



## **INJURY AND ILLNESS PREVENTION**

Integrated Water Services, Inc.  
(the Company)



## **Purpose**

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The purpose of this Illness Prevention Program (IIP) program is to prevent job related injury and illness to Company employees and contractors.

## **Scope**

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This policy applies to all Company employees and contractors.

When work is performed by a subcontractor on a company site, the contractor's written safety program shall take precedence for their employees. However, subcontractors may adopt this procedure for their use.

## **Responsibility**

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The Injury and Illness Prevention Program administrator, George Bunker, has the authority and responsibility for implementing the provisions of this program for Integrated Water Services, Inc.

### **Managers and Supervisors**

- All managers and supervisors are responsible for implementing and maintaining the IIP Program in their work areas and for answering worker questions about the IIP Program.

### **Employees**

- All workers, including managers and supervisors, are responsible for complying with safe and healthful work practices. Our system of ensuring that all workers comply with these practices include one or more of the following practices:
  - Informing workers of the provisions of our IIP Program.
  - Evaluating the safety performance of all workers.
  - Recognizing employees who perform safe and healthful work practices.
  - Providing training to workers whose safety performance is deficient.
  - Disciplining workers for failure to comply with safe and healthful work practices.
  - Providing ready access to company safety and performance expectations
  - Providing the right tools and PPE to our employees

## **Communication**

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Managers and supervisors will communicate with all workers about occupational safety and health utilizing various tools including the online Safety Support Center located at [www.iws.support](http://www.iws.support). The safety information at the Support Center will be made accessible to all workers without the burden of password or log-in credentials. Our communication system encourages all workers to communicate freely about critical safety information and to inform their managers and supervisors about workplace hazards without fear of reprisal. The safety program will utilize a safety committee and project-based safety stewards who will be the driving force behind the world class safety program here at Integrated Water Services.

Our communication system includes one or more of the following checked items:

- An online interactive safety management system that provides readily accessible safety resources and interactions to all affected employees, customers, and stakeholders.
- New worker orientation including a discussion of safety and health policies and procedures.



- Review of this IIP Program.
- Workplace safety and health training programs.
- Regularly scheduled and impromptu safety meetings.
- Posted or distributed safety information.
- A system for workers to anonymously inform management about workplace hazards.
- Online Hazard Communication system.

## Hazard Assessment

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Periodic inspections to identify and evaluate workplace hazards shall be performed by a competent observer in the following areas of our workplace:

General Health & Safety	Tools, Machines, and Tools	Motorized Vehicles
People & Behaviors	Welding, Cutting, and Hotwork	Forklifts and Manlifts
Fire Protection & Prevention	Electrical	Excavations, Trenching and Shoring
Signs, Signals, & Barricades	Ladders, Stairs, and Catwalks	Ponds and Water Wells
Material Handling, Storage, and Disposal	Lifting Operations and Equipment	Confined Spaces

Periodic inspections are performed according to the following schedule:

- When we initially start each project.
- On a quarterly basis, or
- When new substances, processes, procedures, or equipment that present potential new hazards are introduced into our workplace.
- When new, previously unidentified hazards are recognized.
- When occupational injuries and illnesses occur.
- Whenever workplace conditions warrant an inspection.

## Accident/Exposure Investigations

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Procedures for investigating workplace accidents and hazardous substance exposures include:

- Visiting the accident scene as soon as possible.
- Interviewing injured workers and witnesses.
- Examining the workplace for factors associated with the accident/exposure.
- Determining the cause of the accident/exposure.
- Taking corrective action to prevent the accident/exposure from reoccurring.
- Recording the findings and corrective actions taken.
- Communicating lessons learned with Company employees.

## Hazard Correction

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Unsafe or unhealthy work conditions, practices, or procedures shall be corrected in a timely manner based on the severity of the hazards. Hazards shall be corrected according to the following procedures:

- When observed or discovered.
- When an imminent hazard exists that cannot be immediately abated without endangering employee(s) and/or property, we will remove all exposed workers from the area except those necessary to correct the



existing condition. Workers necessary to correct the hazardous condition shall be provided with the necessary protection.

## **Training and Instruction**

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All workers, including managers and supervisors, shall have training and instruction on general and job-specific safety and health practices. Training and instruction is provided as follows:

- To all new workers, except for construction workers who are provided training through a construction industry occupational safety and health program approved by Cal/OSHA.
- To all workers given new job assignments for which training has not previously been provided.
- Whenever new substances, processes, procedures, or equipment are introduced to the workplace and present a new hazard.
- Whenever we are made aware of a new or previously unrecognized hazard.
- To supervisors to familiarize them with the safety and health hazards to which workers under their immediate direction and control may be exposed.
- To all workers with respect to hazards specific to each employee's job assignment.

General workplace safety and health practices include, but are not limited to, the following:

- Implementation and maintenance of the IIP Program.
- 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.
- 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.

## **Employee Access to the IPP**

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Employees are provided immediate access to this IPP via the Company online Safety Support Center located at [www.iws.support](http://www.iws.support) in the Procedures tab.

## **Recordkeeping**

The company has a workers' compensation modification rate lower than a 1.0 and is not listed on a designated high hazard industry list. We have taken the following steps to implement and maintain our IIP Program:

- Records of hazard assessment inspections, including the person(s) or persons 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.

- Documentation of safety and health training for each worker, including the worker's name or other identifier, training dates, type(s) of training, and training providers are recorded on a worker training and instruction form. We also include the records relating to worker training provided by a construction industry occupational safety and health program approved by Cal/OSHA.
- Inspection records and training documentation will be maintained according to the following checked schedule:
- For the length of the workers employment and one additional year.

## Forms

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The location of all forms including; Hazard Assessment, Incident Notification and Investigation, Near Miss, Good Catch, and Employee Training are available at: [www.iws.support](http://www.iws.support).