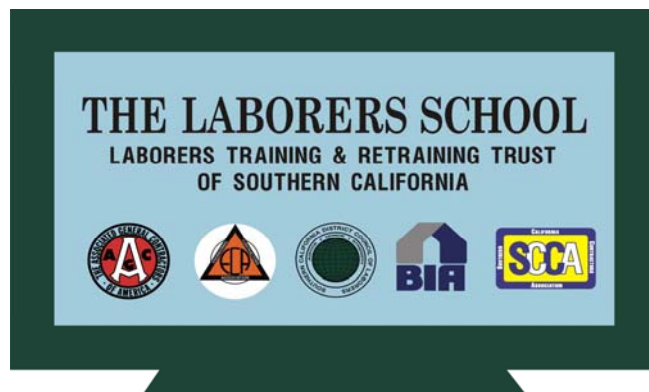


The Laborers Training School Injury & Illness Prevention Program



Policy Statement

The Occupational Safety and Health Act of 1970, clearly states our common goal of safe and healthful working conditions to be the first consideration in operating this business.

Safety and health in our business must be part of every operation. Without questions, it is every employee's responsibility at all levels.

It is intent of The Southern California Laborers' Training School to comply with all laws. To do this, we must constantly be aware of conditions in all work areas that can produce injuries. No employee is required to work at a job he/she knows is not safe or healthful. Your cooperation in detecting hazards and, in turn, controlling them, is a condition of your employment. Inform your supervisor immediately of any situation beyond your ability or authority to correct.

The personal safety and health of each employee of this company is of primary importance. Prevention of occupationally induced injuries and illnesses is of such consequence that it will be given precedence over operating productivity, whenever necessary. To the greatest degree possible, management will provide all mechanical and physical activities required for personal safety and health, in keeping with the highest Standards.

We will maintain a safety and health program conforming to the best practices of organizations of this type. To be successful, such a program must embody proper attitudes toward injury and illness prevention on the part of supervisors and employees. It also requires cooperation in all safety and health matters, not only between supervisor and employee, but also between each employee and his/her co-workers. Only through such a cooperative effort can a safety program in the best interest of all be established and preserved.

The objective of the Southern California Laborers' Training School is a safety and health program that will reduce the number of injuries and illnesses to an absolute minimum, not merely in keeping with, but surpassing, the best experience of operations similar to ours. Our goal is zero accidents and injuries.

Our safety and health program will include:

- Providing mechanical and physical safeguards to the maximum extent possible.
- Conducting safety and health inspections to find, eliminate or control safety and health hazards as well as unsafe working conditions and practices, and to comply fully with the safety and health standards for every job.
- Training all employees in good safety and health practices.
- Providing necessary personal protective equipment, and instructions for use and care.
- Developing and enforcing safety and health rules, and requiring that employees cooperate with these rules as a condition of employment.
- Investigating, promptly and thoroughly, every accident to find out what caused it and correct the problem so it will not happen again.
- Setting up a system of recognition and awards for outstanding safety service or performance.

We recognize that the responsibilities for safety and health are shared:

- The employer accepts the responsibilities for leadership of the safety and health program, for its effectiveness and improvement, and for providing the safeguards required to ensure safe conditions.
- Supervisors are responsible for developing proper attitude toward safety and health in themselves and in those they supervise, and for ensuring that all operations are performed with the utmost regard for the safety and health of all personnel involved, including themselves.
- Employees are responsible for wholehearted, genuine operation of all aspects of the safety and health program - including compliance with all rules and regulations and for continuously practicing safety while performing their duties.

SECTION I

SAFETY AND HEALTH PROGRAM ELEMENTS

Safety is a management function that requires management's participation in planning, setting objectives, organizing, directing and controlling the program. Management's commitment to safety and health is evident in every decision the company makes and every action this company takes. Therefore, the Southern California Laborers' Training School assumes total responsibility for implementing and ensuring the effectiveness of this safety and health program. The best evidence of our company's commitment to safety and health is this written program which will be fully implemented on each workplace.

The individual assigned with the overall responsibility and authority for implementing this safety and health program is **Barbara Lara**, Safety Director. The Safety Director will supplement this written safety and health program by:

- Establishing workplace objectives and safety recognition programs.
- Working with all government officials during accident investigations and safety inspections.
- Maintaining safety and individual training records.
- Encouraging reporting of unsafe conditions and promoting a safe workplace (some of these responsibilities may be delegated to others for implementation).

