



***INJURY AND ILLNESS
PREVENTION PROGRAM
IIPP***

Policy Statement on Safety

As Director of Safety for IMMEDIATE WORKFORCE, INC., the safety and health of each employee is of primary importance to us. As a company, we are committed to maintaining a safe and healthful working environment. To achieve this goal, we have developed and implemented a comprehensive Injury and Illness Prevention Program (IIPP). This program is designed to prevent workplace accidents, injuries, and illnesses.

A complete copy of the program is maintained at our office at «-1100 E. Orangethorpe Ave. Anaheim CA, 92801», A copy is also maintained at the primary work site.

It is the intent of IMMEDIATE WORKFORCE, INC.. to comply with all laws relating to occupational safety and health. To accomplish this, we require the active participation and assistance of all employees and clients. The policies and procedures contained in the following manual are mandatory. You should also be constantly aware of conditions in all work areas that can produce injuries or illness. No employee is required to work at a job site that he or she knows is not safe. Never hesitate to inform your IMMEDIATE WORKFORCE, INC.. manger or supervisor of any potentially hazardous situation or condition that is beyond your ability or authority to correct immediately. No employee will be discriminated against for reporting safety concerns to management.

It is the responsibility of each employee to support the company safety program and to perform in a manner that assures his or her own personal safety and the safety of others. To be successful in our endeavor, all employees on every level must adopt proper attitudes towards injury and illness prevention. We must also cooperate in all safety and health matters, not only between management and employees, but also between each employee and his or her respective coworkers. Only through such an effort can any safety program be successful. Our objective is a safety and health program that will reduce the total number of injuries and illnesses to an absolute minimum. Our ultimate goal is zero accidents.

Director of Safety

01 June 2024

Date

INJURY/ILLNESS PREVENTION PROGRAM

TABLE OF CONTENTS

| | |
|--|-----------|
| POLICY | 4 |
| SECTION I –RESPONSIBILITY AND ACCOUNTABILITY..... | 4 |
| SECTION II –COMPLIANCE | 7 |
| SECTION III – COMMUNICATION | 9 |
| SECTION IV – HAZARDS ASSESSMENT | 9 |
| SECTION V – ACCIDENT INVESTIGATIONS..... | 10 |
| SECTION VI – HAZARDS CORRECTION | 11 |
| SECTION VII – TRAINING AND INSTRUCTION | 12 |
| SECTION VIII – RECORDKEEPING | 14 |
| SUPPLEMENTAL SAFETY PROGRAMS..... | 16 |

POLICY

IMMEDIATE WORKFORCE, INC.. is committed to the safety and health of all employees and recognizes the need to comply with regulations governing injury, accident prevention, and employee safety. We have established this IIPP in accordance with Title 8, California Code of Regulations, Section 3203 of the General Industry Safety Orders and California Labor Code Section 6401.7 (SB 198). All IMMEDIATE WORKFORCE, INC.. managers, supervisors, and employees are responsible for performing their jobs safely and ensuring that others perform their jobs safely.

SAFETY GOAL

It is the goal of IMMEDIATE WORKFORCE, INC.. to provide a safe work environment that is free of unsafe work practices and conditions. To accomplish this goal, we will take the necessary measures to prevent or minimize work injuries and exposure to illnesses that affect the work place.

COMPANY HOUSEKEEPING POLICY

Good “housekeeping” is an integral part of any effective safety program. Keeping work areas neat and clean reduces the risk of accidents and injuries. Well-organized work areas also increase an employee’s ability to work more effectively and efficiently. Each manager and employee is responsible for keeping his or her area neat and free of trash and unnecessary objects. Managers and supervisors will conduct housekeeping reviews of their areas of responsibility on a regular basis.

SECTION I – RESPONSIBILITY AND AUTHORITY

1.1 This document constitutes the IMMEDIATE WORKFORCE, INC.. Injury and Illness Prevention Program (IIPP), which meets the written program requirements of Cal/OSHA standard (8 CCR§3203). Title 8 of the California Code of Regulations §3203 requires all California employers to develop, enforce and maintain a written IIPP. Employees should be aware of their company’s IIPP and have access to a written copy of the plan at each worksite. This plan covers all required IIPP elements.

1.2 This IIPP is hereby approved and supersedes any previous program that has been in effect since October 1,2017.

1.3 The IMMEDIATE WORKFORCE, INC.. Safety Director is the designated IIPP Administrator and has the authority and responsibility for implementing, maintaining, and updating this IIPP. Safety responsibilities for this individual include:

- A. Coordination of all loss prevention activities as a representative of management. Acting as a consultant to management in the implementation and administration of the Safety Program.
- B. Develop and implement loss prevention policies and procedures designed to insure compliance with the applicable rules and regulations of all federal, state, and local agencies.
- C. Review all accident reports to determine cause and preventability.
- D. Conduct periodic site evaluations of the program and job sites to evaluate performance, discuss problems and help solve them.

1.4 Managers and supervisors are responsible for implementing and maintaining the IIPP in their work areas and for answering employee questions about the IIPP. Employees are responsible for understanding and following the requirements of the IIPP and for asking questions when direction is unclear. Safety responsibilities for these individuals include:

- A. Enforce all safety rules in the Code of Safe Practices and ensure safe work procedures.
- B. Verifying corrective action has been taken regarding safety hazards and accident investigations.

- C. Conducting periodic documented inspections of the work sites to identify and correct unsafe actions and conditions that could cause accidents.
- D. Act as a leader in company safety policy and setting a good example by following all safety rules.
- E. Becoming familiar with local, state, and federal safety regulations. The Safety Coordinator is available for assistance.
- F. Train all new and existing employees in proper safety procedures.
- G. Instruct all employees, under their supervision, in safe work practices and job safety requirements.
- H. Hold occasional safety meetings with employees.
- I. Ensure employee proficiency when assigning work requiring specific knowledge, special operations, or equipment.
- J. Ascertain that all machinery, equipment, and workstations are maintained in safe working condition and operate properly.
- K. Correct unsafe acts and conditions that could cause accidents.
- L. Communicate with all employees about safety and accident prevention activities.
- M. Correct the cause of any accident as soon as possible.
- N. Ascertain that proper first aid and firefighting equipment is maintained and used when conditions warrant its use.
- O. Maintain good housekeeping conditions at all times.
- P. Investigate all injuries and accidents to determine their cause and potential corrective action.
- Q. Ascertain that all injuries involving our employees that require medical attention are properly treated and promptly reported to the office.

1.5 It is IMMEDIATE WORKFORCE, INC.. policy to provide a safe and healthful workplace. Every employee is responsible for working safely, both for self-protection and for protection of fellow workers. Employees must also support all company safety efforts. Specific employee safety responsibilities include:

- A. If you are unsure how to do any task safely, ask your supervisor.
- B. Read and abide by all requirements of the Safety Manual and Injury and Illness Prevention Program (IIPP).
- C. Know and follow the Code of Safe Practices and all company safety policies and rules.
- D. Wear all required personal protective equipment.
- E. Report all accidents and injuries, no matter how minor, to your IMMEDIATE WORKFORCE, INC.. immediately.
- F. Do not operate any equipment you have not been trained and authorized to use.
- G. Report any safety hazards or defective equipment immediately to your supervisor.

- H. Do not remove, tamper with or defeat any guard, safety device or interlock.
- I. Never use any equipment with inoperative or missing guards, safety devices or interlocks.
- J. Never possess, or be under the influence of, alcohol or controlled substances while on the premises.
- K. Never engage in horseplay or fighting.
- L. Participate in, and actively support, the safety program.

1.6 Every employee is responsible for his/her safety, as well as the safety of others in the workplace. To achieve our goal of maintaining a safe workplace, everyone must be safety conscious at all times. To comply with California law, and to promote the concept of a safe workplace, IMMEDIATE WORKFORCE, INC.. maintains this IIPP and required safety program supplements. The IIPP and IIPP supplements are available for employees and/or employee representative review at the following locations:

Building Manager's Office
1100 E. Orangethorpe Ave.
Anaheim, CA 92801

Main Corporate Office
1100 E. Orangethorpe Ave. Ste 200-U
Anaheim, CA 92801

1.7 This IIPP includes the following sections:

Responsibility and Authority
Compliance
Communication
Hazard Assessment and Correction
Accident Investigation
Training and Instruction
Record Keeping

SECTION II –COMPLIANCE

2.1 All employees, including managers and supervisors, are responsible for using safe work practices; following all directives, policies, and procedures; and assisting in maintaining a safe work environment. This IIPP includes all of the following elements consistent with the IIPP standard as contained in 8 CCR §3203 and other applicable Cal/OSHA standards:

- A. A system to identify, correct and prevent safety and health hazards
- B. Periodic scheduled inspections
- C. Investigation of injuries, illnesses, and accidents
- D. Training all employees on general safety policies, rules, and work practices
- E. Communication with employees regarding safety and enforcement of safety rules
- F. Recordkeeping consistent with applicable requirements Other Mandatory Cal/OSHA Standards: This IIPP includes information that addresses certain standards that apply to all employees:
- G. Emergency Action Plan, including medical emergencies
- H. Fire Prevention Plan, including fire emergency planning
- I. Hazard Communication Program

2.2 Upon hiring or upon initial assignment to the workplace, we identify employees with special communication needs and address those needs by providing written materials in their primary language at their request so that every employee understands the company safety policy, compliance methods and failure-to-comply disciplinary actions.

2.3 The failure of an employee to adhere to safety policies and procedures established by IMMEDIATE WORKFORCE, INC.. can have a serious impact on everyone concerned. An unsafe act can threaten not only the health and well-being of the employee committing the unsafe act but can also affect the safety of his/her coworkers and customers. Accordingly, any employee who violates any of the company's safety policies will be subject to disciplinary action.

Note: Failure to promptly report any on-the-job accident or injury, on the same day as occurrence, is considered a serious violation of the Company's Code of Safe Practices. Any employee who fails to immediately report a work-related accident or injury, no matter how minor will be subject to disciplinary action.

2.4 Employees will be disciplined for infractions of safety rules and unsafe work practices that are observed, not just those that result in an injury. Often, when an injury occurs, the accident investigation will reveal that the injury was caused because the employee violated an established safety rule and/or safe work practice(s). In any disciplinary action, the supervisor should be cautious that discipline is given to the employee for safety violations, and not simply because the employee was injured on the job or filed a Workers' Compensation claim.

2.5 Violations of safety rules and the Code of Safe Practices are to be considered equal to violations of other company policy. Discipline for safety violations will be administered in a manner that is consistent with IMMEDIATE WORKFORCE, INC.. system of progressive discipline. If, after training, violations occur, disciplinary action will be taken as follows:

- A. Private counseling by the violating employee's supervisor or manager.
- B. Loss of incentives, negative effect on performance evaluation or similar personnel actions.
- C. A written warning or warnings.
- D. Suspension or termination.

2.6 As in all disciplinary actions, each situation is to be carefully evaluated and investigated. The particular step taken in the disciplinary process will depend on the severity of the violation, employee history, and regard to safety. Managers and supervisors should consult with the corporate office if there is any question about whether or not disciplinary action is justified. Employees may be terminated immediately for willful or extremely serious violations.

SECTION III – COMMUNICATION

3.1 This section establishes procedures designed to develop and maintain employee involvement and interest in the Safety Manual and IIPP. These activities will also ensure effective communication between management and employees on safety related issues that is of prime importance to OMNI RESORUCE SOLUTIONS.

3.2 The IIPP administrator will make certain that effective employee communication is maintained through the following methods:

- A. Periodic safety meetings with employees that encourage participation and open, two-way communication.
- B. Explanation of the IIPP, code of safe practice, and its procedures to new employees through a new employee orientation program
- C. Employee safety suggestions and questions (including anonymous ones) are provided with responses and considered by management
- D. Safety information that is posted regularly in an obvious location
- E. One-on-one counseling

- F. Providing written Hazard Communication Information documents that are readily accessible to all employees
- G. Employees will be kept advised of highlights and changes relating to the safety program. Management shall relay changes and improvements regarding the safety program to employees, as appropriate.

3.3 Our Company documents each instance of employee communication regarding the safety policy, using one of the following techniques:

- A. Recording Safety meeting attendees on a Training Sign-in Sheet which is saved and filed.
- B. Maintaining written employee safety suggestions or questions on file, along with our response and information on how we provided the response to the employee(s).
- C. Documenting actions taken to enforce compliance with safe work practices that exceed verbal counseling in the employee's personnel record by the employee's supervisor or by the IIPP administrator

3.4 Our Company will strive to communicate safety information in methods that are understandable by all workers and to create an environment that encourages employees to report workplace hazards without fear of reprisal.

SECTION IV – HAZARDS ASSESSMENT & CORRECTION

4.1 To assist in the identification and correction of hazards, IMMEDIATE WORKFORCE, INC.. has developed the following procedures. These procedures are representative only and are not exhaustive of all the measures and methods that will be implemented to guard against injury from recognized and potential hazards in the workplace. As new hazards are identified or improved work procedures developed, they will be promptly incorporated into our Safety Manual. The following methods will be utilized to identify hazards in the workplace:

- A. Using information from Cal/OSHA standards and other relevant material in this program to discover any potential hazards in the workplace.
- B. Identifying potential hazards by investigating injuries, illnesses and accidents using the Incident Report and Accident Injury and Illness Investigation Form.
- C. Using the Job Safety Analysis (JSA) Worksheet to identify potential hazards and to communicate risk mitigation tasks.
- D. Employees are encouraged to report any hazard they observe to their supervisor. No employee of IMMEDIATE WORKFORCE, INC.. is to ever be disciplined or discharged for reporting any workplace hazard or unsafe condition. However, employees who do NOT report potential hazards or unsafe conditions that they are aware of will be subject to disciplinary action.
- E. Conducting periodically scheduled inspections using the following checklists, as applicable:
 - Safety Inspection Checklist for General Work Areas
 - Fire Prevention Checklist

4.2 Hazard inspections will be performed after the following events:

- A. At the time this IIPP was established.
- B. Whenever new potential hazards are introduced to the workplace.
- C. Whenever previously unrecognized hazards are identified.
- D. Whenever injuries or illnesses occur.
- E. Whenever warranted.

4.3 The person inspecting the area will complete a Hazard Assessment and Correction Form, recording the inspection date, the area inspected, any observed hazards or deficiencies and corrective action taken. If no deficiencies are noted, the inspector will indicate so.

SECTION V – ACCIDENT INVESTIGATIONS

5.1 Our Company will investigate all incidents that result in injuries, illnesses, or property damage to determine if any preventable safety or health hazard contributed to the incident. The IIPP administrator will conduct, or appoint a responsible person to conduct, the investigation within a timely manner. The investigation will include the following elements:

- A. Interviewing injured workers and witnesses.
- B. Examining the workplace for factors associated with the accident/exposure.
- C. Determining the cause of the accident/exposure.
- D. Taking corrective action to prevent the accident/exposure from recurring.
- E. Recording the findings and corrective actions taken.

5.2 If a reportable serious injury or death results, the IIPP administrator will assure that a report is made to Cal/OSHA within eight hours using the Serious Incident Report Fax.

