the accident investigation program is the prevention of future similar accidents through the use of knowledge derived from the investigations. When an employee is injured at work, the supervisor is responsible for taking emergency action to have first aid administered, to obtain professional medical attention as soon as possible and protect other employees and equipment. The supervisor must then investigate the circumstances of the accident.

The *Incident Analysis Report* must be submitted to the office immediately but no later than 24 hours after the accident. Thorpe Design, Inc. management will review all accident investigations.

Requirements for Reporting A Work-Related Injury

- The supervisor will fill out an Incident Analysis Form in detail and give it to Tammie Peters, HR Manager or call and then send the report in within 24hrs.
- If the injured employee needs medical attention, send to a designated treatment facility.
- If they hold the injured worker overnight at the medical facility or hospital, call the main office and report this to Tammie Peters, HR Manager.

- If the employee refuses medical attention, still fill out the Incident Analysis Report and note the employee refused treatment. Then send the report into the main office.
- If the injury/illness is questionable whether it happened at a result of work, document this on your report and why you feel it did not happen at work.
- If the employee went to a medical facility or hospital for treatment, you must get a return-to-work slip - if it notes modified duty get in touch with Tammie Peters, HR Manager on a decision to put the employee back to work.
- All injuries whether minor or severe are to be reported to Thorpe Design, Inc. management - there are no exceptions.
- All original paperwork, reports, return to work slips are to be turned in to the main office within 24 hours.

Return-to-Work Program

Thorpe Design, Inc. has an effective return to work program that allows for a health recovery and minimize an employee's time away from work due to work-related injuries and illnesses. Should an employee sustain an injury requiring treatment by a designated medical provider, it is the responsibility of the injured employee to follow all directives prescribed by their treating physician. Thorpe Design, Inc. management is responsible for oversight of the injured worker shall ensure the employee is complying with all prescribed directives and restrictions. Thorpe Design, Inc. may assign modified work for employees with work-related injuries that are under active medical care.

Modified duty assignments will comply with the attending physician's instructions to ensure recovery is not impeded. If an employee has work restrictions while undergoing treatment, the physical limitations must be accurately documented so that assigned tasks do not impede recovery. These limitations will be explicitly stated in writing by the authorized treating physician. When the attending physician removes the work restrictions, the employee's return to full duty must be explicitly stated on the final work status report.

Corrective Actions

Unsafe or unhealthy work conditions, practices or procedures shall be corrected immediately, or in a timely manner based on the severity of the hazards. Availability of equipment and materials to be procured shall be considered when assigning responsibility and timeline for closure. In these situations, the unsafe condition shall be suspended or other administrative or engineering controls shall be incorporated to protect personnel. Hazards shall be corrected as follows:

1. When observed or discovered; and
2. When an imminent hazard exists which cannot be immediately abated without endangering employee(s) and/or property, Thorpe Design, Inc. shall remove all exposed workers from the area except those necessary to correct the existing condition shall be provided with the necessary protection.

Supervisors are responsible for implementing immediate, temporary corrective measures for any unsafe or unhealthy condition, and to prevent recurrence of any incident. Long-term corrective actions will be developed and implemented in a timely manner by Thorpe Design, Inc. management.

The Hazards Assessment and Correction Record will (at a minimum) include the following information:

- Date of inspection,
- Person conducting the inspection,
- Description of unsafe condition or work practice, and
- Corrective action taken.

Thorpe Design, Inc. shall inform affected employees of corrective actions as soon as they are implemented.

Training and Instruction

Employees shall receive classroom instruction and on-the-job training from site supervisors, health and safety professionals and other qualified trainers, in accordance with the Thorpe Design, Inc. Health and Safety Program and Cal-OSHA Title 8 CCR standards. All workers, including managers and supervisors, shall have training and instruction on general and job-specific safety and health practices. Training and instruction shall be provided upon:

- When the IIPP is initiated
- When new employees are hired
- When existing employees are reassigned to jobs for which they have not received prior safety training
- Whenever new substances, procedures, processes, equipment, or facilities are introduced and represent a new hazard
- Whenever the company becomes aware of a new or previously unrecognized hazard
- On a regular basis to reinforce existing safety and health procedures
- To supervisors to familiarize them with the safety and health hazards to which workers under their immediate direction and control may be exposed
- As needed in response to accidents, near misses, safety policy violations, and other occurrences that demonstrate that employees have not acquired the necessary understanding to perform their jobs safely.

Employee Safety Orientation

Each employee shall receive safety orientation of Thorpe Design, Inc. safety rules, policies and procedures upon hire or project assignment.

Safety Orientation may vary in duration based on the employees' recent work history with Thorpe Design, Inc. All newly hired employees shall attend orientation within one day of arrival on site. Safety orientation shall contain at a minimum:

- Requirements of the IIPP,
- Incident/Injury reporting requirements,
- Safety requirements for specific job assignments and duties,
- Company specific policies, including fall protection, material handling, safe equipment operation, ladders, fire protection, power and hand tools, elevated work platforms, Personal Protective Equipment (PPE), etc.
- Provisions for medical services and first aid including emergency procedures,
- Prohibiting horseplay, scuffling, or other acts that tends to adversely impact safety,
- Proper reporting of hazards and accidents to supervisors,
- Hazard communication, including worker awareness of potential chemical hazards and proper labeling of containers.

Scheduled Safety Meetings

All Thorpe Design, Inc. personnel are required to participate in scheduled safety meetings. The safety meetings will relate to the work that is underway or in the immediate future with the goal of increasing safety awareness, significant incidents that have happened and a designated safety topic for the month. Each individual that attends these meetings shall sign an attendance roster. A copy of the Safety Meeting and attendance roster will be forwarded to the main office. If an employee misses a meeting, their direct supervisor is responsible for making sure the employee gets the training and documentation completed.

Additional Safety Training

Additional safety training shall be provided when work conditions change, upon discovery of new hazards, assignment of new activities, as mandated by Title 8 California CCR or as needed for the specific task being performed. Such training may include:

- **Hazard Recognition Training** – Thorpe Design, Inc. employees and supervision shall receive training on hazard recognition, corrective action techniques and prevention methods in controlling or eliminating hazards in the workplace.
- **Contractor Safety Training** – Thorpe Design, Inc. employees may be required to attend Thorpe Design, Inc. specific safety training prior to working on site. This training emphasizes particular safety issues, rules and procedures unique to Thorpe Design, Inc.

List of Training Subjects

Following is a list of safety topics that will be covered, depending on each employee's work assignments:

- The provisions of the IIPP and employee responsibilities under the IIPP
- Employee safety and health rights and responsibilities in the workplace
- The employer's Code of Safe Practices
- Safe access to working areas
- Protection from falls
- Electrical hazards, including working around high voltage lines
- Proper use of powered tools
- Materials handling, including forklifts
- Chainsaw and other power tool operation
- Landing and loading areas, including release of rigging, landing layout, moving vehicles and equipment, and log truck locating, loading, and wrapping
- Fall protection from elevated locations
- Use of elevated platforms, including condors and scissor lifts
- Driver safety
- Slips, falls, and back injuries
- Ergonomic hazards, including proper lifting techniques and working on ladders or in a stooped posture for prolonged periods
- PPE
- Hazardous chemical exposures
- Hazard communication
- Physical hazards, such as heat/cold stress, noise, and ionizing and non-ionizing radiation
- Emergency response, evacuation, and alarms
- Fire prevention
- Workplace violence prevention and response

Thorpe Design, Inc. maintains copies of safe work practice and training documents for each safety topic.

Employee Access to the IIPP

Our employees – or their designated representatives - have the right to examine and receive a copy of our IIPP. This will be accomplished by:

1. Provide access in a reasonable time, place, and manner, but in no event later than five (5) business days after the request for access is received from an employee or designated representative.
 - a. Whenever an employee or designated representative requests a copy of the Program, we will provide the requester a printed copy of the Program, unless the employee or designated representative agrees to receive an electronic copy of the Program.
 - b. One printed copy of the Program will be provided free of charge. If the employee or designated representative requests additional copies of the Program within one (1) year of the previous request and the Program has not been updated with new information since the prior copy was provided, we may charge reasonable, non-discriminatory reproduction costs for the additional copies.
2. Provide unobstructed access through a company server or website, which allows an employee to review, print, and email the current version of the Program. Unobstructed access means that the employee, as part of their regular work duties, predictably and routinely uses the electronic means to communicate with management or coworkers.