Responsibilities for Safety

Responsibilities for safety and health include the establishment and maintenance of an effective communication system between safety director, site instructors and workers. To this end, all personnel are responsible for assuring that their messages are received and understood by the intended receiver.

Specific safety and health responsibilities for Southern California Laborers' Training School personnel are as follows:

Safety Director

The safety and health of the employees is a primary responsibility of the safety director. To accomplish this obligation, safety director will:

- Assure that all safety and health rules, regulations, policies and procedures are understood by conducting pre-hire safety orientations with all workers and reviewing rules as the job or conditions change or when individual workers show a specific need.
- Require the proper care and use of all necessary personal protective equipment to protect workers from hazards.
- Identify and eliminate job hazards expeditiously through hazard inspection procedures.
- Receive and take initial action on employee suggestions, awards or disciplinary measures.
- Conduct foreman/crew meetings at least once every 10 working days to discuss safety matters and work plans.
- Train employees (both new and experienced) in the safe and efficient methods to accomplish each job or task.
- Review accident trends and establish prevention measures.
- Conduct accident investigations and safety inspections.
- Promote employee participation in this safety and health program.
- Review the Safety and Health Program for effectiveness and make changes as necessary (see Appendix A).

Employees

Safety is a management responsibility; however, each employee is expected, as a condition of employment for which he/she is paid, to work in a manner that will not inflict self-injury or cause injury to fellow workers. Each employee must understand that responsibility for his/her own safety is an integral job requirement. Each employee of the Southern California Laborers' Training School will:

- Observe and comply with all safety rules and regulations that apply to his/her work.
- Report all on-the-job accidents and injuries to the safety director immediately.
- Report all equipment damage to the safety director immediately.
- Report all unsafe conditions or situations that are potentially hazardous.
- Operate only equipment or machinery that he/she is qualified to operate. When in doubt, ask for directions.
- Know what emergency telephone numbers to call in case of fire and/or personal injury.
- Help to maintain a safe and clean work area.
- Talk with management at any reasonable time concerning problems that affect his/her safety or work conditions.

The most important part of making this program effective is the individual employee. Without your cooperation, the most stringent program can be ineffective. Protect yourself and your fellow workers by following the rules. Remember: Work safely so that you can return home each day the same way you left. Your family needs you and the Southern California Laborers' Training School needs you! **Don't Take Chances - Think Safety First!**

Competent/Qualified Persons

The Occupational Safety and Health Administration's (OSHA) Construction Standards (29 CFR 1926) require every employer to designate competent persons to conduct frequent and regular inspections of the job site, materials, and equipment.

To comply with OSHA competent/qualified person requirements, each jobsite will have a competent person capable of identifying existing and predictable hazards with the authority to take prompt corrective measures to eliminate them. This individual may

designate other competent persons to perform certain tasks, such as supervising scaffold erection.

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Competent/qualified persons will be designated for each project and listed on the Safety and Health Competent Person Assignments Form (See Appendix B). This form will be completed and displayed at all operations requiring the presence of a competent/qualified person. The form should be updated and replaced as necessary to reflect current designated competent/qualified persons and their area of expertise and responsibility.

Management is responsible for ensuring that all safety and health policies and procedures are clearly communicated and understood by all employees. All employees are responsible for using safe work practices, for following all directives, policies, and procedures and for assisting in maintaining a safe work environment.

The Southern California Laborers' Training School's system of ensuring that all workers comply with the rules and maintain a safe work environment include:

- Informing all employees of the rules outlined in the Safety and Health Program,
- Evaluating the safety performance of all workers,
- Recognizing employees who perform safe work practices,
- The ability for worker's to report unsafe conditions or acts without fear of reprisal,
- Providing training to all workers, and
- Disciplining workers for failure to comply with safe work practices.

Company Safety Goals and Objectives

On each Southern California Laborers' Training School jobsite, the site instructor will be accountable to management for the successful achievement of targeted safety and health goals. Southern California Laborers' Training School safety and health goals are:

- Zero fatalities or serious injuries.
- To reduce injuries, lost workday accidents and workers compensation claims.
- To prevent of damage or destruction to company property or equipment.
- Increased productivity through reduction of injuries.
- Reduced worker's compensation costs.
- To enhance Southern California Laborers' Training School's image by working safely

- To keep safety a paramount part of the workers daily activities.
- To recognize and reward safe work practices.
- To improve morale and productivity.

Safety Enforcement Policy

Whenever a violation of safety rules occurs, the following enforcement policy will be implemented:

FIRST OFFENSE - Verbal warning and proper instruction pertaining to the specific safety violation. (A notation of the violation may be made and placed in the employee's personnel file.)

SECOND OFFENSE - Written warning with a copy placed in the employee's personnel file.

THIRD OFFENSE - Receipt of two (2) written reprimands in any twelve (12) month period may result in suspension.

FOURTH OFFENSE - Dismissal from employment.

Orientation

This training will contain required elements stipulated in Chapter 5: Training and Education and each code of safe work practices (See Appendix C). Ongoing safety training (i.e., tool box/tailgate safety meetings, etc.) will be conducted by the Southern California Laborers' Training School and prior to the initiation of tasks or activities that may involve new site hazards.

Ongoing Communications

Other forms of employer – to - worker communications on safety topics include providing workers with a copy of the Safe Work Practices, safety bulletins, hazard alerts, safety communication boards, and other verbal and written notices.

Safety meetings will be attended by all Southern California Laborers' Training School personnel and will be under the direction of the Safety Director. The purpose of these meetings will be to discuss the findings of all daily inspections and corrective actions. This meeting will also address pertinent safety regulations, any changes in scheduling, engineering, administration controls, or PPE that are to be adopted for safety reasons.

Safety Communication Board

A safety bulletin board will be located at the Southern California Laborers' Training School where it will be visible to all employees. The bulletin board will contain information such as:

- safety promotions/awards
- safety meeting dates and times
- OSHA 200/300 Form (February – March of each year)
- available safety training
- safety inspection findings
- emergency phone numbers
- additional items may be posted as required

Required Postings

Federal and state worker protection and labor law regulations require a variety of site postings. Such postings will be provided in a language understandable to site workers and in an area readily accessible to workers. The Safety Director will verify that adequate postings will be displayed. Such postings, will include at a minimum:

- Southern California Laborers' Training School's Code of Safe Practices (Appendix C).
- Worker operating instructions (for forklifts, industrial trucks, tow tractors, etc.).
- Work site permits (asbestos, hot work, utility shutdown, trench and excavation, confined spaces, odor permit, etc.).
- Log of Summary of Occupational Injuries and Illnesses (OSHA 200/300 Log) as required by law.
- Information regarding access to medical and exposure records.
- Emergency phone numbers.

The core of an effective safety and health program is hazard identification and control. Periodic inspections and procedures for correction and control provide methods of identifying existing or potential hazards in the workplace, and eliminating or controlling them. The hazard control system provides a basis for developing safe work procedures, and injury and illness prevention training. If hazards occur or recur, this reflects a breakdown in the hazard control system.

This written safety and health program establishes procedures and responsibilities for the identification and correction of workplace hazards. The following activities will be used by the Southern California Laborers' Training School to identify and control workplace hazards:

- Safety Inspections
- Accident Investigations

Safety Inspections

These inspections should focus on the identification and correction of potential safety or health hazards. Individuals should use the site evaluation worksheet (See Appendix D) when conducting safety inspections. In addition, the "safe work procedures" in Section II of this program will be reviewed by personnel conducting safety inspections of the jobsite.

Safety inspections will occur;

- on a scheduled basis, every _____ (frequency),
- when new substances, processes, procedures or equipment are introduced that present a new hazard or,
- when the Southern California Laborers' Training School is made aware of a new or previously unrecognized hazard.

As part of this safety and health program, the site instructor for each Southern California Laborers' Training School jobsite will:

- Identify "high hazard" areas of operation and determine inspection priorities
- Establish inspection responsibilities and schedules;
- Develop an administrative system to review, analyze and take corrective action on inspection findings.

When conducting inspections, the Hazard Inspections - Assessment and Correction Record (See Appendix E) shall be used to document unsafe conditions or actions that exist and what corrective actions were taken to abate the hazard(s).

Accident Investigation

All accidents will be investigated to determine causal factors and prevent future recurrences of similar accidents. A written report of investigation findings will be prepared by the safety director and submitted to management for review. Written reports for accidents resulting in fatalities or serious injuries will also be submitted to Southern California Laborers' Training School attorneys.

Whenever an accident is reported, the safety director should respond to the scene of the accident as soon as possible and complete the accident report and injury report, if necessary (See Appendix F). All witnesses should be interviewed privately as soon as possible after the accident. If possible, the safety director should interview the worker(s) at the scene of the accident so that events leading up to the accident can be re-enacted.

Photographs should be taken as soon as possible after the accident and include the time and date taken.

