

INJURY AND ILLNESS PREVENTION PLAN (IIPP)



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PLAN PREPARED BY

A handwritten signature in black ink, appearing to read 'Dan J. Deller', written over a horizontal line.

Daniel J. Deller, MBA, CSP, CHST



Stat Trucking, Inc.
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SAFETY POLICY STATEMENT

It has always been and shall continue to be our intention to provide the safest working environment possible for our employees and to take practical steps necessary to prevent injury. Incidents result in the unnecessary loss of health, time, productivity, equipment, and money and in most cases, they could have been prevented.

It is our intent to comply with all local, state, and federal safety standards, codes, and regulations. We expect everyone in Stat Trucking, Inc. (Stat Trucking) to perform their job in a safe manner and in accordance with the procedures outlined in our written safety, health, and environmental policy manual and other safety and health programs.

Therefore, in the interest of employee safety, we will continue to instruct all supervisory and management personnel in the identification and control of unsafe conditions and acts performed by persons under their supervision. Means will be communicated for the proper documentation of these activities as well.

The single most important and effective person in our effort to reduce on-the-job injuries is YOU – the employee. We need your help in eliminating these unsafe conditions and acts. Remember, the negligence of a fellow employee could result in injury to you. Become aware of the hazards which lead to injury, and think about your own safety and well-being, as well as that of your fellow employees.

We, therefore require all employees to immediately report any unsafe conditions and/or procedures to their supervisors. Safety is everyone's responsibility.

The goals of this health and safety program are:

1. To eliminate incidents by having a maximum awareness of safety at all times,
2. To maintain a safe and healthful place to work,
3. To promote maximum efficiency, and
4. To prevent damage to the work.

Stat Trucking management will do all it can to provide a safe work place for all our employees. Each individual is continually encouraged to work in a safe and productive manner.

Jill Wilcox
A.O.

ROLES AND RESPONSIBILITIES

PLAN ADMINISTRATOR

The Plan Administrator will ensure that safety and health hazard assessments, inspections, accident investigations, and employee training are conducted in a timely manner, and will be responsible for maintaining all records and other documentation related to such activities.

SUPERVISORS

Supervisors will regularly monitor work areas and employee activities for unsafe incidents or equipment. The supervisor must take the initiative to make corrections and must report any condition or employee practice that is likely to cause an accident. Every supervisor will ensure that:

- Work is not assigned that is hazardous or located in a hazardous area until all steps have been taken to provide for employee safety
- All employees receive proper job instruction and are familiar with safety and health rules and regulations. Supervisors will make sure that new employees know all safety, health, and housekeeping rules to which their jobs are subject
- Work areas will be examined frequently to ascertain that the work environment is safe and that employees are working in a safe manner
- All safety and health deficiencies are corrected immediately and not repeated
- Accidents are investigated and corrective action is initiated, where necessary

EMPLOYEES

Every employee has a specific role in our loss-prevention efforts and has the authority to stop work if an immediately dangerous to life or health (IDLH) hazard exist and will be trained on all aspects. Any employee who stops work under this authority will not be punished for a Stop Work Intervention. All employees will:

- Stop work if an IDLH or health hazard exist and will not resume work until all issues and concerns have been addressed
- Participate actively in the facility's safety program and observe all safety measures
- Report all accidents
- Correct or report any safety hazard in his or her work area
- Wear the proper PPE

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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.

EMPLOYEE ACCESSIBILITY

This IIPP shall be communicated to all employees upon hire, regularly, and made available to them at any time.

CODE OF SAFE PRACTICES

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

1. All persons shall follow these safe practice rules, render every possible aid to safe operations, and report all unsafe conditions or practices to the foreman or superintendent.
2. Foremen shall insist on employees observing and obeying 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.
3. All employees shall be given frequent accident prevention instructions. Instructions shall be given at least every 10 working days.
4. Anyone known to be under the influence of drugs or intoxicating substances that impair the employee's ability to safely perform the assigned duties shall not be allowed on the job while in that condition.
5. Horseplay, scuffling, and other acts that tend to have an adverse influence on the safety or well-being of the employees shall be prohibited.
6. Work shall be well planned and supervised to prevent injuries in the handling of materials and in working together with equipment.
7. 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.
8. Employees shall not enter manholes, underground vaults, chambers, tanks, silos, or other similar places that receive little ventilation, unless it has been determined that is safe to enter.
9. Employees shall be instructed to ensure that all guards and other protective devices are in proper places and adjusted, and shall report deficiencies promptly to the foreman or superintendent.

