

## **INJURY AND ILLNESS PREVENTION PROGRAM FOR Stepman, Pinonnault & Associates dba Verdant Environmental**

### **I. RESPONSIBILITY**

Verdant's Injury and Illness Prevention Program (IIPP) administrator is:

*Marci Stepman, President. (818) 729-0077 [marci.stepman@verdant-env.com]*

As Verdant's administrator, she has the overall authority and responsibility for implementing the provisions of this program for Stepman, Pinonnault & Associates dba Verdant Environmental.

At each work site where Verdant personnel are employed, the Verdant manager, supervisor or lead personnel at that site are responsible for implementing and maintaining the IIPP in their work areas and for answering worker's questions about the Program. A copy of this IIPP is available in 809 Meridian Avenue South Pasadena CA 91030 and also resides on Verdant's website, which can be found at <http://www.verdant-env.com>

### **II. COMPLIANCE**

Verdant's 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 following Verdant's safe work practices, for following all Verdant directives, policies and procedures, and for assisting in maintaining a safe work environment.

To ensure that Verdant workers comply with the rules and maintain a safe work environment, Verdant will:

- Inform workers of the provisions of our IIPP;
- Inform employees of, and the need to comply with, Verdant's Safe Work Practices (Attachment A)
- Ensure employees have been informed of the client's safety practices applicable to Verdant's on-site operations, including emergency procedures.
- Evaluate the safety performance of all workers;
- For any employee(s) whose safety performance is found to be deficient, provide them appropriate safety training;
- Discipline workers not complying with safe and healthful work practices. The following outlines our disciplinary process:
  - 1<sup>st</sup> offense – verbal warning
  - 2<sup>nd</sup> offense – written warning
  - 3<sup>rd</sup> offense – suspension/termination

### **III. HAZARD ASSESSMENT**

Verdant will perform periodic inspections to identify and evaluate workplace hazards:

- When Verdant begins operations at a new client site, if a hazard evaluation has not been previously conducted
- When substances, processes, procedures or equipment presenting potential new hazards to Verdant employees are introduced at a client site; or when new, previously unidentified hazards to Verdant employees are recognized;
- When occupational injuries and illnesses to Verdant employees occur;
- Whenever workplace conditions warrant an inspection.

Periodic inspections will use Verdant's Safety & Health Inspection Checklist (Attachment B) to identify and evaluate workplace hazards.

#### **IV. ACCIDENT/EXPOSURE INVESTIGATIONS**

Verdant management or lead person will investigate workplace accidents, hazardous substance exposures and near-accidents affecting Verdant employees. Investigation will include:

- Visiting the scene as soon as possible;
- Interviewing affected workers and witnesses;
- Examining the incident scene and determining the causes;
- Taking corrective action to prevent recurrence
- Recording the findings and corrective actions taken on Verdant's Incident Investigation Form (Attachment C).

#### **V. HAZARD CORRECTION**

Verdant will correct unsafe/unhealthy work conditions, practices or procedures at our work facilities in a timely manner based on severity, and according to the following:

- When observed or discovered;
- If an imminent hazard exists which cannot be immediately abated without endangering employee(s) and/or property, Verdant will remove all exposed workers from the area until the hazard is corrected.
- Document all such actions taken and completion dates

#### **VI. COMMUNICATION**

Verdant has established a communication system to facilitate a continuous flow of safety and health information to and between Verdant personnel. The system includes:

- Ensuring personnel receive workplace-specific safety and health training, and are briefed on appropriate safety topics at least quarterly (or more frequently if needed as hazards or injuries/illnesses arise). This can be achieved by employees participating in the client's safety training or safety meetings, or by Verdant-conducted training or safety meetings, if needed.
- Ensuring effective communication of safety and health concerns between Verdant employees and Verdant's on-site lead person or management.
- Posting and distributing appropriate safety information via e-mail or on Verdant's website.
- Ensuring Verdant employees can anonymously inform management about workplace hazards. This is accommodated by providing an Employee Safety & Health Report form (Attachment D) by which Verdant employees can submit anonymous written communications to Verdant's on-site lead person, the lead person will then transmit the report to Verdant management. Responses to reports received will be communicated to Verdant employees via the company's website or other appropriate means.

#### **VII. TRAINING AND INSTRUCTION**

Verdant will instruct or train all workers (including management, supervisors, and lead personnel) on general and job-specific safety and health practices. Training and instruction shall be provided as follows:

- For Verdant lead personnel, to familiarize them with the safety and health hazards to which Verdant employees at their worksite may be exposed; and
- For new Employees or Verdant employees given new job assignments for which training has not previously provided.
  - New Employees: Orientations will include a discussion of Verdant's Safe Work Practices, and ensure follow-up by supervision to ensure effectiveness.

- New job assignments: If there is a new or previously unrecognized hazard (i.e., new substances, processes, procedures or equipment introduced to the workplace) affecting Verdant employees; training will cover the hazard and safe work practices/controls.
- For all workers with respect to hazards specific to each employee's job assignment.
  - In coordination with the client, ensure Verdant employees are informed on site-specific safe work practices and applicable safety policies and procedures.
  - Explanation of our IIPP, emergency action plan and fire prevention plan
  - How to report unsafe conditions, work practices, and injuries
  - Provisions for obtaining medical services and first aid.
  - Prevention of musculoskeletal disorders, including proper computer workstation setup and proper lifting techniques.
  - Use of appropriate personal protective equipment.
  - How to obtain information on chemical hazards to which Verdant employees could be exposed

## **VIII. RECORDKEEPING**

Verdant will keep the following records:

- Records of scheduled and periodic inspections
  - Will include: the person(s) conducting the inspection, identified workplace hazards and the action(s) taken to correct the identified unsafe conditions.
  - Verdant will maintain these records for at least one (1) year.
- Documentation of safety and health training for each worker
  - Will include the worker's name or other identifier, training dates, type(s) of training, and training providers
  - Verdant will maintain these records for at least one (1) year.
  - For employees who work for us for less than one (1) year, Verdant will retain these records for the duration of employment, and provide them to employee(s) upon termination of their employment.

Attachments:

- Attachment A: Safe Work Practices
- Attachment B: Safety & Health Inspection Checklist
- Attachment C: Incident Investigation Form
- Attachment D: Employee Safety & Health Report