



SOLIDTM
PERSONNEL

Injury and Illness Prevention Plan (IIPP)

Introduction

SOLID Personnel has established this Injury and Illness Program (IIPP) to communicate with employees our procedures for creating a safe and healthy work environment for all employees.

We are committed to ensuring that all employees have the tools, knowledge, and resources to perform their jobs safely.

Responsibility

Marcy Swan, Controller, (925) 621-4581 is the person with the overall authority and responsibility for implementing this program.

Marcy Swan or a member of SOLID's Management Team will designate an alternate responsible person during periods of his/her absence such as during personal leave.

Copies of the IIPP are available at the following location(s):

5175 JOHNSON DR PLEASANTON CA 94588 or online at: www.solidpersonnel.com

Employees will receive a printed or electronic copy of our IIPP within five business days of requesting it from their supervisor or they will be instructed to download it online.

Supervisor Responsibilities:

- Ensuring that the elements of the IIPP are met, including performing periodic inspections/hazard assessments
- Ensuring employee compliance with safety policies and rules, investigation of accidents and injuries
- Ensuring employees are trained on the hazards and safe work practices relevant to their jobs

Employee Responsibilities:

- Assist in hazard identification
- Report accidents or injuries to supervisors as soon as they occur
- Follow safe work practices for tasks they perform
- Only perform tasks that they are authorized and trained to perform

Compliance with Safe Work Practices

SOLID Personnel has established rules and procedures to help ensure that work tasks can be performed safely without injury to employees:

- We inform employees about our IIPP.
- We discipline employees who do not follow our safety rules.
Failing to wear proper PPE can result in disciplinary action, for the safety of our employees and those around them.
- We also have these other procedures for making sure employees follow our safety rules: Our clients follow very strict safety protocols which they review with our temporary employees before they are allowed on the job site.
- We have a Code of Safe Work Practices we require each employee to review and sign before they come on board.
- With the recent pandemic, we have also incorporated a COVID-19 safety training document for all employees.

Employee Communication

SOLID Personnel communicates with employees on safety matters through the following:

- We hold safety meetings: annually
- We encourage employees to report hazards and provide feedback by: email, phone, in person

Additional ways we communicate about safety to our employees include:

Within our new hire packet, we have a Code of Safe Work Practices that every employee must review and sign. This provides a wealth of information regarding safety rules that apply to the employee's job. We have established infection prevention measures following COVID pandemic, provide PPE to employees and provide guidance on steps to take if employee has been exposed to a widespread virus.

We encourage all employees to report any unsafe conditions or safety concerns immediately to their supervisor or Safety Manager, or bring up the issue during department meetings provided the hazard isn't serious.

Hazard Assessment

We conduct safety inspections annually and when:

- The safety program is first established
- Whenever new substances, processes, procedures, or equipment that represent a safety hazard are introduced into the workplace
- Whenever the employer is made aware of a new hazard

These are the job title(s) of the person(s) responsible for conducting inspections and evaluating hazards at our workplace:

Human Resources Specialist – Office

Foreman, Project Manager, Owner or Superintendent - Jobsite

Accident Investigation

SOLID Personnel takes the following steps when investigating accidents and near misses:

- Visit the accident scene as soon as possible
- Interview injured workers and witnesses
- Examine the workplace for factors associated with the accident/exposure
- Determine the root cause of the accident/exposure
- Take corrective action to prevent the accident/exposure from happening again
- Keep a record of the findings and corrective actions taken

We also take these actions:

Conducting an incident report, speaking directly with employee, witnesses and client if necessary.

Determining if accident was avoidable and what could have been done to prevent it from happening.

Determining what the employee was doing at the time of injury, what tools/equipment they were using and if there were unsafe conditions at the site. Work with the client to ensure any unsafe working conditions are mitigated.

The person(s) responsible for conducting accident investigations at SOLID Personnel is:

Human Resources Specialist

Hazard Correction

Hazards must be corrected in a timely manner as soon as employees or supervisors become aware of the hazard. We correct workplace hazards:

- When first noticed whenever possible, and
- When there is an imminent hazard. In the case of an imminent hazard, we will remove all employees from the area except those needed to correct the condition. We will protect employees working to correct the hazardous condition.

The job title of the person who is responsible for making sure hazards are corrected is:

Foreman or Supervisor at specific job site.

Employee Training

We will conduct training in the following instances:

- When our safety program is first created
- To all new employees
- When employees are given new job assignments
- Whenever new substances, processes, procedures, or equipment are introduced into the workplace
- Whenever the employer is made aware of a new hazard
- For supervisors to make them aware of the safety procedures and workplace hazards for their employees

In addition to the above schedule, we also provide training to employees when: there are widespread illnesses that require additional training

Recordkeeping

We keep records of inspections and hazard assessments for at least one year.

Training records will be kept for a minimum of one year.

Other records we keep:

Cal/OSHA form 300, State of California form 5020, Incident Reports, DWC forms, COVID Safety Training forms.