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10. Crowding or pushing when boarding or leaving any vehicle or other conveyance shall be prohibited.
11. Workers shall not handle or tamper with any electrical equipment, machinery, or air or water lines in a manner not within the scope of their duties, unless they have received instructions from their foreman.
12. All injuries shall be reported promptly to the foreman or superintendent so that arrangements can be made for medical or first aid treatment.
13. When lifting heavy objects, the large muscles of the leg instead of the smaller muscles of the back shall be used.
14. Inappropriate footwear or shoes with thin or badly worn soles shall not be worn.
15. Materials, tools, or other objects shall not be thrown from buildings or structures until proper precautions are taken to protect others from the falling objects.

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, Stat Trucking 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.

SAFETY COMMUNICATION

All managers and supervisors are responsible for communicating with all 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.

Management ensures that at least several avenues exist for employee involvement in safety and health decision making and problem solving. These avenues include the following communication systems:

- New worker orientation, including a discussion of safety and health policies and procedures
- Review of our IIPP
- Training programs
- Regularly scheduled safety meetings
- Posted or distributed safety information
- A system for workers to anonymously inform management about workplace hazards

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.

Formal safety meetings may be supplemented by "toolbox talks" of 10 or 15 minutes at the start of a work shift, or at other times as designated by a supervisor.

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HAZARD ASSESSMENT

A competent person will conduct hazard assessments and safety inspections for each work project and activity. Periodic inspections to identify and evaluate workplace hazards will be performed by competent person(s) in the following areas of the workplace:

Competent Person	Work Area	Inspection Frequency

The hazard assessment and subsequent 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

See *Job Hazard Analysis Worksheet (simple)* for a copy of the initial hazard assessment for a single work activity that is common to multiple work areas. For an activity with complicated tasks that require multiple steps, use *Job Hazard Analysis Worksheet (detailed)*.

Management encourages employees to report hazards to their supervisor. Employees will use the *Employee Report of Hazard* form for this purpose. See attachment for a copy of the *Employee Report of Hazard*.

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Job Hazard Analysis Worksheet

Job location: _____ Analyst: _____ Date: _____

1. Task description: _____

Hazard description: _____

Hazard controls: _____

2. Task description: _____

Hazard description: _____

Hazard controls: _____

3. Task description: _____

Hazard description: _____

Hazard controls: _____

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Job Hazard Analysis Worksheet

JHA written by: _____ Date: _____

JHA approved by: _____

Activity/project description: _____

Task(s) performed by (job title(s) or description): _____

Special tools or equipment required: _____

Step	Description of Task Steps (in sequence)	Potential Hazard(s)	Safe Job Control/Procedure(s)
1			

HAZARD PREVENTION AND CONTROL

Once the JHA has been conducted for each project or activity, corrective actions recommended in the JHA that are approved by management will be implemented. Supervisors will inform employees of the hazards and corrective actions, and conduct employee training before the commencement of related tasks.

Management will implement the following protective measures when hazardous conditions are present:

- Correct the hazard when observed or discovered with administrative controls, engineering controls, training, and/or PPE.
- Remove workers from an area where an imminent hazard is present that cannot be corrected without endangering employees or property.
- Provide workers who will correct the hazard with appropriate hazard controls and PPE.

Management ensures that the worksite and all machinery will be maintained properly so that the workplace remains safe and healthy. If maintenance needs exceed the capability of the worksite employees, contract employees will be hired to do the work, and they will be screened and supervised to ensure they work according to the site's safety and health procedures.

SAFETY INSPECTIONS

Weekly General Safety Inspections

- Each supervisor will be responsible for conducting a General Safety Inspection
 - Safe/unsafe conditions
 - Safe/at-risk work behaviors
- General safety inspections must be documented as needed but not less than once per week
- Corrective Actions must be made, assigned, completed, and documented.
- Any at-risk work behavior will receive coaching the 1st time, and after that, the Disciplinary Action section of this plan will be enforced.
- Completed Safety Inspection Checklists and Reports must be forwarded to the office for management review and filing.

STOP WORK AUTHORITY

Every employee has the authority to stop work if an immediately dangerous to life or health (IDLH) hazard exist and will be trained on all aspects.

