

Great Hire, Inc.
Injury and Illness Prevention
Program

(updated 5/8/2020)

Program Introduction

At Great Hire, our most valued resources are our employees, our customers, and the communities we serve. We are dedicated to providing a safe and healthful environment for employees and customers. In order to achieve an accident free workplace, an organized and effective Safety Program must be adhered to throughout the entire organization to be effective.

Great Hire is a staffing agency, and we work in partnership with our client sites to practice safe work habits and to provide joint safety training where appropriate.

Injuries can be prevented. We want YOU the employee, to return home safely each day after your shift.

Company Safety Manager

The Company Safety Manager for Great Hire is:

Hugo Villalpando
562.735.0035 x 809
714.334.0001 cell
hugo@greathirehr.com

In accordance with GREAT HIRE Injury and Illness Prevention Program, the Company Safety Manager is the designated individual with responsibility and authority to do the following in the name of GREAT HIRE:

1. Develop and implement rules of safe practices for each function within the company.
2. Develop and implement safe operating rules for use of electrical and mechanical equipment consistent with manufacturer's recommendations and specifications.
3. Develop and implement a system to encourage employees to report unsafe conditions immediately.
4. Conduct a thorough investigation of each accident, whether or not it results in an injury, to determine the cause of the accident and to prevent recurrence.
5. Instruct supervisors in safety responsibilities.
6. Develop and implement a program of employee safety education.
7. Conduct scheduled and unscheduled inspections to identify and correct unsafe working conditions. Special attention shall be given to notice of serious concealed dangers.
8. Maintain records of training, periodic inspections, corrective actions and investigations.

Compliance

All employees, 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 checked practices:

- ✓ Informing workers of the provisions of our IIP Program (website provided and hardcopy available in Great Hire's office.)
- ✓ Evaluating the safety performance of all workers.
- ✓ Recognizing workers 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.

Communication

All managers and supervisors are responsible for communicating with all permanent and intermittent 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.

Upon hiring, management will identify any intermittent workers with special communication needs. Management will ensure that such a worker understands the safety and health requirements before being assigned to duties exposing them to workplace hazards.

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

- ✓ New worker orientation including a discussion of safety and health policies and procedures. Completed at the assigned job site by a supervisor.
- ✓ Review of our IIP Program.
- ✓ Workplace safety and health training programs.
- ✓ Regularly scheduled safety meetings at assigned job site.
- ✓ Posted or distributed safety information.
- ✓ Employees are encouraged to contact company safety manager with concerns regarding workplace hazards.

Hazard Assessment

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

- Each client site where temporary workers may be placed.
- Each company office location.

Periodic inspections are performed according to the following schedule:

1. When we initially established our IIP Program;
2. When new substances, processes, procedures or equipment which present potential new hazards are introduced into our workplace;
3. When new, previously unidentified hazards are recognized;
4. When occupational injuries and illnesses occur;
5. When we hire and/or reassign permanent or intermittent workers to processes, operations, or tasks for which a hazard evaluation has not been previously conducted; and
6. Whenever workplace conditions warrant an inspection.

Periodic inspections consist of identification and evaluation of workplace hazards utilizing applicable sections of the attached Hazard Assessment Checklist and any other effective methods to identify and evaluate workplace hazards.

Accident/Exposure Investigations

Procedures for investigating workplace accidents and hazardous substance exposures include:

1. Interviewing injured workers and witnesses;
2. Examining the workplace for factors associated with the accident/exposure;
3. Determining the cause of the accident/exposure;
4. Taking corrective action to prevent the accident/exposure from reoccurring; and
5. Recording the findings and corrective actions taken.

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 procedures:

1. When observed or discovered; and
2. When an imminent hazard exists which cannot be immediately abated without endangering worker(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

Training and Instruction

All permanent and intermittent workers, including managers and supervisors, shall have training and instruction on general and job-specific safety and health practices. Training and instruction can be provided through a brief on-site safety meeting. Any training and instruction shall be provided as follows:

1. When the IIP Program is first established;
2. To all new workers, except for construction workers who are provided training through a construction industry occupational safety and health training program approved by Cal/OSHA;
3. To all workers given new job assignments for which training has not previously provided;
4. Whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard;
5. Whenever the employer is made aware of a new or previously unrecognized hazard;
6. To supervisors to familiarize them with the safety and health hazards to which workers under their immediate direction and control may be exposed; and
7. To all workers with respect to hazards specific to each worker's job assignment.

Workplace safety and health practices for all industries using intermittent workers include, but are not limited to, the following:

1. Explanation of the employer's IIP Program, emergency action plan and fire prevention plan, and measures for reporting any unsafe conditions, work practices, injuries and when additional instruction is needed.
2. Use of appropriate clothing, including gloves, footwear, and personal protective equipment.
3. Prevention of musculoskeletal disorders, including proper lifting techniques.
4. Information about chemical hazards to which workers could be exposed and other hazard communication program information.
5. Availability of toilet, hand-washing and drinking water facilities.
6. Provisions for medical services and first aid including emergency procedures.

