



KAHLER ENGINEERING,
INCORPORATED

INJURY AND ILLNESS PREVENTION PROGRAM

Revision 1: Update based upon information from <http://www.dir.ca.gov/dosh/etools/09-031/index.htm>, September 17, 2011.

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COMMITMENT: Management Safety Policy Statement

Kahler Engineering, Inc. is committed to the safety of all its employees and will take all steps and precautions to prevent injuries and illnesses among its employees.

The Injury and Illness Prevention (IIP) Program is intended to make employees aware of hazards on the job site and help remove hazardous conditions to provide our employees with the safest working conditions possible.

All workers, including managers and supervisors, are responsible for complying with safe and healthful work practices. Our program ensures that all employees are informed of the provisions of our IIP Program.

All employees must be aware of their working conditions and make every effort to ensure that they and their fellow workers are working safely. In the event a hazardous condition is observed by any employee at any of our project sites, it is important that they notify us immediately so that corrective measures may be taken. If the conditions or circumstances causing the condition are not addressed in this Injury and Illness Prevention Plan, common sense and prudence must be used to avoid the hazard until it can be corrected.

All managers and supervisors are responsible for communicating with all 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. Our communication system includes new worker orientation including a discussion of safety and health policies and procedures and review of our IIP Program.

Marjorie Widmeyer, President

RESPONSIBILITY

The Injury and Illness Prevention (IIP) Program administrator, Marjorie Widmeyer has authority and the responsibility for implementing and maintaining this IIP Program for Kahler Engineering, Inc.

Managers and supervisors are responsible for implementing and maintaining the IIP Program in their work areas and for answering worker questions about the IIP Program. Every employee will be given a copy of this IIP Program and as a job requirement, will read and become familiar with it.

COMPLIANCE

Management is responsible for ensuring that all safety and health policies and procedures are clearly communicated and understood by all employees. Managers and supervisors are expected to enforce the rules fairly and uniformly.

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.

Our system of ensuring that all workers comply with the rules and maintain a safe work environment includes:

- Informing workers of the provisions of our IIP Program.
- Evaluating the safety performance of all workers.
- Providing training to workers whose safety performance is deficient.

COMMUNICATION

We recognize that open, two-way communication between management and staff on health and safety issues is essential to an injury-free, productive workplace. The following system of communication is designed to facilitate a continuous flow of safety and health information between management and staff in a form that is readily understandable and consists of one or more of the following items:

- New worker orientation including a discussion of safety and health policies and procedures.
- Review of our IIP Program.
- Workplace safety and health training programs.
- Communications between all workers on health and safety issues.
- Distributed safety information.
- A system for workers to inform management about workplace hazards.
- Our establishment has less than ten employees and communicates with and instructs employees orally about general safe work practices and with respect to hazards unique to each employee's job assignment.

HAZARD ASSESSMENT

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

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. Whenever workplace conditions warrant an inspection.

ACCIDENT/EXPOSURE INVESTIGATIONS

Procedures for investigating workplace accidents and hazardous substance exposures include:

1. Visiting the accident scene as soon as possible.
2. Interviewing injured workers and witnesses.
3. Examining the workplace for factors associated with the accident/exposure.
4. Determining the cause of the accident/exposure;
5. Taking corrective action to prevent the accident/exposure from reoccurring.
6. Recording the findings and 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.
2. When an imminent hazard exists which cannot be immediately abated without endangering employee(s) and/or property, we will remove all exposed workers from the area except those necessary to correct the existing condition. Workers who are required to correct the hazardous condition shall be provided with the necessary protection.

TRAINING AND INSTRUCTION

All workers, including managers and supervisors, shall have training and instruction on general and job-specific safety and health practices. Training and instruction is provided:

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 employee's job assignment.

General workplace safety and health practices include, but are not limited to, the following:

1. Implementation and maintenance of the IIP Program.
2. Emergency action and fire prevention plan.
3. Provisions for medical services and first aid including emergency procedures.
4. Prevention of musculoskeletal disorders, including proper lifting techniques.
5. Proper housekeeping, such as keeping stairways and aisles clear, work areas neat and orderly, and promptly cleaning up spills.
6. Prohibiting horseplay, scuffling, or other acts that tend to adversely influence safety.
7. Proper storage to prevent stacking goods in an unstable manner and storing goods against doors, exits, fire extinguishing equipment and electrical panels.
8. Proper reporting of hazards and accidents to supervisors.
9. Hazard communication, including worker awareness of potential chemical hazards, and proper labeling of containers.
10. Proper storage and handling of toxic and hazardous substances including prohibiting eating or storing food and beverages in areas where they can become contaminated.

In addition, we provide specific instructions to all workers regarding hazards unique to their job assignment, to the extent that such information was not already covered in other training.

RECORDKEEPING

We have taken the following steps to implement and maintain our recordkeeping policy.

1. Records of hazard assessment inspections, including the person(s) 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.
2. 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.

Inspection records and training documentation will be maintained for one year, except for training records of employees who have worked for less than one year which are provided to the employee upon termination of employment.



HAZARD ASSESSMENT AND CORRECTION RECORD

Date of Inspection: _____ Person Conducting Inspection: Unsafe Condition or Work Practice: _____

Corrective Action Taken: _____

Date of Inspection: _____ Person Conducting Inspection: Unsafe Condition or Work Practice: _____

Corrective Action Taken: _____

Date of Inspection: _____ Person Conducting Inspection: Unsafe Condition or Work Practice: _____

Corrective Action Taken: _____



ACCIDENT/EXPOSURE INVESTIGATION REPORT

Date & Time of Accident:

Location:

Accident Description:

Employees Involved:

Preventive Action Recommendations:

Corrective Actions Taken:

Manager Responsible: Date Completed:



HAZARD ASSESSMENT AND CORRECTION RECORD

Date of Inspection: _____ Person Conducting Inspection: Unsafe Condition or Work Practice: _____

Corrective Action Taken: _____

Date of Inspection: _____ Person Conducting Inspection: Unsafe Condition or Work Practice: _____

Corrective Action Taken: _____

Date of Inspection: _____ Person Conducting Inspection: Unsafe Condition or Work Practice: _____

Corrective Action Taken: _____

NEAR MISS INVESTIGATION

This form will be used to document investigations and corrective actions taken.

Date of Incident:

Date of incident:

Person Conducting Investigation:

Unsafe Condition or Work Practice:

Date of Investigation:

Persons involved in incident:

Primary Person:

Others involved:

Description of incident:

Root cause of Incident.

Action taken or to be taken:

Recommendations:
