

Williamson Roofing Limited Partnership

Injury and Illness Prevention Program

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Management Policy Statement

Sincerely,

Williamson Roofing believes that everyone benefits from a safe and healthful work environment. We are committed to maintaining an injury-free and illness-free workplace, and to complying with applicable laws and regulations governing workplace safety.

To achieve this goal, the company has adopted an Injury and Illness Prevention Program (IIPP). Ensuring this programs success is everyone's responsibility as we work together to identify and eliminate conditions and practices that reduce the benefits of a safe and healthful work environment.

The success of our program will depend not only on our production and service, but also on how safely each job is performed. There is no job so important, nor any service so urgent, that we cannot take time to work safely. I consider the safety of our personnel to be of prime importance, and I anticipate your full cooperation in making our program effective.

Maddison Perry, IIPP Program Administrator	Date
Matt Kitchen, IIPP Program Administrator	Date
John Williamson, President	Date

Injury and Illness Prevention Program Responsibilities

All employees are expected to work conscientiously to implement and maintain elements of the IIPP. **Matt Kitchen and Maddison Perry**, the program administrators, has the authority and responsibility for implementing the provisions of this program. Any questions regarding the program should be directed to the program administrator.

Management

Management must set policy and provide leadership by participation, example and a demonstrated interest in the program.

Responsibilities include:

- Developing policy
- Allocating adequate resources
- Ensuring responsibility
- Reviewing and evaluating results

IIPP Program Administrator

The program administrator is responsible for ensuring that all provisions of the IIPP are implemented.

Responsibilities include:

- Advising senior management on safety and health policy issues.
- Maintaining current information on local, state and federal safety and health regulations.
- Acting as liaison with government agencies.
- Planning, organizing and coordinating safety training.
- Preparing and distributing company policies and procedures on workplace safety and health issues.
- Developing a code of safe practices and inspection guidelines.
- Arranging safety and health inspections and follow-up to ensure that necessary corrective action is completed.
- Making sure that an adequate supply of personal protective equipment is available.
- Establishing accident report and investigation procedures, and maintaining injury and illness records (OSHA Log 300).

- Reviewing injury and illness trends.
- Establishing a system for maintaining records of inspection, hazard abatement, and training.

Supervisors

Supervisors are responsible for ensuring that employees know and abide by the Company policy and procedures on safety. They are expected to observe, model, and enforce safe workplace behavior. Responsibilities include:

- Keeping abreast of safety and health regulations affecting operations they supervise.
- Ensuring that each subordinate is able to and understands how to complete each assigned task safely.
- Conducting on-the-job safety training of those they supervise.
- Advising the program administrator of training needs of subordinates.
- Making sure equipment and machines are in safe operating condition.
- Ascertaining that subordinates follow safe work practices and health regulations.
- Ensuring that employees under their direction wear required protective equipment.
- Correcting unsafe and unhealthful conditions within their power.
- Investigating accidents to discover cause(s) and identifying corrective action to prevent future occurrences.
- Conducting periodic inspections of their work areas according to the appropriate inspection checklist(s).

Employees

Employees are responsible for participating in the company safety program, and for following all safety rules and procedures.

Responsibilities include:

- All employees are responsible for using safe work practices, for following all directives, policies and procedures, and for assisting in maintaining a safe work environment.
- As part of an employee's regular performance review, the employee will be evaluated on his/her compliance with safe work practices.
- Employees, who make a significant contribution to the maintenance of a safe workplace, as determined by the program administrator, will receive written acknowledgment that is maintained in the employee's personnel file.

- Employees who are unaware of correct safety and health procedures will be trained or retrained (see Training section).
- Employees who deliberately fail to follow safe work practices and/or procedures, or who violate the Company's safety rules or directives, will be subject to disciplinary action, up to and including termination (see Disciplinary System).

Training

Training is essential to maximizing the skills and knowledge of employees. It is the key to productivity.

Safety is an integral part of employee training. Employees need to work safely as well as productively and efficiently. The supervisor is the essential link to ensuring safe work practices are followed.

Supervisors must know how to perform a designated job, and be aware of safety and health hazards facing employees under their immediate supervision. Supervisors are responsible for ensuring that they themselves and those under their direction receive training on general workplace safety, as well as on safety and health issues specific to each job.

With this in mind, training will be conducted with the following considerations:

Supervisors

The program administrator or designee will consult with department administrators or supervisors to determine training topics and needs of supervisors – these include human relations skills, trainer skills, production/process skills, and familiarization with hazards and risks faced by employees.

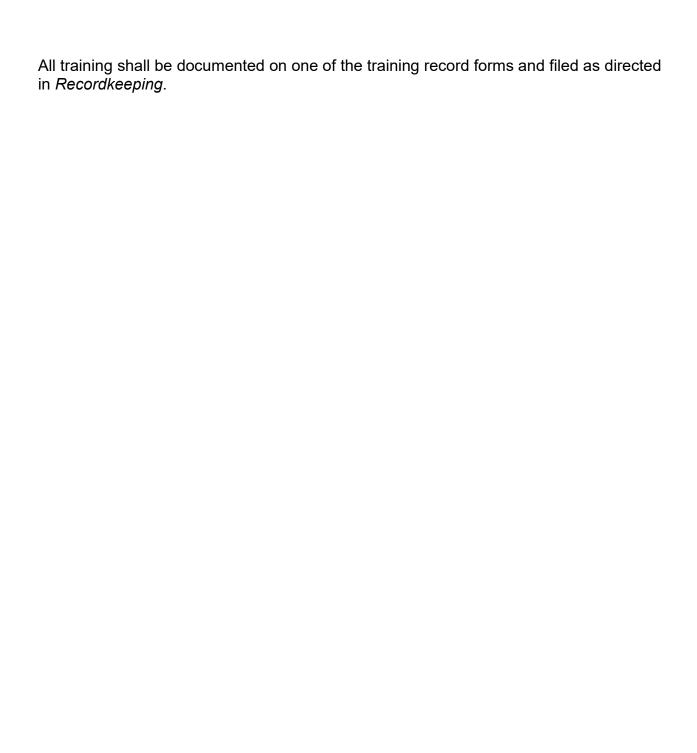
Supervisors who recognize their own needs for training are encouraged to submit direct requests for training in any areas in which they feel deficient.

Employees

Supervisors are expected to assess training needs of all employees under their direction. They are to train those they supervise in general workplace safety and give them specific instructions regarding hazards unique to any job assignment to the extent that such information was not already covered in other training.

The company recognizes that continuing safety and health training is needed:

- 1. For employees given a job assignment for which they have not previously received training. If the position is supervisory, such training shall include familiarization with hazards and risks faced by the employees under the supervisor's direction.
- 2. Whenever new substances, processes, procedures or equipment pose new hazards.
- 3. Whenever the supervisor, program administrator or designee becomes aware of a previously unrecognized hazard.
- 4. For all employees in periodic refresher safety training courses involving general workplace safety, job-specific hazards, and/or hazardous materials as applicable.



Communication

Williamson Roofing recognizes that open, two-way communication between management and staff on health and safety issues is essential to safe and productive workplace. The following system of communication is designed to facilitate a continuous flow of safety and health information between management and staff in a form that is readily understandable.

- The new-employee orientation will include review of Williamson Roofing IIPP and a discussion of policies and procedures that the employee is expected to follow (see Communication & Compliance section).
- Williamson Roofing will schedule a time at general employee meetings when safety is freely and openly discussed by all present. Such meetings will be regularly scheduled and announced to all employees, so that maximum participation can occur.
- 3. From time to time, Williamson Roofing will post and/or distribute written safety notifications. Employees should check Williamson Roofing bulletin boards regularly for such posting(s).
 - Safety-related memos and documents are to be read promptly. Questions about the meaning or implementation of this information should be directed to the supervisor.
- 4. Other methods of communication pertinent health and safety information include electronic mail or a safety committee.
- 5. All employees are encouraged to inform their supervisors, the program administrator or designee of any matter that they perceive to be a workplace hazard and/or a potential workplace hazard. Employees are also encouraged to make safety suggestions and safety training suggestions.
 - If an employee so wishes, he/she may make such notification anonymously by depositing it in the program administrator's mailbox. A *Report of Safety Hazard* form may be used by the employee.
- 6. No employee shall be retaliated against for reporting hazards or potential hazards, or for making suggestions related to safety.
- 7. All suggestions will be reviewed by the program administrator or designee, who will initiate an investigation of each report of a hazard, potential hazard or safety suggestion in accordance with Company procedures for hazard control.
- 8. Any directives issued as a result of the investigation shall be distributed to all employees affected by the hazard, or shall be posted on appropriate bulletin boards.

Workplace Hazard Control and Abatement

Hazard control is the heart of an effective IIPP. The Company's hazard control procedures are to identify hazards that exist or develop in the workplace, describe how to correct those hazards, and initiate steps to prevent their recurrence.

Assessment of Hazards

Inspection of the workplace is our primary tool used to identify unsafe conditions and practices. While we encourage all employees to continuously identify and correct hazards and poor safety practices, certain situations require formal evaluation and documentation.

Along with each inspection/investigation, the program administrator or designee shall evaluate the severity of the hazard identified, and if the hazard cannot be abated immediately, suggest priority for corrective action. The *Safety Inspection Checklist* is to be used to document inspections/investigations.

The program administrator or designee will conduct an inspection or investigation in each work area, **quarterly.** The time and frequency of inspection will be set by the program administrator or designee according to the type of work being performed in each worksite.

Prior to the periodic inspection, the inspector should review workplace injury reports and inspections reports that have been filed since the last investigation or inspection. The *Safety Inspection Checklist* for the appropriate work area is to be used by the inspector(s).

The program administrator or designee will conduct an inspection or investigation whenever any of the following occur:

- 1. The introduction of new substances, processes, procedures or equipment presents a new safety/health hazard.
 - Each supervisor is responsible for promptly reporting to the program administrator or designee whenever a new substance (such as a chemical or solvent), new work procedure or technique, and/or new equipment are introduced which may pose a safety risk. A Report of Safety Hazard form shall be used by the supervisor.
 - Each supervisor's report should include an evaluation of the potential hazards(s), training and/or other steps to be taken to provide abatement solutions for any potential hazards(s).
 - Based upon the information, the program administrator or designee will conduct an inspection and issue any directive that may be necessary.
- 2. The program administrator becomes aware of a new or previously unrecognized hazard, either independently or by receipt of information from an employee, including receipt of a *Report of Safety Hazard* form.

- 3. An occupational injury, occupational illness, or near-miss accident occurs (see *Accident Investigation* section).
- 4. From time to time, the program administrator or designee may conduct unannounced inspections.

All investigations and findings shall be fully documented on the *appropriate forms* and filed as directed in *Recordkeeping*.

Abatement of Hazards

It is William Roofing's intention to eliminate all hazards and unsafe work practices as soon as possible. Some corrective actions require more time. Priority will be given to severe and imminent hazards.

The Safety Inspection Checklist forms completed during the inspection/investigation will be used by the program administrator or designee to describe measures taken to abate the hazard or correct the unsafe work practice. Actions to be taken may include, but are not limited to:

- Fixing or replacing defective equipment
- Implementing safer procedures
- Installing guards, modifying equipment
- Employee training
- Posting warning notices

All such actions taken and the dates they are completed shall be documented on the appropriate forms.

When corrective action involves multiple steps or cannot be completed promptly, an action plan needs to be developed. The *Hazard Abatement Record* is to be used for this purpose and filed as directed in *Recordkeeping*.

While corrective action is in progress, necessary precautions are to be taken to protect or remove employees from exposure to the hazard.

Employees shall not enter an imminent hazard area without prior specific approval of the program administrator or designee. Employees expected to correct the imminent hazard should be properly trained and provided with necessary safeguards.

Employee Compliance/Disciplinary Policy

Under Williamson Roofing's policy, all employees are required to follow company safety policies and operating procedures. When needed, employees will be provided with additional training and information, or re-training to maintain their knowledge.

The discipline policy of Williamson Roofing is intended to encourage employee compliance with the Williamson Roofing IIPP. Failure to comply with Williamson Roofing IIPP may be grounds for disciplinary action up to and including termination of employment.