The accident investigation report answers the questions; who, what, when, where and how:

- **Who** was involved? The investigation report should identify the injured worker(s) name and occupation.
- **What** happened? The investigation report should describe the accident, the injury sustained, eyewitnesses, the date, time and location of the accident.
- **Why** did the accident occur? All the facts surrounding the accident should be included here, but are not limited to, the following:
 - What caused the situation to occur;
 - Was/Were the worker(s) qualified to perform the function involved in the accident;
 - Were they properly trained;
 - Were operating procedures established for the task involved;
 - Were procedures followed, and if not, why not;
 - Where else might this or a similar situation exist, and how can it be avoided?
- **What** should be done? Methods for preventing future accidents of a similar nature should be identified.
- **What** has been done? A follow-up report will be completed by safety director to determine if the suggested action was implemented, and if so, whether similar accidents were prevented as a result of such implementation.

All employees will receive safety education and training through all work performed by Southern California Laborers' Training School. The following safety education and training practices will be implemented and enforced.

Safety Orientation

New employees and/or current employees who are transferred from another location must attend a safety orientation. This program provides each employee the basic information about the Southern California Laborers' Training School safety and health plan, federal and state OSHA standards, and other applicable safety rules and regulations. Employee attendance is mandatory prior to working. The safety director will record attendance using the Employee Training Record Form (Appendix G) and maintain a file documenting all workers who attend new hire safety orientation.

The project safety orientation program will introduce an employee to:

- Company Safety and Health Program and Policy and the employee's role within it
- Emergency procedures
- Safety and Health responsibilities
- Chemical hazards that employees could be exposed to and other hazards communication program information
- Availability of toilet, hand washing, and drinking water facilities
- Reporting/communication procedures of injuries and hazardous conditions
- Use of personal protective equipment
- Review of each safety and health rule applicable to the job

Supplemental Training

In addition to the safety orientation, supplemental training shall be provided to all workers as follows:

- 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 all workers with respect to hazards specific to each job assignment

Supplemental training topics may include the information listed in, but not limited to, Section II of this manual.

Safety Meetings

The purpose of these meetings will be to discuss the findings of all daily inspections and corrective actions. This meeting will also address pertinent safety regulations, any changes in scheduling, engineering, administration controls, or PPE that are to be adopted for safety reasons.

A safety meeting will be conducted at least every 10 working days to provide affected parties with relevant information concerning existing or potential jobsite hazards, corrective actions and/or abatement. These meetings may be held more frequently depending on the circumstances (i.e., fatality, injury, new operations, etc.) Minutes for each from these meetings should be recorded, posted, and a copy sent to management. The following parties should attend these meetings:

- Management Personnel
- Safety Director
- Instructors
- Other employees as necessary

Employee attendance at safety meeting must be recorded on the Meeting Attendance Form (Appendix H). If discussion at the meeting identifies a suspected safety or health hazard, the safety director will take corrective action to address the concern.

Various types of reports are necessary to meet OSHA record keeping requirements, insurance carriers, and other government regulatory agencies. The Southern California Laborers' Training School has established uniform record keeping procedures for all jobsites to measure its overall safety and health performance.

OSHA Records

The Occupational Safety and Health Administration (OSHA) requires Southern California Laborers' Training School to record and maintain injury and illness records. These records are used by management to evaluate the effectiveness of this safety and health program. The Safety Director shall be responsible for following the OSHA record keeping regulations listed below:

- Obtain a report on every injury or illness requiring medical treatment.
- Record each injury or illness on the OSHA Log and Summary of Occupational Injuries & Illnesses (Form 200/300)(See Appendix I).
- Prepare a supplementary record of the occupational injuries and illnesses on an Employer's Report of Injury or Illness (Supplementary Record, Form 101/301)(See Appendix I).
- Prepare the summary OSHA Form 200/300, post it no later than February 1, and keep it posted where employees can see it until April 30; provide copies as required or requested.
- Maintain these records in company files for five years.

Medical/Exposure Records

Medical/exposure records will be maintained for 30 years from the time of the end of an employee's employment unless a different retention period is specified by a specific standard. These records are confidential information and will remain in the custody of the Safety Director. Information from an employee's medical record will only be disclosed to the employee or his/her designated representative after written consent from the employee.

All employees will be informed by posted notice of the existence, location, and availability of medical exposure records at the time of initial employment and at least annually thereafter. The Safety Director is responsible for maintaining and providing access to these records.

Training Records

Training records will be maintained in each employee's personnel file and available for review upon request. Therefore, all field supervisory personnel will be required to attend basic first-aid and CPR training unless they possess a valid first-aid and CPR card issued in their name.

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.

Training documentation will be maintained for three years, except for training records of employees who have worked for less than one year which are provided to the worker upon termination of employment.

Hazard Assessment Records

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.

Inspection records will be maintained for three years.

Each Southern California Laborers' Training School jobsite will have adequate first aid supplies and certified, trained personnel available for the treatment of personnel injured on the job. It is also imperative that all first-aid treatments be documented in the construction first aid log and all occupational injuries and illnesses be recorded on OSHA 200/300 and 101/301 forms. Prompt medical attention should be sought for any serious injury or if there is doubt of an employee's condition.

First Aid

First-aid supplies will be available and in serviceable condition on each Southern California Laborers' Training School jobsite, including remote facilities. A consulting physician may prescribe materials for the first-aid kits or "off the shelf" kits may be purchased. Items that must be kept sterile in the first-aid kit shall be contained in individual packaging. For example, a first-aid kit may contain, but not be limited to, the following items:

- Adhesive bandages, 1" (16 per pkg.)
- Bandage compress, 4" (1 per pkg.)
- Scissors and tweezers (1 each per pkg.)
- Triangular bandage, 40" (1 per pkg.)
- Antiseptic soap or pads (3 per pkg.)

Frequent inspections shall be made of all first-aid materials and shall be replenished as necessary.

A first aid log (Appendix J) should be maintained in the Southern California Laborers' Training School first aid facility. This log should reflect the following information:

- Injured employee's name
- Immediate Supervisor
- Date and time of injury
- Nature of the injury
- Injured employee's craft
- Treatment rendered and disposition of employee (returned to work or sent for medical attention)

Medical Services

The Southern California Laborers' Training School will have medical services available either on the jobsite or at a location nearby. Emergency phone numbers will be posted on the jobsite for employees to call in the event of an injury or accident on the jobsite.

Any workers suffering minor injuries will be transported to the hospital by company vehicle. Major injuries will be stabilized and transported by ambulance.

The main training facility will have medical services for treatment of injuries and illnesses will provided by:

Name, address, contact information.

Prior to remote training a medical provider for treatment of injuries and illnesses will be identified.

Emergency Procedures

All employees, including at remote jobsites, will be provided with first aid kits or made aware of the locations of the first aid stations. Instructions for using first aid equipment are located in each station. In the event of an emergency, employees are should contact any supervisor or individual who is trained in first aid.

The name, telephone number, and location of police, fire, hospital, and other agencies whose services might be required, or from whom information might be needed will be kept on the jobsite in company vehicles when on remote training or posted on the Safety Communication Board. (See Appendix K).

The following procedures apply to all employee injury or property damage accidents:

1. The Safety Director will be notified immediately.
2. If a head, neck, back or spinal injury is suspected, or the person is unconscious for any reason, the injured person will not be moved. Summon an ambulance to the site.
3. For emergency situations, after ensuring that standard first aid procedures are being administered, the Safety Director or other designee will:
 - (a) Check the scene.
 - (b) Call the proper rescue and emergency units.
 - (c) Care for the injured individual(s).
 - (d) Remove non-essential people from the work area. Take photos of the accident area.
 - (e) Secure names of witnesses and facts relating to the accident.
 - (f) Station an individual at the site entrance to escort emergency vehicles and prevent unauthorized personnel into the area and onto the site.
 - (g) The Safety Director or designee will notify the management of the Southern California Laborers' Training School.

Fire

Fire is one of the most hazardous situations encountered on any jobsite. Prompt reaction to and rapid suppression of any fire is essential. The Southern California Laborers' Training School shall provide for effective firefighting equipment to be available without delay and designed to effectively meet all fire hazards as they occur. In addition each fire protection program shall require that:

- All firefighting equipment be conspicuously located and readily available at all times.
- All firefighting equipment be inspected and maintained in operating condition.
- All fire protection equipment be inspected no less than once monthly with documentation maintained for each piece of equipment inspected.
- Discharged extinguishers or damaged equipment be immediately removed from service and replaced with operable equipment.
- All supervisors and employees seek out potential fire hazards and coordinate their abatement as rapidly as possible.
- Each individual assigned safety responsibilities receive the necessary training to properly recognize fire hazards, inspect and maintain fire extinguishers and the proper use of each.
- A trained and equipped firefighting brigade be established, as warranted by the project, to assure adequate protection to life.

Evacuation

Some emergencies may require company personnel to evacuate the jobsite. In the event of an emergency that requires evacuation from the jobsite, all employees are required to go the area adjacent to the project that has been designated as the "safe area." The safe area for this project is located:

Identify location.