5.3 Our Company will document each investigation of an injury, illness or accident to indicate information about the incident, the investigation's finding, whether a workplace hazard contributed to the incident, how the hazard will be abated and who the investigator was. We document investigations using the Accident, Injury and Illness Investigation Form. If a recordable injury occurs, we will document the incident on the Injury and Illness Incident Report (Cal/OSHA Form 301).

SECTION VI – HAZARD CORRECTION

6.1 Our Company assures compliance with applicable Cal/OSHA standards and local fire and safety ordinances. Additionally, any unsafe or unhealthy condition or work practice we discover will be corrected in a timely manner, based on the following:

- A. If the discovered hazard may cause impending injury or illness, employees will be removed from the area, from the source of exposure, or from unsafe equipment until the hazard is corrected. Only those employees wearing protective equipment and trained to correct the hazard will be admitted to the affected area or participate in the correction.
- B. If the hazard is one that is easily abated, it will be corrected immediately.
- C. Other hazards will be marked, labeled, or locked out in a manner that will keep employees and other persons from accessing, using, or inadvertently being affected by the unsafe condition or equipment. The hazard will then be corrected in a timely manner.

6.2 Techniques for Correcting Hazards

- A. Known or potential hazards will be identified, documented, and corrected using a Hazard Assessment and Correction Form. Managers have the primary responsibility of preparing Hazard Assessment and Correction Forms with the assistance of the Director of Safety.
- B. Apply engineering controls. IMMEDIATE WORKFORCE, INC.. will use engineering controls such as barriers, bollards, rails, guards, and ventilation systems to abate or eliminate the hazard at the source. These are the first and preferred methods of control.

- C. Apply administrative controls. IMMEDIATE WORKFORCE, INC.. will develop and implement administrative controls as the next most desirable method of abating or controlling potentially hazardous conditions. These types of controls include policies, rules, and procedures that require employees to perform tasks in a safe manner or direct supervisors to take steps that will minimize or eliminate potential for injuries to employees. An example of administrative controls is a policy to rotate employees between different job tasks or to limit exposure to hazardous conditions.
- D. Assign Personal Protective Equipment (PPE). IMMEDIATE WORKFORCE, INC.. will provide appropriate PPE to abate or minimize exposure to hazards when engineering or administrative controls are considered inadequate to protect employees against certain hazards. Examples of PPE include the use of hard hats, hearing protection, safety vest, safety gloves and safety glasses. Because these are often the least effective controls for hazards, they should be relied upon only in combination with engineering or administrative controls or when other types of controls are impractical.

SECTION VII – TRAINING AND INSTRUCTION

7.1 California law requires that employees be trained in the safe methods of performing their job. IMMEDIATE WORKFORCE, INC.. is committed to instructing all employees in safe and healthful work practices. Awareness of potential hazards, as well as knowledge of how to control them, is critical to maintaining a safe and healthful work environment and preventing injuries. To achieve this goal, we will provide training to each employee on general safety issues and safety procedures specific to that employee's work assignment. Employee training will be provided at the following times:

- A. When the IIPP was first established
- B. All employees given a new job assignment for which training has not been previously provided will be trained before beginning the new assignment.
- C. Whenever new substances, processes, procedures, or equipment are introduced to the workplace that represents a new hazard
- D. Whenever we are made aware of a new or previously unrecognized hazard
- E. Whenever management believes that additional training is necessary.
- F. After all serious accidents.
- G. When employees are not following safe work rules or procedures.

7.2 We also provide training to supervisors to familiarize them with the safety and health hazards to which workers under their direction may be exposed. We track individual training activity by documenting the training on a IMMEDIATE WORKFORCE, INC.. Training Roster by subject and date. Training includes, but is not limited to:

- A. Implementation and maintenance of the IIPP Program.
- B. Emergency Action and Fire Prevention Plans.
- C. Provisions for medical services and first aid, including emergency procedures.
- D. Prevention of repetitive motion injuries, including proper lifting techniques.
- E. Proper housekeeping, such as keeping stairways and aisles clear, work areas neat and orderly and promptly cleaning up spills.
- F. Prohibiting horseplay, scuffling or other acts that tend to adversely influence safety.

- G. Proper storage to prevent stacking goods in an unstable manner and storing goods against doors, exits, fire extinguishing equipment and electrical panels.
- H. Proper reporting of hazards and accidents.
- I. Hazard communication, including worker awareness of potential chemical hazards and proper labeling of containers.
- J. Proper storage and handling of hazardous substances, including prohibiting eating or storing food and beverages in areas where they can become contaminated.
- K. Heat illness prevention as required by Cal/OSHA standards.

7.3 The IIPP administrator is responsible for assuring employee training is provided and documented. Supervisors and other chosen employees may be designated to assist with training.

7.4 Our Company documents training as follows:

- A. We will use an Employee Training and Instruction Record to document the employee's training status, including that IIPP training was provided and when additional training was received for new hazards, new assignments or to meet refresher training requirements. This form will be kept in each employee's personnel record.
- B. The Training Attendance Roster documents group training sessions by indicating the date, training subject, the name of the trainer and attendees. This form is used to update individual Worker Training and Instruction Records.
- C. When appropriate, Individual Training Certificates will be issued to document individual training and will be kept in the employee's file. This form is used to update individual Worker Training and Instruction Records.

SECTION VIII – RECORDKEEPING

8.1 The IIPP administrator maintains records that document IIPP implementation. The following records will be maintained for the period indicated:

| <u>IIPP Records</u> | <u>Time Period Maintained</u> |
|---|---------------------------------------|
| The Written IIPP | Indefinitely |
| OSHA Log 300 Forms | 5 years |
| Inspection Forms | 1 year |
| Investigation Forms | 1 year (if a Log 300 injury, 5 years) |
| Employee Training Records | Duration of employment |
| Training Attendance Rosters | 1 year |
| Employee Suggestions and Responses | 1 year |
| Safety Meeting Reports | 3 years |
| Disciplinary Actions | 3 years |
| All Other Safety Records not subject to the Access Standard | 3 years |

8.2 Our Company posts all safety program posters required by federal and state occupational safety and health and labor laws and regulations in the workplace.

8.3 The IIPP administrator will periodically review this IIPP, verify effective implementation of each program element and make

any necessary changes. He or she will communicate program status and revisions to management and employees.

8.4 Each new hire will be subject to the IIPP. All employees transferred to a new job will receive training in the safety aspects of the new assignment. The IIPP administrator will assure that each new employee is provided a copy of the IIPP and provide training on any provisions applicable to the new, or transferring, employee's position.

8.5 Our Company uses the forms listed below to document activities connected with IIPP maintenance. Completed forms are to be maintained on file in the locations noted below.

| <u>Form Name</u> | <u>File Location</u> |
|---|-----------------------------|
| General Safety Rules | In employee files |
| Emergency Action Evacuation Drills | Client Location |
| Training Attendance Rosters | Training Files |
| Hazard Assessment and Correction Record | Hazard Abatement Files |
| Job Safety Analysis (JSA) Worksheet | Hazard Abatement Files |
| Incident Report Form | Incident Reporting Files |
| Accident, Injury and Illness Investigation Form | Incident Reporting Files |
| Fire Prevention Checklist | Training Files |
| Safety Suggestion Form | Training Files |
| Serious Incident Report Fax | In employee medical record |
| Employee Training and Instruction Record | In employee files |
| Individual Training Certificate | In employee files |

8.6 We will also use the following Cal/OSHA forms to record work place illness and injuries:

| <u>Cal/OSHA Form Number</u> | <u>Form Name</u> |
|------------------------------------|---|
| Cal/OSHA Form 300 | Log of Work-Related Injuries and Illnesses |
| Cal/OSHA Form 301 | Injury and Illness Incident Report |
| Cal/OSHA Form 300A | Annual Summary of Work-Related Injuries and Illnesses |