



**townsend & schmidt**  
MASONRY

# INJURY AND ILLNESS PREVENTION PROGRAM

EXCELLENCE IN MASONRY SINCE 1957



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# I. INJURY AND ILLNESS PREVENTION PROGRAM

## STATEMENT OF POLICY AND PURPOSE

Townsend & Schmidt Masonry is dedicated to the promotion of safe and healthful work practices by all employees. Safety and health in our business must be part of every operation and every employee's responsibility at all levels.

The company maintains a comprehensive safety and health program conforming to the best practices in the masonry construction industry. This program must embody proper attitudes toward safety and health through cooperation among management, supervisors and employees in injury and illness prevention.

Our overall objective will be successfully achieved by initiation and continued observance of the following:

1. Planning all work to minimize personal injury, property damage, and loss of production time.
2. Maintenance of a system for prompt detection and correction of faulty procedures, unsafe practices and conditions.
3. Making available and enforcing the use of personal protective equipment and all necessary mechanical guards.
4. Establishing an effective system of tool, equipment and facility, and job site inspection and maintenance.
5. Institution of an education program to maintain interest and cooperation of all levels of employment through:
  - a. Investigation of all accidents to determine causes and initiate prompt corrective action.
  - b. Regularly scheduled effective safety meetings.
  - c. Posting and enforcing minimum safety requirements for all job procedures.
  - d. Use of bulletins, posters, and other appropriate visual aids.

## RESPONSIBILITY FOR SAFETY

The safety and health of all employees of this company is of primary importance. The company pledges to work diligently and conscientiously in the prevention of unsafe and unhealthful conditions and expects equal diligence from all employees in the prevention of unsafe and unhealthful acts.

It is the company's intent always to maintain an effective program for guarding against injury and illness. To be successful, proper attitudes toward accident prevention on everyone's part is required. Success in all safety and health matters also depends upon cooperation among management, all employees, and also between each employee and fellow workers. Only through such cooperation can a safety and health record in the best interest of all be established and preserved.

## THE COMPANY:

1. Designates **Kevin MacDonald, President** as person responsible for implementation of this program.
2. Will fully comply with all safety laws, rules and regulations.
3. Will conduct periodic safety inspections to identify and eliminate unsafe and unhealthful working conditions and/or practices.
4. Will investigate promptly and thoroughly every accident to determine the cause and appropriate corrective action to prevent recurrence.
5. Provide and enforce the use of appropriate personal protective equipment.
6. Provide continuing safety training and education for all personnel.

## MANAGEMENT RESPONSIBILITY

Management has the following responsibility in our **Injury/Illness Prevention Program**.

1. Legally to comply with the **California Occupational Health Act**, both under the General Duty Clause and all applicable regulations, to comply with all other applicable State and local regulations covering our activities.

2. To be familiar with all applicable legal regulations related to employee safety and notify our affected supervisory employees of their regulations.
3. To develop and implement safety rules designated for the protection of our employees, visitors and facilities.
4. Demonstrate a positive attitude and set the example for accident prevention.
5. To measure an employee for both production and safety achievement, and to reward the employee accordingly.
6. To develop company safety policies and activities for implementation.
7. Each employee will be given an orientation on the IIPP.
8. To monitor the overall accident prevention activities.
9. To keep our staff informed as to the final costs of job accidents and the overall impact upon our company.

#### *SUPERVISOR RESPONSIBILITY*

Supervisors are defined in this manual as those who supervise or direct other employees. They include supervisors, lead persons and foremen. Supervisors shall:

1. Be held accountable for all accidents on their job or under their supervision.
2. Set the proper example for workers to follow. If you violate a company safety rule, then how can you expect those that you supervise to follow the rules?
3. Be responsible at all times to see that work is performed in a safe manner and that safety rules, regulations and instructions are complied with. Good supervision is the art of getting our people to do safe and productive work.
4. Take disciplinary action when necessary to enforce safety rules and practices.
5. Be responsible for orienting new employees on safety aspects of the job and the proper method of doing the job. Safety rules shall be given to each employee.
6. Be responsible for the inspection of the work areas and all equipment. Employees shall give prompt attention to needed repairs and to safety suggestions, and will submit a written list of all deficiencies for correction.
7. Not permit the use of intoxicating beverages on the job or allow on the job any employee under the influence of alcohol or drugs.
8. Be responsible to ensure that all accidents are investigated and reported to management.
9. Determine that safety equipment and protective devices are provided wherever necessary.
10. Take prompt corrective action wherever unsafe conditions and unsafe acts are noted or reported.
11. See that emergency first-aid and hospital phone numbers are updated and readily available at each location.

#### *EMPLOYEE RESPONSIBILITY*

Management expects each employee, regardless of his/her position with the organization, to cooperate in every respect with the company's safety program. Some of the major points of our safety program require that:

1. All injuries and accidents must be reported immediately to a supervisor so as to obtain appropriate medical aid without delay.
2. Personal protective equipment, where required, must be worn by all employees. There will be no exceptions to this requirement.

3. Machine guards will be used and maintained in good condition.
4. Machines without adequate guards or guards in questionable condition will not be used.
5. Hazardous conditions and other safety concerns must be reported immediately to the job foreman.
6. Employees will follow all company safety rules. Failure to follow the rules will result in corrective/disciplinary action.

#### **STANDARDS AND COMPLIANCE**

1. Safety standards, policies and procedures established by government regulations and contractual obligations are herein incorporated as part of company policy and requirements for employees.
2. Compliance with safety standards, policies and programs is mandatory and not a matter of individual decision. Initial minor violations will result in a warning by the foreman or immediate supervisor. Repeated or serious violations will be referred to the company superintendent for reprimand, suspension or termination.
3. Deliberate circumvention or repeated negligence of safety requirements--such as failure to use or wear safety equipment; unsafe setup of scaffolding; reckless driving; disablement of warning devices--is cause for immediate dismissal.

#### **SAFETY COMMUNICATION**

##### **General**

1. Communication on a two-way basis is of prime importance in maintaining an effective safety program.
  - a. Management must convey to all personnel the company policies and standards, demonstrate its interest in personnel safety, and notify and/or train personnel whenever occupational safety and health hazards are recognized, identified or introduced at the workplace.
  - b. Employees are encouraged and expected, without fear of reprisal, to question any matter not completely clear; to inform management of workplace hazards, unsafe conditions or practices; and to offer suggestions toward improving company safety programs and training at any time.
2. Methods for communication between management and employees include formal training programs, periodic safety meetings, and written communications.
  - a. Written communications include the company manual; posters and communiqués displayed at the company office; training material and hazard notifications provided at the job site, reports of accidents or near miss incidents, inspections and investigations; and employee unsafe condition reports.
  - b. Safety suggestion forms and unsafe condition reports may be unsigned. This permits employees to remain anonymous if so desired; however, special recognition may not be forthcoming. Management will give prompt and serious attention to all such communications whether signed or not, and will provide feedback as soon as possible.

##### **Reports of Accidents and Hazards**

1. It is the responsibility of every company employee observing or involved in an accident or a situation creating the potential for personnel injury or illness, or property damage, to communicate the incident to on-site supervision and/or company management.
2. The imminence and seriousness of the hazard will determine the nature and type of communication.
  - a. A minor condition will be immediately called to the attention of the foreman (and corrected on the spot).
  - b. A potentially hazardous situation involving no immediate danger will be reported to company management using the unsafe condition report or similar form.
  - c. A report of every occupational accident involving property damage or personnel injury or illness will be made by the foreman using the supervisor's report of accident or similar form.
  - d. A serious occupational hazard or accident will be immediately reported to company management by phoning the company office.
3. The company considers the following situations of a serious nature requiring immediate notification:
  - a. Any occupational injury or illness resulting in hospitalization, potential permanent disability or death.
  - b. Any occupational accident involving property damage.
  - c. Any occupational incident involving hazardous material contamination or exposure.

## **ACCIDENT REPORTS AND RECORDS**

### **Purpose and Requirements**

1. Accident and injury reports and records are necessary to meet the requirements of the company, insurance carriers, government regulatory agencies and contracts. Therefore, every incident involving personnel injury or property damage will be reported, no matter how minor.
2. Initial reports of employee injury and vehicle accidents will also form the basis for the need and extent of further investigation. Therefore, they must be accurate, timely and complete.
3. Company accident reports and records are confidential, and copies or information therein will not be provided to non-company personnel or agencies without management approval.
4. Any occupational accident involving serious injury, property damage or hazardous exposure/contamination requires immediate verbal notification to management at the company office.

### **Vehicular Accident Procedures**

1. The employee driving a company vehicle involved in an accident will provide:
  - a. A verbal report to the supervisor as soon as possible following the accident.
  - b. A written report using the driver's report of motor vehicle accident to the company office by 9 a.m. of the next workday.
2. In all cases the report will include:
  - a. Date, time, location of accident
  - b. Name of driver (and passengers) and identification of vehicle
  - c. Description of accident and circumstances
  - d. Names, addresses, phone numbers of witnesses
  - e. Nature and extent of property damage and personal injury
3. Whenever, another vehicle is involved, the report must also include:
  - a. Name, address, phone number and driver's license number of driver
  - b. Name, address, phone number of owner
  - c. Name, address, phone number of insurance agent
  - d. Name of insurance company and policy number
4. Whenever employee injuries are sustained, an employee's or supervisor's report of injury must also be completed and procedures in part 'C' followed.
5. Management will direct notification of insurance and other outside agencies.

### **Personnel Injury Procedures**

1. The injured employee or co-worker will immediately notify the foreman or supervisor of any accident involving personal injury.
2. In the event of a serious injury, the supervisor will notify management at the company office as soon as possible after immediate actions, necessary to minimize further injury and safeguard personnel and property, have been taken.
3. The Supervisor will complete a supervisor's report of accident, sending the original copy to the company office (by 9 a.m. of the next work day) and retaining one copy.
4. The supervisor will provide the injured party with the employee's claim for worker's compensation benefits forms within 24 hours after learning of the injury.

## **HAZARD INVESTIGATION, EVALUATION AND CORRECTION**

### **Purpose and Scope**

1. Investigation of accidents and reported potential hazards is a responsibility of all levels of management and supervision, and a concern of every employee.
2. The basic purpose is to analyze reported accidents, incidents and potential hazards to:
  - a. Identify the probable causes in the sequence of events leading to the unsafe situation/accident

- b. Evaluate their nature and severity
  - c. Correct immediate unsafe or unhealthy conditions and work practices
  - d. Make recommendations to management to expand or revise policies, standards and/or training programs to prevent a recurrence of the situation
  - e. Provide the basis for employee disciplinary actions if needed
3. The nature and type of reports and the severity of the hazard or violation will determine the kind of investigation and corrective actions taken.
    - a. Reports of potential hazards or minor incidents not involving the safety of personnel will be immediately investigated and corrected by the foreman.
    - b. Any occupational accident involving property damage or personnel injury or illness, or the potential for same, will be investigated by the company superintendent and/or management.
  4. Investigations will be performed on every accident, "near miss" incident and reported unsafe condition, with findings, recommendations and/or corrective actions documented on the appropriate report (i.e. accident investigation report or unsafe condition report).

## **SAFETY AND HEALTH TRAINING PROGRAM**

### **Purpose and Scope**

1. Timely, proper and continuous training is a prerequisite to implementation of safety programs and open communication between management and employees, to the mutual benefit of all. This program will:
  - a. Introduce new employees to the company's code of safe practices and its policies and standards for general safe work practices.
  - b. Provide specific instructions with respect to hazards unique to the employee's job and special training in new duties.
  - c. Perform continuing training to maintain employee awareness of safety and health practices and requirements, identify new situations and familiarize employees with new methods of accident prevention and first aid, and review applicable government and industry codes and regulations.
  - d. Assist in developing and instilling the proper attitudes towards accident prevention and safe, healthful working practices and habits.
2. Safety education of all employees, from supervisors to trainees, will be conducted through all phases of company operations. This program will provide training:
  - a. To each new employee and each employee given a new job assignment.
  - b. Whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard.
  - c. Whenever a new or previously unrecognized hazard has been identified.
  - d. To ensure that all employees understand and comply with all company policies, standards and procedures, as well as contractual and government requirements to maintain a safe, healthful working environment.

### **New Employee Orientation**

1. The company president, safety officer, field superintendent or designated representative will conduct an initial orientation for each new employee within one day after date of hire as part of the employment process.
2. The new employee will be provided with a copy of the company manual, the code of safe practices, the hazard communication program, the injury/illness prevention program, and the worker's compensation benefits pamphlet as part of the orientation.
3. Instruction will be given in general company rules and policies, employee responsibilities and accountability, and safe work practices as part of the safety concerns on the new employee orientation checklist.
4. The new employee and the person giving the orientation will sign and date the orientation checklist after discussing and checking each pertinent item. This checklist will then be filed as part of the employee's personnel records.

### **Initial Job Site Safety Orientation**

1. The company field superintendent and/or foreman will conduct an initial safety orientation for the initial crew and for each newly assigned employee at a specific job site.

2. The supervisor and crew personnel will sign and date the job site safety orientation checklist after discussing all pertinent items, checking those listed and adding unlisted safety topics.

#### **Regular "Tailgate" Safety Meetings**

1. The foreman will schedule regular safety training sessions for all members of the crew of the current project to be conducted at least every ten days. The foreman or another designated qualified individual will perform the training.
2. Crew safety meetings should be motivational as well as instructional, providing employees with the opportunity to contribute questions, ideas and suggestions to improve quality, productivity, morale and safety.

#### **Special Operations Training**

1. The company president, field superintendent or another designated qualified person will train employees assigned to special tasks involving some potential hazards. These tasks include:
  - a. Forklift operation
  - b. Driving flatbed trucks
  - c. Masonry cutting
  - d. Heat illness prevention
2. Training will normally be conducted on an individual basis.

#### **RETURN TO WORK PROGRAM**

##### **Policy**

Townsend & Schmidt Masonry is committed to returning injured employees to full time employment as soon as possible following the injury. The intent is to enable the employee to return to the original position held, but if this is not immediately possible, to provide modified or alternative work whenever practical.

##### **Procedures**

1. A company employee when incurring a work related injury, is required to report it to the supervisor or foreman immediately, and submit a claim as soon as possible thereafter.
2. The supervisor or foreman will insure that the employee receives first aid, or if necessary, proper medical treatment at a medical facility identified in the job safety folder. If possible, he will accompany the injured employee to the medical facility. He will complete a job accident report and assist the employee in completing a workers' compensation claim form, to be submitted to the company office.
3. The office manager will handle all paperwork once a report and claim form has been submitted. It is his responsibility to notify the medical provider that the company has a return-to-work program and intends to bring this employee back to work as soon as possible. If the injured employee cannot return to work within three work days of the injury, he will be placed on a disability leave of absence status.
4. The supervisor field superintendent will work closely with the office manager to maintain contact with the employee and coordinate the return to work efforts. They will determine whether modified/alternative work is available commensurate with any limitations or restrictions given by the attending physician.
5. The employee will, as soon as possible following treatment, return to the job site or contact the company office to report his medical situation. If he is unable to return to work immediately, he will maintain contact with his supervisor, keeping the company abreast of his condition and his ability to return to full, modified or alternative work.
6. An injured employee on disability leave will keep regular medical appointments with his/her treating physician to help monitor the progress of his/her recovery, and will advise the superintendent or office manager following each visit. Upon receiving a physician's release to return to full or modified duty, the employee will immediately report to the supervisor, and provide the appropriate release to the company office.
7. If the employee is not able to return to his/her usual and customary duties within thirty (30) days, a complete re-evaluation of the situation will be made in cooperation with the treating physician and the employee.
8. Records are kept documenting safety and health training for each employee at the Townsend & Schmidt Masonry office, located at 8788 Elder Creek Road – Sacramento, CA 95828.
9. Records are kept of inspections made to identify unsafe conditions and work practices at the Townsend & Schmidt Masonry office, located at 8788 Elder Creek Road – Sacramento, CA 95828.