Any employee who stops work under this authority will not be punished for a Stop Work Intervention.

Stop Work Authority Process:

- Stop all work and other personnel who may be in harm's way
- Notify other and your supervisor immediately
- Correct the issue if you can or get the resources who can correct the issue
- Document the incident and corrective actions
- Resume work

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All Stop Work Interventions will be documented and a report completed. Stop Work Intervention incident reports will be reviewed by the Plan Administrator.

ACCIDENT/EXPOSURE INVESTIGATIONS

If an employee sustains a work-related injury, the employee or a co-worker will immediately notify the supervisor of the work-related injury or illness, and the supervisor will ensure the injured or ill employee receives prompt medical treatment. The employee will complete the employee part of the accident report form. If the date and time of the injury or illness cannot be determined, such as an injury caused by cumulative or repeated stress, the date of the last time the employee worked is entered on the form.

See attachments for a copy of the *Accident Investigation Report*.

Any person who observes or causes damage to property or equipment will immediately report such damage to a supervisor.

INJURY TO VISITORS

Injuries sustained by visitors at this facility must be reported to Stat Trucking. Injured visitors will be immediately provided medical treatment, if necessary. The causes of injuries to visitors will be investigated through the same processes as for an employee accident investigation.

NEAR-MISS INCIDENT

The investigation procedures for near-miss incidents will follow an abbreviated outline derived from the *Accident Investigation Report* procedures.

See attachments for a copy of the *Near-Miss Investigation Report* form.

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Accident Investigation Report

Attention: This form contains information relating to employee health and other privacy concerns and must be used in a manner that protects the confidentiality of employees to the fullest extent possible while the information is being used for occupational safety and health purposes.

Reason for report: ___ Injury ___ Illness ___ Accident ___ Fatality

Primary Investigator's name: _____

Investigation date: _____

Job title: _____ Phone: _____

Investigator(s): _____

Employee Injury/Property Damage Information

Employee name: _____ Date of birth: _____

Occupation: _____ Phone: _____

Sex: ☐ Male ☐ Female

Date and time of injury/damage: _____ Time: _____ AM / PM

Exact location of the accident: _____

Witnesses: _____

Did the accident result in the death of one or more persons, or hospitalization of three or more?

☐ Yes ☐ No

Was medical treatment provided?

☐ Yes ☐ No

Was this a recordable injury or illness?

☐ Yes ☐ No

If so, describe the treatment _____

Did the employee lose time from work?

☐ Yes ☐ No

Was the employee placed on restricted or light duty, or transferred to another job?

☐ Yes ☐ No

If so, describe:

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Amount of property damage: \$_____

Accident Account

Describe the accident (in the sequence that events occurred):

Describe the extent of injury or illness and body parts affected/property damage:

Specify the hazardous condition (source of unsafe energy or hazardous material):

Specify the unsafe act:

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Discussion

Direct Causes—Energy Sources or Hazardous Materials

Discuss the specific energy sources (e.g., moving object or machine part) or hazardous materials, including how and why the sources or materials resulted in injury or property damage:

Indirect Causes—Unsafe Acts or Hazardous Conditions

Discuss the normal or expected safe work conditions and practices, and the deviations from such conditions and practices that resulted in the injury or property damage:

Basic Causes—Management Policies, Personal or Environmental Factors

Was injury or damage caused by employee's willful misconduct, intoxication, or intent to injure self or another?

☐ Yes ☐ No

If yes, describe (use additional paper).

Was the incident a result of violation of established safety policies?

☐ Yes ☐ No

If yes, explain (use additional paper).

Has the employee received training to perform this procedure safely?

☐ Yes ☐ No

If no, explain (use additional paper).

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Was adequate personal protective equipment provided for the required tasks? ☐ Yes ☐ No
If no, explain (use additional paper).

Are changes necessary in the operations or procedures to prevent this type of incident in the future?

☐ Yes ☐ No

If yes, explain (use additional paper).

Discuss any additional policies, personal factors, and environmental factors that led to hazardous conditions or unsafe acts:

Recommended Corrective Actions

Describe recommendations for corrective action(s):

Schedule for the completion of corrective actions:

Primary Investigator's Signature: _____

Name (print): _____

Date: _____

Distribution: Employee, Employee Supervisor, Safety Representative

[Insert Department]

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Near-Miss Incident Report

Please complete and submit this form within 24 hours of the incident.

Date: _____

Date of incident: _____ Time of incident: _____ AM / PM

Exact location: _____

Submitted by: _____ Department: _____

Job activity at the time of the near-miss:

Description of the near-miss incident (attach photos or diagrams if available):

Specify the hazardous condition:

Specify the unsafe act:

Other employees involved, if any:

Preventive action recommended:

Corrective actions taken:

Supervisor responsible: _____

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Accident Investigation Procedures

The Principal Accident Investigator and/or other Accident Investigator(s) will follow the procedures outlined below to conduct accident investigations:

1. Launch an accident investigation after a work-related injury or illness that requires medical treatment or if property damage occurs at any Stat Trucking worksite. Near-miss incidents will also be investigated.
2. Assign investigators to carry out specific tasks. Such tasks include:
 - Inspect the accident site.
 - Interview witnesses and injured person(s).
 - Compile and review data.
 - Develop recommendations for corrective action(s).
 - Compile the written investigation report.
3. Present a preliminary briefing to the investigating team, including:
 - A description of the accident, with damage estimates
 - Normal operating procedures
 - Maps (local and general)
 - The location of the accident site
 - List of witnesses
 - Events that preceded the accident
4. Visit the accident site to:
 - Secure the site to protect evidence and prevent further injuries.
 - Inspect the area, including walking and working surfaces, equipment, entrances and exits, air quality systems, and all other conditions, processes, or items that could possibly have contributed to the accident or injury.
 - Record by tape recorder (if feasible) and in writing the details of the accident site, including lighting conditions, other environmental factors, and any unsafe conditions, tools, equipment, or operations.
 - Document the location of victims, witnesses, machinery, energy sources, and hazardous materials.
 - Prepare the necessary sketches and photographs, label each item carefully, and keep accurate records.
5. Interview each injured person and witness. Also, interview those who were present before the accident and those who arrived at the site shortly after the accident. Keep accurate records of each interview. Use a tape recorder if desired and if approved.
6. Conduct a change analysis of all the information from the accident site and interviews.
 - Define the problem (what happened?).
 - Establish the norm (what should have happened?).
 - Identify, locate, and describe the change (what, where, when, to what extent?).
 - Specify what was and what was not affected.
 - Identify the distinctive features of the change.
 - List the possible causes.
 - Select the most likely causes.
7. Analyze the data collected from the determination/analysis of accident causes. Repeat any of the prior steps, if necessary. Determine:
 - Why the accident occurred

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- A likely sequence of events and probable causes (direct, indirect, and basic)
 - Alternative sequences
8. Check each sequence against the data from the determination/analysis of accident causes.
 9. Determine the most likely sequence of events and the most probable causes.
 10. Develop recommendations for corrective action, if needed.
 11. Conduct a post investigation briefing.
 12. Prepare a summary report that includes recommended actions to prevent a recurrence, and distribute the report according to applicable instructions. See Attachments for a copy of the *Accident Investigation Report* form and instructions.

HAZARD CORRECTION

Corrective actions recommended in the hazard assessment and inspection report(s) and approved by management will be implemented. Supervisors will inform employees of the hazards and corrective actions, and conduct employee training before the commencement of related tasks.

Management will implement the following protective measures when hazardous conditions are present:

1. Correct the hazard when observed or discovered with administrative controls, engineering controls, training, and/or PPE.
2. Remove workers from an area where an imminent hazard is present that cannot be corrected without endangering employees or property.
3. Provide workers who will correct the hazard with appropriate hazard controls and PPE.

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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: Give this form to a supervisor

Action Taken

Supervisor name: _____ Date: _____

Supervisor signature: _____

PERSONAL PROTECTIVE EQUIPMENT

Stat Trucking will provide the necessary PPE to ensure the well-being of the employee. These items include:

- Safety glasses
- Gloves
- Aprons
- Safety shoes
- Respiratory equipment

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.

TRAINING AND INSTRUCTION

All workers, managers, and supervisors will receive training and instruction on general and job-specific safety and health practices. Training and instruction will be provided:

- 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
- When Stat Trucking is aware of a new or previously unrecognized hazard
- To supervisors concerning all hazards to which employees under their direct supervision may be exposed
- To employees concerning hazards specific to their job assignment(s)
- On a regular basis to reinforce existing safety and health procedures

General job safety and health training will include:

- Implementation and maintenance of this IIPP
- Emergency action and fire prevention plan
- Provisions for medical services and first aid, including emergency procedures
- Prevention of musculoskeletal disorders, including proper lifting techniques
- Proper housekeeping, such as keeping stairways and aisles clear, work areas neat and orderly, and promptly cleaning up spills
- Prohibiting horseplay, scuffling, or other acts that tend to adversely influence safety
- Proper storage to prevent stacking goods in an unstable manner and storing goods against doors, exits, fire extinguishing equipment, and electrical panels
- The proper reporting of hazards and accidents to supervisors
- Hazard communication, including worker awareness of potential chemical hazards and proper labeling of containers
- Proper storage and handling of toxic and hazardous substances, including prohibiting eating or storing food and beverages in areas where they can become contaminated

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In addition, we will provide specific instructions and training to all workers regarding the hazards that are unique to their job assignments, including wearing and caring for PPE, if required for the job.

RECORDKEEPING

Our establishment has 20 or more workers or has a workers' compensation experience modification rate of greater than 1.1 and is not on a designated low-hazard industry list. We have taken the following steps to implement and maintain our IIPP records:

- Records of hazard assessment inspections, including the person(s) conducting the inspection, the unsafe conditions and work practices that have been identified and the action taken to correct the identified unsafe conditions and work practices, are recorded on a hazard assessment and correction form.
- Records of health and safety training for each employee will include employee name or other identifier, training dates, type(s) of training, and information about the training providers. The training documentation will be maintained for at least 1 year. Training records of employees who have worked for less than 1 year will be provided to the employee upon termination of employment. Stat Trucking is responsible for maintaining these records.

Stat Trucking will maintain all records related to this Plan. Unless otherwise noted, the records will be kept. All records are available for employee and regulatory agency review upon request.

Safety meeting records. Each safety meeting will be documented with an attendee sign-in sheet and a meeting agenda that includes the supervisor's name, date of meeting, and subject(s) covered. This documentation will be maintained for at least 1 year. Stat Trucking is responsible for maintaining these records.

Inspection records. All inspection records and forms will be kept for 1 year by Stat Trucking.

Illness and injury reports. 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

Following are instructions for completing the Cal/OSHA forms:

1. All supervisors are required 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 supervisor must fill out the form within 7 calendar days after finding out about the injury or illness. The supervisor will keep these records for 5 years.
2. Stat Trucking 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, Stat Trucking 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

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from February 1 to April 30. It will be mailed to each employee who does not normally report at least weekly to the worksite where the annual summary is posted.

Accident investigation records. Stat Trucking will maintain comprehensive accident/injury records and will maintain records of all accident investigation reports and data.

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CONCLUSION

Employees have a moral obligation to their self, their family, their fellow-workers, Stat Trucking and the public at large to do everything possible to prevent injuries, illnesses and incidents. Safe, efficient equipment and every conceivable safety device may be provided by Stat Trucking, but careful observance of these safe practices and the use of common sense must be the employee's contributions to the overall effort to prevent injuries, illnesses and incidents.

Safe and careful habits result naturally from good work practices and may be acquired by personal experience or by profiting from the experience of others. To aid each employee in developing safe work habits, the Stat Trucking has prepared this safety program covering most of the safe working procedures to be followed. All employees should carefully read this program and become thoroughly familiar with potential hazards and the applicable safety precautions outlined herein.

Too much emphasis cannot be placed on the importance of knowing how to work safely!

NOTE TO EMPLOYEES

We are asking you to sign the following statement as a condition of your employment with Stat Trucking. It is not to deny you any benefits or compensation due to you, should you become involved in a work incurred injury, rather it is our sincere hope that by requesting each employee to comply with these safety standards we will provide you with a safe place to work. Be sure that you understand the following paragraphs before you sign this letter. See your supervisor if you have any questions.

In the event I am injured while in the course of my work, I will report the injury to my supervisor at once before reporting to a doctor or medical facility for medical attention. I also agree to obtain First Aid for every injury, no matter how slight.

I have received and read a copy of Stat Trucking Health and Safety Program and Code of Safe Practices.

I understand the Stat Trucking safety policies and procedures, as well as the disciplinary actions that will be taken if I do not comply with these safety standards.

Print Name

Employee's Signature

_____/_____/_____
Month Day Year

Supervisor's Signature