

## Hazard Communication and Training

Hazardous communication materials (labels and other forms of warnings, material safety data sheets (MSDS), and information and training) provide information to employees about the hazardous substances to which they may be exposed. This applies to any hazardous substances known to be present in the workplace, in such a manner that employees may be exposed under normal conditions.

The Program Administrator ensures that labels on containers of hazardous substances are not removed or defaced. Employees will receive information and training on hazardous substances in their work area.

### Training and Instruction

Training maximizes skills and knowledge and is the key to productivity. JAG includes safety as part of its employee training. With this in mind, training is conducted with the following considerations.

The Program Administrator, in conjunction with the employee's immediate supervisor, will determine appropriate training topics and needs. Information and training can consist of, but is not limited to:

- ♦ *Material Safety Data Sheets (MSDS)*
- ♦ *Proposition 65*
- ♦ *Personal Protective Equipment (PPE)*

- ♦ *Elevated Work Surfaces*
- ♦ *Respiratory Protection*
- ♦ *Confined Space Entry*

- ♦ *Asbestos and/or Lead Exposure*

All training is documented, signed, and filed. Training is performed for:

- ♦ *Newly assigned employees who have not received previous specific training;*
- ♦ *Whenever new substances, processes, procedures, or equipment pose a new hazard;*

- ♦ *Whenever a supervisor, manager, or the program administrator, becomes aware of a previously unrecognized hazard;*

- ♦ *Periodic safety and hazard communication training for general workplace safety, or specific hazards.*

## Record Keeping

Record keeping enables JAG to learn from prior experience and correct future operations. This IPP regulation requires records to be kept of the steps taken to establish and maintain JAG's Injury and Illness Prevention Program. The Program Administrator will maintain updated copies of JAG's IPP and will retain records as required by law.

Employees are given the Employee Safety Guide and asked to sign that they have received, reviewed, and understand the safety guidelines. These are included in the employee's hiring packet.

For additional information or for a complete copy of JAG's Injury and Illness Prevention Program, call JAG at (310) 945-5648.

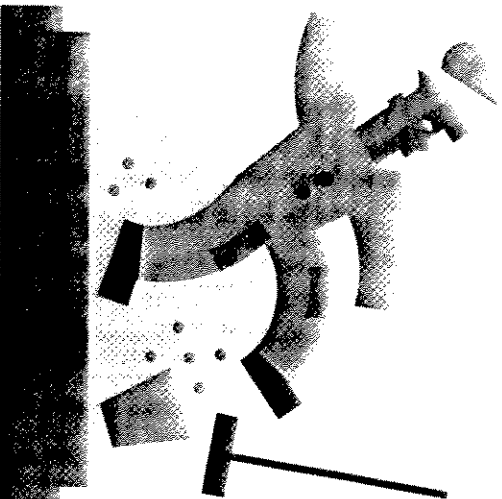
*No employee shall be retaliated against for reporting hazards or potential hazards, or making suggestions related to safety.*

*This IPP contains policies and practices of JAG in effect at the time of publication. JAG reserves the right to revise, modify, rescind, or add to any and all policies, procedures, or work and safety rules stated in this guide. However, any such changes must be in writing and signed by the President of JAG.*

Jh 5/7/04

# JAG Professional Services, Inc.

## Injury & Illness Prevention Program (IIPP)



[safety@jagprof.com](mailto:safety@jagprof.com)

(310) 945-5648

## **Safety Policy**

It is JAG's policy that accident prevention is of primary importance in all phases of operation and is the responsibility of each employee. It is our intention to provide safe and healthy working conditions and to establish and insist upon safe practices at all times. Federal and State Occupational Safety and Health Administrations (OSHA) require that all employers provide safe and healthy working conditions.

JAG emphasizes "Safety First" and expects all employees to take steps to promote safety in the workplace. We expect our employees to immediately report any unsafe condition to JAG's Safety Manager **AND** their immediate supervisor.

## **Responsibility**

All employees are expected to work conscientiously to implement and maintain the HPP. JAG's Safety Manager is the Program Administrator and has the authority and responsibility for implementing this program. Any questions should be directed to the Program Administrator at (310) 945-5648.

The Program Administrator is responsible for implementing the HPP, which includes:

- ◆ *Developing policies and procedures*
- ◆ *Planning, organizing, and coordinating safety training*
- ◆ *Maintaining information on local, state, and federal safety and health regulations*
- ◆ *Acting as liaison with government agencies*
- ◆ *Arranging safety and health inspections to ensure necessary corrective action is completed*
- ◆ *Establishing injury report and investigation procedures, and maintaining injury and illness records*
- ◆ *Investigating accidents to discover causes and identifying corrective action and to prevent future occurrences*

## **Importance of Early Reporting**

If an employee is injured on the job, they must notify their immediate supervisor and JAG's Safety Manager. The purpose of early intervention is to prevent discomfort from becoming a potentially disabling injury. With early medical evaluation, a complete recovery is possible.

## **Compliance**

The Program Administrator will ensure that safety and health policies and procedures are clearly communicated and understood by all employees and that rules are enforced fairly and uniformly.

All employees are responsible for using safe work practices, following all directives, policies and procedures, and for maintaining a safe work environment.

Employees who deliberately fail to follow safe work practices and/or procedures, or who violate safety rules or directives, will be subject to disciplinary action, up to and including termination.

Employees are expected to comply with specific client requirements, safe practices, and maintaining a safe work site perimeter.

## **Communication**

JAG recognizes communication on health and safety issues is essential in keeping a workplace injury-free and productive. The following system of communication facilitates a continuous flow of safety and health information that is readily understandable.

- ◆ *New employee orientation includes policies and procedures that the employee is expected to follow, using the Employee Safety Guide and this HPP.*
- ◆ *JAG posts written safety notifications, safety newsletters (www.jagprof.com), and other related safety information.*
- ◆ *Employees are encouraged to inform their immediate supervisor and the Program Administrator of any matter that they perceive to be a workplace hazard or potential workplace hazard. Employees are also encouraged to make safety and safety training suggestions. An employee may make such notification anonymously by completing and sending a Report of Safety Hazard to JAG.*

## **Hazard Assessment and Abatement**

Hazard control is central to an effective HPP. JAG's hazard control procedure is to identify hazards that exist or can develop in the workplace, describe how to correct these hazards, and initiate steps to prevent recurrence.

## **Assessment of Hazards**

JAG intends to eliminate all hazards and unsafe work

practices immediately; however, some corrective action may require additional time. Priority is given to severe and imminent hazards. The Hazard Checklist is completed during all inspections-investigations to describe measures taken to abate hazards or correct unsafe work practices.

## **Accident Investigation**

The purpose of an accident investigation is to find the cause and prevent further occurrences. A thorough accident investigation is performed and is necessary to obtain facts. The investigation focuses on causes and hazards. Analysis of what happened and why it happened is aimed at determining how it can be prevented.

## **Injury and Illness Reporting**

All injuries and illnesses must be reported immediately to their supervisor and to JAG's Safety Manager. All injuries and illnesses are investigated and a written report prepared.

Employees injured on the job that don't require emergency treatment should inform their immediate supervisor and JAG's Safety Manager immediately.

## **Emergency Procedures**

In the event of an emergency, the employee should alert their immediate supervisor and JAG's Safety Manager. Any injury requiring emergency treatment the employee should call 911 and then JAG's Safety Manager.