Employees may request a copy of the company IIPP program from their direct supervisor or from our HR staff.

Any copy provided to an employee, or their designated representative need not include any of the records of the steps taken to implement and maintain the written IIP Program.

Where we have distinctly different and separate operations with distinctly separate and different IIPPs, we may limit access to the IIPP applicable to the employee requesting it.

An employee must provide written authorization in order to make someone their “designated representative.” A recognized or certified collective bargaining agent will be treated automatically as a designated representative for the purpose of access to the company IIPP. The written authorization must include the following information:

- The name and signature of the employee authorizing the designated representative.

Recordkeeping

Tammie Peters, HR Manager will maintain all records related to this Plan. Unless otherwise noted, the records will be kept at Thorpe Design, Inc’s office located at 410 Beatrice Court Suite A Brentwood CA 94513. All records are available for employee and regulatory agency review upon request. The following specific types of records will be maintained:

- Injury and illness records (*see below for details*)
- Hazard assessment inspection records
- Safety and health training documentation
- Job hazard analysis records
- Accident investigation records

Inspections Records. Inspection records will be maintained for one (1) year.

JHA Records. All JHA records and forms will be kept by Tammie Peters, HR Manager for one (1) year.

Illness and Injury Records

Our organization must record all employee injuries and illnesses on the following three forms:

- Cal/OSHA Form 301
- Cal/OSHA Form 300
- Cal/OSHA Form 300A

1. All supervisors are required to work with Thorpe Design Inc.'s third-party medical care and workplace injury vendor to fill out the Cal/OSHA Form 301-Injury and Illness Incident Report for each injury or illness that is considered recordable under Cal/OSHA regulations. The third-party vendor must fill out the form within 7 calendar days after finding out about the injury or illness. A copy of this record will be sent to Tammie Peters, HR Manager. The third-party vendor and HR Manager will keep these records for 5 years.
2. Tammie Peters, HR Manager is responsible for entering the information on the Cal/OSHA Form 300—Log of Work-Related Injuries and Illnesses within 7 calendar days of receiving notice of a recordable illness or injury. This form will be retained for 5 years even if there are no recordable injuries or illnesses.
3. At the end of each calendar year, Tammie Peters, HR Manager will review the Cal/OSHA 300 Log to verify that the entries are complete and accurate. This information will be summarized and entered on Cal/OSHA Form 300A—Summary of Work-Related Injuries and Illnesses. The Summary will be signed and dated by a company executive and will be posted in a conspicuous place available to all employees from February 1 to April 30.

Training Recordkeeping

Records of health and safety training for each employee will include:

- Employee name or other identifier
- Training dates
- Type(s) of training
- Information about the training providers

Thorpe Design, Inc. will keep employee training records (e.g., curriculums, written or electronic materials, sign-in sheets, individual employee records) for 3 years.

Code of Safe Practices

It is the posture and philosophy of Thorpe Design, Inc. that employees conduct themselves in a professional, safe manner while conducting business. Such conduct is expected to include compliance with established environment, health and safety rules, policies and procedures to minimize personal risk and liabilities of the company. Violation of established work rules may result in disciplinary action which could include discharge from employment.

The following sections provide work rules that employees shall be aware of, comply with and to which they shall be held accountable. Each employee is encouraged to discuss these rules with their immediate supervisor if there are any questions about the applicability of a particular rule.

General Requirements and Practices

- All persons shall follow these safe practices and policies, render every possible aid to safe operations, and report all unsafe conditions or practices to the foreman or superintendent.
- All employees are responsible for not working in an area that they feel is unsafe. They are to immediately report any unsafe condition or work area to their supervisor.
- You will not be required to perform a task that you feel would jeopardize your (or other workers') safety and should report this to your supervisor.
- If you are hurt on the job, you must immediately report this to your supervisor. Your supervisor will immediately conduct an accident investigation and report the accident to the Safety Director within 24 hours.
- Alcohol and Drugs WILL NOT BE TOLERATED. If you are under the influence during working hours, you will be terminated immediately.
- 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.

- Unnecessary and excessive haste is the cause of many accidents. Exercise caution at all times. WALK, DO NOT RUN!
- Horseplay, running, fighting or any activity that may result in an injury will not be tolerated and you are subject to immediate termination.

Accident Reporting and Investigation

- In order to provide prompt and adequate medical attention it is very important that you report all job-related injuries to your supervisor immediately.
- If you are injured but do not see a doctor until that evening or at a later date, tell your supervisor as soon as possible. A drug test is required for a work-related injury, accident or incident.
- If you are involved in or witness an accident in the office, please cooperate with your supervisor by helping determine what caused the accident. Your ideas about what caused the accident may help to prevent a similar occurrence. Safety is everybody's business. SAFETY IS NO ACCIDENT.
- Thorpe Design, Inc. must be notified of any injury immediately.
- Supervisors are responsible for submitting reports on injuries, illnesses, or accidents to the main office.

Emergencies

- It is our company's policy to ensure the availability of at least one first aid-trained individual. However, it is company policy that employees are not trained to provide emergency medical assistance in medical emergencies involving serious injury and/or loss of blood. Should employees choose to respond to such emergencies, it is on a "Good Samaritan" basis. In case of serious injury, dial "911" or otherwise seek the immediate assistance of trained medical personnel.
- Employees are required to familiarize themselves the location of emergency telephone numbers for police, fire and medical assistance. Employees will be trained in the content of the company Emergency Action Plan prior to starting work.
- In the case of an injury, notify other workers in the area that you need assistance. Protect the injured employee from further injury.
- Inform supervisory personnel of the nature of the emergency as soon as is possible.
- Before you dial "911" you should be sure that you can readily identify the location where the emergency has occurred.
- A first aid kit will be made available (check with your supervisor as to location).

Housekeeping

- Spilled liquids or other materials must be cleaned up immediately.
- Work areas are to be kept clean and orderly. Tools, wires, supplies, materials, and loose objects are not to be left in disorder during the workday, at the conclusion of the workday, or at the end of the project.
- Clean paths, without obstruction, of entry to and egress from the work area are to be maintained at all times.
- Employees may not perform housekeeping duties at close distances to energized electrical contact hazards, unless adequate safeguards are in place.

Job Injuries and Sickness

- First-Aid kits are available in work areas. Do not move an injured person unless it is necessary to prevent further injury. There are two instances when speed is necessary - Severe bleeding and artificial respiration (CPR). Do not attempt to remove foreign particles from your eye or body or from the eye and body of another person. Transport immediately to get qualified treatment from a doctor or emergency medical technician (EMT).
- **IMPORTANT REMINDER:** All accidents and injuries must be reported to your supervisor immediately, no matter how small they may appear.

Employee Report of Hazard

Employee: _____

Date: _____

Location of Hazard (work area, department, building):

Date and time hazard identified:

Date: _____

Time: _____ AM/PM

Hazard

Recommended Corrective Action

Employee: Please give this form to a supervisor

Corrective Action Taken

Supervisor Name: _____

Date: _____

Supervisor Signature: _____

Employee Incident Analysis Form

****MUST BE SUBMITTED BY END OF SHIFT****

Instructions: Supervisors: complete this form as soon as possible after an incident that results in injury or illness. Form must be completed & returned to Management by the end of the shift. (*Optional: Use to analyze a minor injury or near miss that could have resulted in a serious injury or illness.*) Analysis participants should include (at a minimum): Supervisor & Employee(s) involved in the incident. It is helpful to involve additional supervisors and/or witnesses as needed.

This is a report of a: Medical Treatment First Aid Only Report Only Near Miss/No Injury

Date of incident: _____

Employee: _____ Sex: Male Female

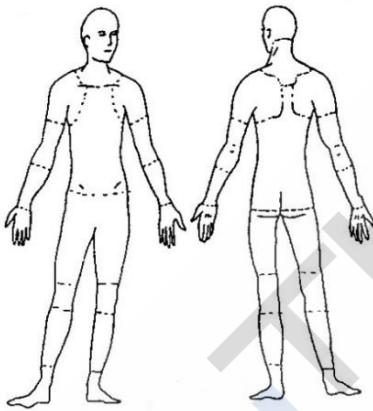
Department: _____ Job title at time of incident: _____

Work Status: Regular (Full-Time) Regular (Part-Time) Seasonal (Full-Time) Seasonal (Part-Time)

Time doing this job (months/years): _____

Step 1: Describe injury (complete this part for each injured employee) **If no injury occurred, skip to Step 2

Part of body affected: (*shade all that apply*)



Nature of injury:

- Abrasion, scrapes
- Broken bone
- Contusion
- Burn (heat)
- Burn (chemical)
- Head Injury
- Crushing Injury
- Cut, laceration, puncture
- Sprain, strain
- Damage to a body system
- Joint Injury

Other:

Describe: _____

Did employee see a medical professional about this work-related injury/illness? YES NO

If yes, whom did they see? _____

Date: _____ Clinic Phone Number: _____

Step 2: Describe the incident

Exact location of the incident: _____ Exact time: _____

What part of employee's workday? Entering or leaving work 1st Half of Shift 2nd Half of Shift
 During break or lunch Working overtime Other _____

Names of witnesses (if any): _____

****Attach witness statements**

Did this incident happen performing a task within the normal scope of your duties? Yes No

Describe in detail step-by-step what happened, including all factors (actions and conditions) that may have contributed to the incident taking place. (*If more space is needed, write on separate page and attach to incident report. If needed, include pictures and/or diagrams.*)

Step 3: Check all factors that contributed to the incident (NOTE: n/a is not an option)

Contributing **conditional** factors: (Check all that apply)

- Slippery walkway/trip hazard
- Unsafe weather conditions
- Unprotected hazard
- Safety device is defective
- Defective tool or equipment / not maintained properly
- Workstation layout is hazardous
- Unforeseen hazard
- Unavoidable awkward lifting/pushing
- Lack of needed personal protective equipment
- Lack of appropriate equipment / tools
- No training or inadequate training
- Other: _____

Contributing **at-risk behaviors** by people: (Check all that apply)

- Unnecessary risk taken
- Operating beyond scope of position / did not follow procedures
- Operating equipment without authorization
- Operating at unsafe speed
- Making a safety device inoperative
- Using known defective equipment
- Using equipment in an unapproved way
- Improper lifting technique
- Taking an unsafe position or posture
- Distraction / horseplay / not focus on task being performed
- Failure to use the available proper equipment / tools
- Other: _____

Could any of the contributing **conditional** factors have been removed or modified to reduce the risk of an incident happening?

Explain why at-risk behavior was taken:

Is there a perceived incentive that may have encouraged at-risk behavior? Yes No

If yes, describe:

Were the at-risk acts or conditions reported or known prior to the incident? Yes No

Have there been **similar** incidents or near misses reported prior to this one? Yes No

Step 4: How can the likelihood of similar incidents be prevented or reduced?

- Stop this activity
- Protect the hazard
- Train the employee(s)
- Train the supervisor(s)
- Redesign task steps
- Redesign work station
- Write a new policy/rule
- Enforce existing policy
- Routinely inspect for the hazard
- Personal Protective Equipment
- Other: _____

What actions will be taken to address the items above (think prevention beyond employees directly involved in this incident)?

Check box if description continued on attached sheets:

Step 5: Who completed and reviewed this form?

List all individuals involved in investigation: _____

Employee: _____ Signature: _____ Date: _____

Supervisor: _____ Signature: _____ Date: _____

General Manager: _____ Signature: _____ Date: _____

****RETURN COMPLETED AND SIGNED TO MAIN OFFICE.**