Personal Protective Equipment Policy (PPE)

To ensure the greatest possible protection for employees in the workplace, both Great Hire and employees need to help each other in establishing and maintaining a safe and healthful workplace.

Great Hire's Responsibilities:

- Performing a 'hazard assessment' at each client site to identify if PPE is required in order to keep assigned employees from injury and illness.
- Identifying and providing appropriate PPE for employees.
- Training employees in the use and care of the PPE.
- Maintaining PPE, including replacing worn or damaged PPE.

Employees Responsibilities:

- Properly wear assigned PPE
- Care for, clean and maintain PPE
- Inform a supervisor if PPE needs to be repaired or replace
- Encourage fellow employees to wear their PPE appropriately

Foot Protection Program

1. Each client job site is to be assessed to determine if specialized foot protection is needed.
2. Appropriate foot protection shall be required for employees who are potentially exposed to foot injuries from electrical hazards, hot, corrosive, poisonous substances, falling objects, crushing or penetrating actions, as well as those employees assigned to work in abnormally wet locations.
3. Crush Protective footwear (aka steel toe boots) is required for all employees operating a forklift, or who work in close to proximity to a forklift.
4. It is the responsibility of the employee to purchase and wear the footwear deemed necessary for each job site. Employees will be informed prior to assignment if specialized shoes are required. Employees are able to purchase protective footwear through our 'Shoes for Crews' program. This is an affordable option for everyone to be protected sufficiently.

Your Safety Rights

You have several important rights concerning safety, which are protected by federal, state and local laws that you should be aware of. They are:

- The right to a safe work-place free from recognized hazards
- The right to request information on safety and health hazards in the workplace, precautions that may be taken, and procedures to be followed if an employee is injured or exposed to toxic substances.
- The right to know about the hazards associated with the chemicals you work with, and the safety procedures you need to follow to protect yourself from those hazards.
- The right to question any instruction which requires you to disobey a safety rule, which puts yourself or someone else in unnecessary danger of serious injury, or requires you to perform a task for which you have not been trained to safely perform.
- The right of freedom from retaliation for demanding your safety rights.

Covid-19 Infection Prevention Measures Interim Guidance

To avoid infection and transmission of the Covid-19 virus we are establishing the following interim guidance to ensure our employees safety. Please note that guidance is constantly changing and evolving and that this is not an exhaustive list of all guidance. Please frequently visit the CDC website for updates:

<https://www.cdc.gov/coronavirus>

- If you are sick or feeling sick please stay home and inform us of your reason for absence
- If you have a frequent cough, fever, difficulty breathing, chills, muscle pain, headache, sore throat, or recent loss of smell please visit your local medical center or physician for Covid-19 testing.
- Please remain home and do not report to your work assignment for at least 3 full days have passed with no fever or acute respiratory symptoms and at least 10 days have passed since the symptoms have occurred
- Follow any mandatory medically advised or local ordinance quarantine if you test positive for Covid-19
- Promptly report any recurrence of symptoms after returning from work following an illness
- Practice physical distancing of at least 6 feet from co-workers at all times possible.
- Wear protective cloth face coverings. If you do not have your own preferred face coverings we can provide one for you.
- Practice proper cough and sneeze etiquette
- Wash hands with soap and water for at least 20 seconds, after interacting with other persons and after contacting shared surfaces or objects.
- Avoid touching eyes, nose, and mouth with unwashed hands

Extra cleaning and sanitization is being conducted by us as well as our client worksites. If you feel at any time proper guidelines are not being followed or enforced contact us immediately so that we may address the issue and ensure you are being provided a safe work environment.

Recordkeeping

1. 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; and
2. Documentation of safety and illness prevention training. Documentation of Human Resources Related training (i.e. sexual harassment prevention, dispute resolution.)

Inspection records and training documentation will be maintained for one year, except for training records of workers who have worked for less than one year.

**Injury and Illness Prevention Program
Review & Updates**

DATE: 12/1/2017

DESCRIPTION: Manual review

SIGNATURE: Jason A. Bivins (President)

DATE: 3/1/2018

DESCRIPTION: Manual Review / update

SIGNATURE: Jason A. Bivins (President)

DATE: 4/1/2019

DESCRIPTION: Review

SIGNATURE: Hugo Villalpando (Safety Mgr)

DATE: 5/8/2020

DESCRIPTION: Covid Update

SIGNATURE: Jason A. Bivins (President)

DATE:

DESCRIPTION:

SIGNATURE: