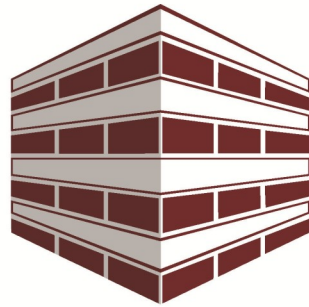
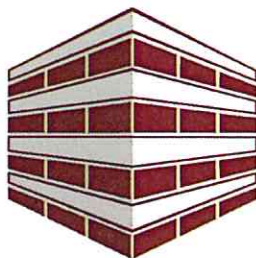


# **SAFETY CULTURE**



**CONSOLIDATED CONTRACTING**  
————— **SERVICES INC** —————



# CONSOLIDATED CONTRACTING SERVICES INC

## Injury & Illness Prevention Plan

### Requirement

*Every California employer must establish, implement and maintain a written Injury and Illness Prevention Program (IIPP) and a copy must be maintained at each workplace or at a central work site if the employer has non-fixed work sites. The requirements for establishing, implementing and maintaining an effective written IIPP are contained in Title 8 of the California Code of Regulations, Section 3203 (T8 CCR 323).*

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## INJURY AND ILLNESS PREVENTION PLAN

### POLICY.

It is the policy of CCSI to comply fully with California Labor Code §6401.7 (SB 198) and General Industry Safety Order 3203, Injury and Illness Prevention Plan (IIPP).

Consolidated Contracting Services, Inc. (CCSI) Managers and Superintendents are responsible for implementing and maintaining CCSI IIPP in their immediate working areas and for answering employee questions about the IIPP.

Each CCSI employee is oriented to the CCSI Safety Culture at the time of employment. The program is issued as an introductory means of Safety Communication. Further orientation is job site specific and presented based upon the particular hazards of a project, operation, or activity through job site orientation.

Tom Reath has the authority and responsibility for implementing and maintaining this IIPP for CCSI.

### COMPLIANCE and DISCIPLINE.

CCSI is responsible for ensuring that all Company Safety Policies and Procedures are clearly communicated and understood by all CCSI employees. CCSI Managers and Superintendents are expected to enforce policies and procedures fairly and uniformly.

CCSI employees are responsible for using safe working practices, following directives, policies and procedures, and for assisting in maintaining a safe and healthful work environment. **Conducting oneself safely at all times is a condition of employment.**

The CCSI system for ensuring that all employees comply with the rules and maintain a safe work environment includes:

- Informing employees of the provisions of this IIPP during job hire and job site specific orientations;
- Evaluating the safety performance of employees;
- Recognizing employees who demonstrate safe work practices;
- Providing training to employees whose safety performance is deficient;
- Disciplining employees for failure to comply with safe and healthful work practices.

Employees that willfully or repeatedly violate this program, safety rules, regulations procedures or policies will be subject to discipline. Supervisors who allow or direct their subordinates to violate the provisions of this program have committed a serious violation and will also be subject to discipline.

The following are the minimum disciplinary measures / sanctions that apply to all CCSI employees. The seriousness of violation may warrant more severe disciplinary action, such as longer suspension, or immediate termination.

- First Violation – Written warning, with appropriate refresher training and / or reassignment to a less responsible position.
- Second Violation Within One Year of the First Incident - Written warning and suspension, refresher training, and / or reassignment to a less responsible position.
- Third Violation Within One Year of the Second Incident - Termination of employment.

## COMMUNICATION.

Two-way communication between management and staff on health and safety issues is essential to an injury-free, 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 and consists of one or more of the following:

- New employee safety and health orientation to include CCSI policies and procedures;
- Annual review of this IIPP;
- Workplace safety and health training programs;
- Regularly scheduled safety meetings;
- Sharing of Best Practices through distribution by electronic mail, "Lessons Learned" generated from other job sites;
- Updates, alerts, and/or changes in safety and health standards;
- A system for employees to anonymously inform management about workplace hazards;
- Oral communication with employees concerning general safe working practices and hazards unique to each employee's job assignment; and
- A CCSI Safety and Health Committee that meets regularly, prepares written records of the safety and health committees meetings, reviews results of the periodic scheduled inspections, reviews investigations of accidents and exposures and makes suggestions to management for the prevention of future incidents, reviews investigations of alleged hazardous conditions, and submits recommendations to assist in the evaluation of employee safety suggestion.

## ACTIVITY HAZARD ASSESSMENT and ANALYSIS

Project Superintendents are required to conduct a safety and health assessment on current and future work task that may expose workers to hazards (falls, cave-ins, struck by, caught in between, electrocution, etc.). Such hazards shall be discussed prior to any work that day and with any subsequent shifts. These hazards must be discussed with each worker and with anyone who may visit the job site. The intent is to detail the job steps required, potential hazards in each step, and what control methods are to be used to reduce and /or eliminate those potential hazards.

Project Superintendents are required to provide documentation of their safety assessment by utilizing Daily Site Safety Assessment form or with the use of Activity Hazard Analysis (AHA) form. The AHA shall identify the job and / or activity, each step required, the hazards inherent

in the work, and the means and/or methods used for controlling those hazards. Samples of these forms are attached as Enclosure (1).

There are three methods of controlling hazards. In the order of precedence they are:

- Engineering controls,
- Administrative and/or written company procedures, and
- Personal Protective Equipment (PPE).

The AHA will be discussed and signed by all employees involved prior to the job and/or activity is performed. A copy of the AHA will be available in the field offices for audits. The AHA is a working document and should be assessed by the Project Superintendent throughout the job and / or activity to ensure that it is being followed and the hazards have been accurately identified.

Periodic inspections to identify and evaluate workplace hazards shall be performed by a competent observer(s). These periodic inspections shall be performed according to the following schedule:

- Daily, weekly or monthly;
- When initially establishing an IIPP;
- When new substances, processes, procedures or equipment which present potential new hazards are introduced into our workplace;
- When new, previously unidentified hazards are recognized;
- When occupational injuries and illnesses occur;
- When new hires and/or reassigns permanent or intermittent employees to presses, operations, or tasks for which a hazard evaluation has not been previously conducted; and
- Whenever workplace conditions warrant an inspection.

#### **ACCIDENT / INCIDENT INVESTIGATION.**

All jobsite accidents, injuries, illnesses, and near misses are initially investigated by the Superintendent.

A written report must arrive to the company office within 24 hours after the Superintendent becomes aware of the injury. The report shall state more than who, what, and when; it also will ask how, where, and why.

The Safety Manager shall review the report to determine the extent for further investigation, consult with the Superintendent, and may provide corrective action. Recommendations shall be given to the Superintendent who has the responsibility to ensure they are immediately implemented.

## HAZARD CORRECTION.

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:

- When observed or discovered.
- When an imminent hazard exists which cannot be immediately abated without endangering employee(s) and/or damaging property, 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 the necessary protection and training.
- All such action taken and dates they are completed shall be documented on AHA form.

## TRAINING AND INSTRUCTION.

All CCSI employees, including managers and supervisors, shall have training and instruction on general and job-specific safety and health practices. Such training and instruction shall be provided as follows:

- When the IIPP is first established;
- To all new employees;
- To all employees given new job assignments for which training has not been previously provided;
- Whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard;
- Whenever the employer is made aware of a new or previously unrecognized hazard;
- To superintendents to familiarize them with the safety and health hazards to which employees under their immediate direction and control may be exposed;
- To all employees with respect to hazards specific to each employee's job assignment; and
- As "toolbox / tailgate" safety meetings or equivalent with at least every seven working days to emphasize safety.

Workplace safety and health training practices for our industries include, but are not limited to, the following:

- Explanation of IIPP, emergency action plan and fire prevention plan, and measures for reporting unsafe conditions, work practices, and injuries and when additional instruction is needed;
- Use of appropriate clothing, including gloves, footwear, and personal protective equipment;
- Information about chemical hazards to which employees could be exposed and other hazard communication program information;
- Availability of toilet, hand-washing and drinking water facilities; and

- Provisions for medical services and first aid including emergency procedures.

To the extent that such information was not already covered in other training, CCSI will provide specific instructions to employees regarding hazards unique to their job assignment. Training topics may include:

- This IIPP to include the Code of Safe Work Practices
- First Aid / CPR
- Blood-borne Pathogens
- Emergency Action Plans
- Hazardous Materials
- Personal Protective and Lifesaving Equipment
- Fire Protection and Prevention
- Electrical
- Scaffolds
- Fall Protection
- Cranes, Derricks, Hoists, Elevators and Conveyors
- Motor Vehicles and Mechanized Equipment
- Excavations
- Concrete and Masonry Construction
- Steel Erection
- Demolition
- Stairways and Ladders

## **RECORDKEEPING**

Consolidated Contracting Services has taken the following steps to implement and maintain this IIPP:

- Records of jobsite inspections, including the person(s) conducting the inspection, the unsafe conditions and / or work practices observed and the corrective action taken to abate the identified unsafe conditions and work practices, are documented accordingly.
- Documentation of safety and health training for each employee, including the name or other identifier, training dates, type(s) of training, and training instructors are recorded on a training document.

Inspection records and training documentation will be maintained for one year, except for training records of employees who have worked for less than one year which are provided to the employee upon termination of employment.

# Activity Hazard Analysis (AHA)

Activity/Work Task:		
Project Location:		
Contract Number:		
Date Prepared:		
Prepared by (Name/Title):		
Reviewed by (Name/Title):		
Notes:		
Job Steps	Hazards	Controls

Enclosure ( 7 )



Job Steps	Hazards	Controls

Job Steps	Hazards	Controls
Equipment to be Used	Training Requirements/Competent or Qualified Personnel name(s)	Inspection Requirements

