**Cal/OSHA-compliant Injury and Illness Prevention Plan**

**Staff Name:**

**Date Reviewed:**

**Signature:**

 "Safe Passage Youth Foundation" (also known as "Conejo Youth Conservation Corps"). This is based on Cal/OSHA requirements under Title 8, Section 3203 of the California Code of Regulations.

Injury and Illness Prevention Plan (IIPP)

Safe Passage Youth Foundation / Conejo Youth Conservation Corps\*\*

482 Greenmeadow Avenue, Thousand Oaks, CA 91361

Office Telephone & Incident Reporting Number: 805-871-6077

Effective Date: April 11, 2025

1. Responsible Person

The designated Safety Coordinator for Safe Passage Youth Foundation / Conejo Youth Conservation Corps is Timothy Hagel, Program Director and safety officer. This individual is responsible for implementing and maintaining the IIPP, with authority to enforce safety policies and address hazards. Contact: 805-871-6077.

2. Compliance System

All employees, including management, are accountable for complying with safe work practices. Our system includes:

- Training on workplace safety during orientation and annually.

- Positive reinforcement for safe behavior (e.g., recognition programs).

- Disciplinary actions for non-compliance (e.g., verbal warning, written notice, or suspension, as appropriate).

- Regular safety reminders via staff meetings or notices.

 3. Communication

We ensure open safety communication through:

- Monthly CYCC staff meetings to discuss safety concerns (held at 482 Greenmeadow Avenue or for remote workers at other field sites).

- Anonymous hazard reporting via email at info@safepassageyouth.org or by calling 805-871-6077.

- Posted safety rules and Cal/OSHA posters in the office and work areas located at 482 GreenMeadow Avenue, Thousand Oaks Ca 91361

- Direct reporting of incidents or hazards to the Safety Coordinator at 805-871-6077.

4. Hazard Assessment

We identify workplace hazards through:

Scheduled Inspections: Quarterly safety inspections of the office (482 Greenmeadow Avenue) and field sites (e.g., conservation work areas) by the Safety Coordinator.

Unscheduled Check: Before and during field activities (e.g., trail maintenance, tree planting).

Employee Reports Encouraging staff to report hazards immediately.

-Common hazards may include slips/trips, insects, reptiles, heat exposure, tool use, or uneven terrain in conservation work.

Findings are documented and maintained for at least one year (records kept at the office).

5. Hazard Correction

Hazards are corrected promptly:

- Immediate fixes for minor issues (e.g., removing tripping hazards).

- Temporary measures (e.g., signage, restricted access) until permanent solutions are implemented.

- Major hazards reported to the Safety Coordinator for resolution within [Insert Timeframe, e.g., 7 days].

- Example: If a CYCC Safe Passage tool is damaged, it’s removed from use and replaced.

 6. Training and Instruction

All employees, including part-time teenage youth workers and the adult employees, receive safety training:

New Hire Training\*\*: Upon hiring, covering general safety, job-specific hazards (e.g., outdoor work risks), and emergency procedures.

Annual Refresher\*\*: Conducted each spring).

Special Training\*\*: Before new tasks or equipment use (e.g., safe handling of shovels or heat illness prevention).

- Topics include:

 - Safe work practices (e.g., lifting techniques, hydration).

 - Recognizing hazards (e.g., uneven ground, heat stress).

 - Emergency response (e.g., calling 911 for emergencies and notifying the safety manager at 805-871-6077).

- Training records are kept at 482 Greenmeadow Avenue for at least one year.

7. Incident Investigation

When an injury, illness, or near-miss occurs:

- Report immediately to the Safety Coordinator at 805-871-6077.

- Investigation steps:

 1. Visit the scene (office or field).

 2. Interview involved employees and witnesses.

 3. Determine cause (e.g., lack of training, equipment failure).

 4. Implement corrective actions.

- Documentation (e.g., Cal/OSHA Form 301) is completed and retained for five years.

8. Record-keeping

- Safety inspections, training records, and incident reports are maintained at 482 Greenmeadow Avenue.

- Records are available to employees and Cal/OSHA upon request, per Title 8 requirements.

9. Program Review

The IIPP is reviewed annually or when new hazards, equipment, or regulations arise. Updates are communicated to all staff.

Appendix: Emergency Procedures

Injury/Illness\*\*: Call 805-871-6077 to report, and always first call 911 if severe. First aid kit located at the office front door, all vehicles and field supervisor’s pack if remote .

Evacuation\*\*: Exit to the large parking lot 100 yards away at 482 Greenmeadow Ave and call 805-871-6077 to account for staff. Call 911

Heat Illness\*\*: Move to shade, provide water, and call 805-871-6077 if symptoms worsen. If emergency call 911

Compliance

- Post the Cal/OSHA “Safety and Health Protection on the Job” poster at your office.

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_