Matt Kitchen will determine the course of action best suited to the circumstances. The steps to be taken at a minimum shall include the following:

Verbal Warning - As the first step in correcting unacceptable behavior, the supervisor/manager shall review the pertinent facts with the employee. The supervisor will consider the severity of the problem, and the employee's past performance. A verbal warning will be issued to the employee, which will be documented by the supervisor in the employee's personnel file. If necessary, the employee will be placed on probation.

Written Warning - If the unacceptable performance continues, the next step will be a written warning. The written warning will clearly state the safety policy that was violated and steps the employee must take if it is to be corrected.

Probation will be a part of the written warning. It may also include time
off without pay. At the completion of the probationary period, the
supervisor will meet with the employee to determine if the employee has
achieved the required level of performance.

Termination - The employee may be terminated if he does not improve his performance while on probation, or has violated another company safety policy within twelve months.

Safety Rules – Code of Safe Practices

General Rules - for all areas

- No employee 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.
- All employees shall be given accident prevention instructions initially and whenever there is a change in the operation that involves additional safety training.
- Supervisors shall insist that employees observe and obey every rule, regulation and order as is necessary to the safe conduct of the work, and shall take such action as is necessary to obtain observance.
- Horseplay, scuffling and other acts that tend to have an adverse influence on the safety or well being of the employees are prohibited.
- Employees shall not handle or tamper with any electrical equipment, machinery
 or air or water lines in a manner not within scope of their duties, unless they have
 received instructions from their supervisor.
- Employees shall not expose themselves to a known hazard without obtaining the necessary safety equipment and instruction needed to perform that job safely.
- Only trained and designated workers may attempt to respond to a fire or other emergency.
- In the event of a fire, sound alarm.
- All injuries shall be reported promptly to the supervisor so that arrangements can be made for medical or first aid treatment.

Extension Cords

- All extension cords must be grounded.
- Extension cords must not have breaks or frayed ends.
- All extension cords should be secured in such a way to eliminate tripping hazard.
- Cords with heavy duty, #16 wires or better, should be used.
- Cords will not be routed over or through machinery, walls or window openings.

Use of Power Equipment

- No employee will operate unfamiliar equipment until properly trained by the supervisor.
- All power equipment must be grounded.
- All protective devices must be operational and used where needed.
- All equipment must have guards.
- Defective equipment will not be used.

Use of Hand Tools

- Hand tools must be used for intended purpose only.
- Eye protection is required when using hammers, chisels, drifts, punches, and other striking tools.
- Equipment will be inspected frequently for defects (cracked/split handles, mushroomed striking surfaces, etc.).
- Appropriate tools must be used, for example, no "cheater" devices or wrenches.

Fire Safety

Fire safety is a high priority.

- Report possible fire causing conditions.
- Properly dispose of oily rags, trash, and all combustibles/flammables.
- <u>Do not</u> use gasoline for cleaning parts.
- Be sure that appropriately rated fire extinguishers are available in your work area.
- In case of fire, notify all workers, evacuate to designated area (per evacuation plan), and dial 911 (Fire Department).
- Be certain aisle ways and exits are kept clear at all times.

Lifting Procedures

- Plan the move before lifting; remove obstructions from your chosen pathway.
- Test the weight of the load before lifting by pushing the load along its resting surface and use lifting or carrying aids if load is too heavy.
- If assistance is required to perform a lift, coordinate and communicate your movements with those of your coworker.

- Position your feet 6 to 12 inches apart with one foot slightly in front of the other.
- Face the load, bend at the knees, keeping back straight.
- Get a firm grip on the object with your hands and fingers. Use handles when present.
- Never lift anything if your hands are greasy or wet.
- Wear protective gloves when lifting objects with sharp corners or jagged edges.
- Hold objects as close to your body as possible.
- Perform lifting movements smoothly and gradually; do not jerk the load.
- If you must change direction while lifting or carrying the load, pivot your feet and turn your entire body. Do not twist at the waist.
- Set down objects in the same manner as you picked them up, except in reverse.
- Do not lift an object from the floor to a level above your waist in one motion. Set the load down on a table or bench and then adjust your grip before lifting it higher.

Chemical Handling

- Always wash hands with soap and water after handling any chemicals.
- Do not use any chemical unless the container is clearly and correctly labeled.
 Assure that all containers are labeled with the identity of the contents and general hazards.
- All chemical containers must be tightly closed and returned to the proper storage cabinet.
- Use proper procedures and labeled waste containers for disposal of all chemicals.
- Eating, drinking or smoking is not permitted in any chemical use/storage area.
- Wear goggles, gloves and a rubber apron when handling any potentially hazardous chemicals.
- Clean up spills immediately.

Housekeeping

- Clean up spills immediately.
- Do not leave tools, clothes or other materials in work areas or in the aisles.
- Keep your work area clean and free of paper and rags. Do not leave waste paper on the floor.

Place soiled rags in the sealed metal rag container.

General Warehouse Safety

- Stand clear of motorized carts, forklifts and other moving vehicles in and around the warehouse area.
- Do not attempt to catch falling materials.
- Do not try to kick objects out your pathway; push or carry them out of the way.
- Move slowly when approaching blind corners.
- Do not jump from elevated places such as truck beds, platforms or ladders.
- Obey all safety and danger signs posted in the workplace.

Accident Investigation

The purpose of an accident investigation is to find the cause of an accident and prevent further occurrences – not to assign blame.

A thorough and properly completed accident investigation is necessary to obtain facts. The investigation should focus on causes and hazards. Analysis of what happened and why it happened is aimed at determining how it can be prevented in the future.

Injury and Illness

The occurrence of an occupational injury and/or illness precipitates a document called *Accident Analysis Form*. This report is completed by the injured employee's supervisor, and a copy of the report is to be sent to the program administrator or designee within 24 hours of the occurrence. Upon receipt, the program administrator:

- Reports fatalities and serious injuries or illness immediately by phone to the nearest OSHA office.
- 2. Investigates the incident by visiting the site and interviewing the victim and witnesses.

Accidents

The majority of accidents do not cause injury or illness, yet result in property damage and/or lost time. Such mishaps usually indicate an unsafe act, faulty procedure or hidden hazard. Investigations of these occurrences are conducted at the discretion of the supervisor, program administrator or designee.

All investigation facts, findings and recommendations shall be fully documented on the *Accident Analysis Form*. This report is filed in accordance with the instructions in *Recordkeeping*.

Recordkeeping

No operation can be successful without recordkeeping that enables the Company to learn from past experience and make corrections for future operations.

Injury and Illness Prevention Program Records

Each supervisor will maintain an updated copy of the Company's IIPP. The program administrator will retain the following records on file for at least three (3) years:

- Master copy of IIPP, changes/updates
- Documents verifying that the Company has maintained ongoing two-way communication with employees such as:
 - Memos, letters to employees on safety and health issues
 - New employee safety orientation session acknowledgment form
 - Employee suggestions and company response
- All records of inspections/investigations including date, name of person who
 performed the inspection/investigation, unsafe conditions and work practices
 identified, corrective action taken and date of correction forms covered in this
 category include:
 - Hazard Abatement Record
 - Report of Safety Hazard
 - Safety Inspection Checklist
 - Accident Analysis Form

Some examples of records of safety and health training received by employees - containing the employee's name, training date, type of training and identification of trainer - examples are:

- Employee Safety Training Verification
- Individual Safety Orientation Record
- Report of Safety Meeting

Appendix: Forms

Employee Safety Training Verification



5 PFEIFFER RD BOERNE, TX 78006

EMPLOYEE'S NAME	HIRE DATE	JOB DESCRIPTION
DEPARTMENT/LOCATION		SUPERVISOR

TRAINING PROGRAM	DATE COMPLETED	Instructor	COMMENTS
,			

Make additional copies of this form as needed.

Hazard Abatement Record

WILLIAMSON ROOFING

INSPECTED BY	DATE

Safety/Health items identified during *Insert Date* inspection/investigation will be submitted to *Matt or Maddison* for review, and an action plan will be developed to resolve each specific safety/health item (such as hazards, needed policies, etc.) by a fixed completion date, and by those assigned responsibility. This form will be used to document identified problems, steps to be taken, and completion deadline.

Overall Action Plan

MAJOR ACTION STEPS TO BE TAKEN	PRIORITY ASSIGN EACH STEP A NUMBER	PROJECTED COMPLETION DATE	DATE COMPLETED
1.			
2.			
3.			
J.			
4.			
5.			

Make additional copies of this form as needed.

Individual Safety Orientation Record



EMPLOYEE'S NAME	HIRE DATE		_	
DEPARTMENT/LOCATION SHOP	SUPERVISOR'S NAME			
INJURY AND ILLNESS PREVENTION PR Please initial below:	OGRAM. This IIPP man		information:	
Overview of the organizational safe requirements expected of me with re	ty program, the leadershi egard to the "Code of Sa	p's commitment to the pro e Practices."	gram, and the	
Leadership's commitment to uphold about safety concerns without any c			observations	
Potential occupational hazards in the assignment.	e general work setting a	nd the hazards specific to	my job	
Leadership's commitment to the on- inspections for safety hazards and p		edule, along with regularly	scheduled	
The Hazard Communication System substances I might be exposed to o Safety Data Sheets) or SDS (Safety	n my job and the informa	tion contained in the MSD		
Non-compliance to the Safety Progremployer may use disciplinary measurements			r this reason the	
l understand the information included in the Manual and I commit myself to support the safety efforts in my department and in this organization.				
Foundation Oliveration		Dete		
Employee Signature		Date		
Supervisor Signature		Date		

Report of Safety Hazard		YEAR	Number
NAME (OPTIONAL)	DATE	SUPERVISOR'S NAME	

Describe substance, equipment, process, practice or workplace condition	Health and/or safety hazard	Suggestions for minimizing or abating hazard or for training	Action
_			

Make additional copies of this form as needed.

Report of Safety Meeting		WILLIAMSON ROOFING
DEPARTMENT/LOCATION	DATE OF MEETING	CALLED TO ORDER
NUMBER OF EMPLOYEES PRESENT	Number Absent	Number Excused
TIME MEETING ADJOURNED	DATE OF NEXT MEETING	
SUPERVISOR/MANAGER (NAME & TITLE)	SIGNATURE	
Incidents/accidents reviewed:		
Subject presented and/or discussed:		
Comments/suggestions/recommendations	3:	
Action(s) taken:		

Safety Inspection Checklist

COMPANY/ENTITY NAME & LOCATION

INGI ECTED DI			DATE	
Rating Evaluations: S = Satisfactory U = Unsatisfactory			ı	NA = Not applicable
If Unsatisfactory, prioritize by severity:				
U1=Immediate U2=Within 48 hours U3=W	ithin 2	weeks	; [U4=Abatement plan needed
CHECKLIST ITEM	S	U	NA	CORRECTIVE ACTION TAKEN AND DATE
EMPLOYER POSTING Is the OSHA poster "Safety and Health Protection on the job "displayed in a prominent location where all employees are likely to see it?				
Are emergency telephone numbers posted where they can be easily found in case of emergency?				
Where employees may be exposed to any toxic substances or harmful physical agents, has appropriate information on employee access to medical and exposure records and Material Safety Data Sheets / Safety Data Sheets been posted or otherwise made easily available?				
Are signs posted where appropriate to inform of building exits, room capacities, floor loading, and exposure to x-ray, microwave, or other harmful radiation or substances?				
Are other posters properly displayed: 1. Industrial Welfare Commission orders regulating wages, hours, and working conditions?				
2. Discrimination in employment prohibited by law?				
3. Notice to employees of unemployment and disability insurance?				
EMERGENCY ACTION PLAN Are alarm systems properly maintained and tested regularly?				
Is the emergency action plan reviewed and revised periodically?				
Do employees know their responsibilities: 1. For reporting emergencies?				
2. During an emergency?				
3. For conduction rescue and medical duties?				
CHECKLIST ITEM	S	U	NA	CORRECTIVE ACTION TAKEN AND DATE
FIRE PROTECTION Do you have a fire prevention plan?				

Does your plan describe the type of fire protection equipment and/or system?				
Have you established practices and procedures to control potential fire hazards and ignition sources?				
Is your local fire department well acquainted with your facilities, location and specific hazards?				
If you have a fire alarm system, is it certified as required?				
If you have a fire alarm system, is it tested at least annually?				
Are fire doors and shutters in good operation conditions?				
Are automatic sprinkler system water control valves, air and water pressures checked weekly/periodically as required?				
Is maintenance of automatic sprinkler systems assigned to responsible person, or to a sprinkler contractor?				
EXITING OR EGRESS Are all exits marked with an exit sign and illuminated by a reliable light source?				
Are the directions to exits, when not immediately apparent, marked with visible signs?				
Are doors, passageways or stairways, which are neither exits nor access to exits, and which could be mistaken for exits, appropriately marked "NOT AN EXIT", "TO BASEMENT", "STOREROOM", or in such a way that they will not be mistaken for exits?				
Are all exits kept free of obstructions?				
Are there sufficient exits to permit prompt escape in case of emergency?				
Are special precautions taken to protect employees during construction and repair operations?				
Where exiting will be through frameless glass doors or glass exit doors, are the doors of fully tempered glass and do they meet the safety requirements for human impact?				
GENERAL WORK ENVIRONMENT Are all worksites clean and orderly?				
Are work surfaces kept dry, or appropriate means taken to assure the surfaces are slip-resistant?				
Are all spilled materials or liquids cleaned up immediately?				
Are the minimum number of toilets and washing facilities provided?				
Are all toilets and washing facilities clean and sanitary?				
Is all work areas adequately illuminated?				
CHECKLIST ITEM	S	U	NA	CORRECTIVE ACTION TAKEN AND DATE
WALKWAYS Are aisles and passageways kept clear?				
Are aisles and walkways marked as appropriate?] 0	

Are wet surfaces covered with non-slip materials?				
Are holes in the floor, sidewalk or other walking surface repaired properly, covered or otherwise made safe?				
MEDICAL SERVICES AND FIRST AID If medical and first aid facilities are not in proximity of your workplace, is at least one employee on each shift currently qualified to render first aid?	٥	٥	٦	
Are medical personnel readily available for advice and consultation on matters of employee health?				
Have first aid kit supplies been approved by a physician, indicating they are adequate for a particular area or operation				
MISCELLANEOUS (Note to Employer/Inspector: Please add applicable questions below.)				

Make additional copies of this form as needed.

Accident Analysis Form

- Accident analysis helps you in reducing or preventing future occupational injuries and illnesses.
- This form requests all the information that the DWC says you must record for each on-the-job injury, fatality, and occupational disease. Employers must keep injury records for five years after the last day of the year in which the injury occurred.

This is an	Injury	Disease	Fata	lity	Near-miss			
ODAY'S DATE								
ATE REPORTED								
OMPANY								
EPARTMENT								
UPERVISOR								
HONE NO.								
1. Name of Person Involved	2. Sex	3. Social Security Num	nber	4. DOB	5. Date of Incident			
6. Home Address	7. Time and D	ne and Day of Incident		8. Specific Location of Incident Was it on employer's premises? ☐ yes ☐ no 10. Job Task at Time of Incident				
	a.m; p.m; day of week 9. Employee's Occupation							
	9. Employee s	Occupation	10. 300	rask at Time Of	incident			
		ength of Service		12. Employee was Working				
13. Name and Address of Treating Physician	Years; Months 14. Employment Category □ Regular, full-time □ Temporary			☐ Alone ☐ With Fellow Workers				
			Other 15. Experience in Occupation at Time of Incident					
			-	Less than 1 month 1 to 5 month				
		art-time D Non-employee		6 months to 1 year 1 to less than 5 years				
Phone (☐ Seasonal	int-time — Non-employee	5 or more years					
Phone () 16. Name and Address of Hospital	lospital 17. Phase of Employee's Workday at Time of Injury							
	☐ During break period ☐ During meal period ☐ Working overtime							
	☐ Entering or leaving the building ☐ Performing work duties ☐ Other (explain bel				Other (explain below)			
	18. Name of employee's immediate Supervisor at time of incident Witnessed Incident?							
19. Employee's Wage (pay per Hour)	20. Other Witn	iesses			☐ Yes ☐ No			
the major of the state of the s								
21. Voluntary benefits paid by the employer, if any								

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☐ Wrist

☐ Shoulder

☐ Knee

☐ Foot

22. PART of BODY INFURIED or AFFECTED

☐ Jaw

Abdomen

Skull, Scalp

☐ Eye ☐ Nose	☐ Neck ☐ Spine	☐ Back ☐ Pelvis	☐ Upper Arm ☐ Elbow	☐ Hand ☐ Finger	☐ Thigh ☐ Lower Le	T eg A	
Mouth	☐ Chest	Other Body F	= ''	Hip	Other_	,g _ ,	
23. NATU	JRE of INJURY o						
Puncture	Bruise, Contusion	_ :	-	•	Cumulative Trauma	Disorder	
☐ Laceration☐ Fracture			sect/Animal Bite☐ Mu oreign Bodv ☐ Her		rritation nfection		
☐ Heat/Cold St	_			nia 🗀 ii	ntection		
24. DISP		25. DIAGN			26. SEVER	RITY	
☐ Days away							
Restricted					First Aid		cal Treatment
_	ned to work #				Lost Work D Other: Speci		lity
Sent to:	☐ Doctor ☐ Hospita	al			Other. Speci	<u></u>	
27. WHA	T CONDITION of	TOOLS, EQUIPME	NT, or WORK A	REA CONTRIE	BUTED TO IN	CIDENT?	Not Applicable
☐ Close Cleara	nce/Congestion	☐ Floors/Work	Surfaces	☐ Inadequate	Housekeeping [Hazardous F	Placement
☐ Deflective To	ools/Equipment/Vehicle	nadequate V	entilation	☐ Equipment	Failure [Illumination	
☐ Inadequate \	Warning System	☐ Equipment/V	orkstation Design	☐ Inadequate	Guards/Barrier	Inadequate/	Improper P.P.E.
28. WHAT	CAUSED or INI	FLUENCED SUBST	ANDARD COND	ITIONS?	■No Substa	ndard Cor	nditions
Abuse or Mis	suse	☐ Inadequate S	upervision	☐ Inadequate		Inadequate	
Inadequate I	Maintenance	Inadequate T		Improper W		Wear and Te	
Lack of Know		☐ Improper Mo		☐ Inadequate		Lack of Skill	
29. WHAT	ACTION or INA	CTION CONTRIBU	TED to the INCI	DENT? Not			
Failure to Ma		Under Influence Drugs/		ure to Warn/Signal		ate/Improper P	
	_	Used Defective Equipm	_	seplay/Distractive		g at Improper	Speed
Used Equipm		Improper Lifting		erating Procedure D		- u- ·	
Improper Te	shing/Acting in Haste	Improper Loading Improper Position		authorized Actions vicing/Operating Ed		ong Tool/Equi	pment
Other	cnnique L	improper Position	□ Sei	vicing/Operating Ed	quipment		
	BABLE RECURR	ENCE	3	1. LOSS SEVE	ERITY POTEN	TIAL	
☐ Frequent			_	Major	☐ Serious	☐ Minor	
		RES: (What correct					currence?)
☐ Improve Enf		Improve Clean-up Proce		pair/Replace Equipn			,
☐ Improve Sto	_	☐ Rotation of Employee		ninate Congestion	☐ Improve/	Change Work	Method
☐ Identify/Impr	rove P. P. E	☐ Install/Revise Guards/D	evices 🗖 Tas	k Analysis to Be Co	ompleted		
☐ Task Analys	is/Procedure Revision	Improve Design/Constr	uction 🔲 Jol	Reassignment of E	Employees		
	• • • • • • • • • • • • • • • • • • • •	Improve Illumination		ndatory Pre-Job Ins	tructions		
Improve Ven		Reinstruction of Employ					
33. EMPL	OYEE'S DESCR	IPTION of INCIDEN	IT (Attach sheet	for additional	comments)	Comme	ents sheet
						_	
34. SUPE	VISOR'S DESCR	RIPTION of INCIDE	NT (Attach sheet	for additiona	l comments)	Comme	ents sheet
		VE ACTIONS or PF	i e			_	
	Corrective Action	on Taken	Person Re	sponsible	Target	Date	Date Completed
	Supervisor's Signa		Date				
	puper visor a pigna	ituio	Date				