## II. NOVEL CORONAVIRUS (COVID-19) AMENDMENT

### INCIDENT - EXPOSURE GUIDELINES

In January 2020, the World Health Organization (WHO) declared the outbreak of the Novel Coronavirus (COVID-19) a global public health emergency. While public health authorities across the world are taking action to contain the COVID-19 outbreak, it is important that businesses and individuals also take measures to help stop the spread of this disease.

People of all ages can be infected by COVID-19. Most persons infected experience mild to moderate symptoms and recover. Older individuals and people with weakened immune systems or pre-existing medical conditions (such as asthma, diabetes, heart disease) appear to be more vulnerable to becoming severely ill from the virus. While there is currently no vaccine to prevent this COVID-19, there are simple steps which can help stop the spread of this and other respiratory viruses.

Continue to monitor the Centers for Disease Control (CDC), World Health Organization (WHO) and the California Department of Public Health websites along with any local municipal mandates.

### PRIOR TO POTENTIAL EXPOSURE

#### Expected of all Employees:

1. If you're sick - **STAY HOME!**
2. Wash your hands frequently with soap and water for a minimum of 20 seconds - if there is no soap, use alcohol-based hand sanitizer.
3. Cover your mouth with a tissue when you cough or sneeze, then throw the tissue in the trash.
4. Avoid shaking hands or hugging people.
5. Avoid touching face with unwashed hands.
6. Do not share cups, mugs, plates, bowls, utensils, etc.
7. Eliminate unnecessary large gatherings and meetings. Limit meetings to essential personnel only.
8. Limit all travel to only that which is essential to operating the business.
9. Limit personal airline travel as much as possible and avoid going to countries which are on the CDC's list of affected areas.
10. Be familiar with any materials available regarding COVID-19; how it spreads, early symptoms, prevention guidelines, etc.
11. Avoid close contact with people who are sick, including family members.
12. Disinfect frequently touched objects and surfaces, such as tools, keyboards, light switches, and tables.
13. Add COVID-19 as a topic of discussion for weekly safety meetings.
14. Increase cleaning in offices, bathrooms, and eating areas. Use alcohol-based cleaners.
15. Disinfect frequently touched objects and surfaces, such as hand tools, keyboards, light switches, and tables.
16. Communicate with vendors. Let them know how we are handling the issue.
17. Understand what to do and who to contact if a job site or the office is exposed.

### WATCH FOR THE SYMPTOMS

Reported illnesses range from mild symptoms to severe illness and death confirmed by the CDC.

The following symptoms may appear within **2-14 days** after exposure:

- Fever
- Cough
- Shortness of breath

The World Health Organization's (WHO) initial investigation protocol should be followed to determine the significance of the exposure.

We are aware that there is growing concern around the outbreak of Novel Coronavirus (COVID-19), its risks, and the impact it may have on you and your family, as well as on your team and project. We ask that all employees manage their health responsibly and self-report any exposure or diagnosis to their manager.

### **COMMUNICATION IS THE KEY**

In the event an employee notifies a project team member that they have symptoms of COVID-19, suspects they have been in contact with someone who has COVID-19, or has been in contact with someone confirmed to have COVID-19, the onsite Safety Manager, Supervisor, or Foreman should be notified immediately. Once the proper staff has been notified the staff will enact the Crisis Management Plan reporting protocol.

If an employee, client, partner, subcontractor, vendor or site worker gives notice of exposure or positive clinical testing of COVID-19 or influenza activity, the company will assemble an **Action Plan** to address the situation.

### **The Action Plan should include:**

1. Notify Company Leadership.
2. Determine the extent of exposure; i.e., interaction with others, areas of work and access, points of contact, etc.
3. Notice of confirmed COVID-19 event and publicize event to job site, and communicate plan of action for mitigation and cleansing of affected areas.
4. Implement quarantine protocol established by CDC (if required).
5. Activate cleaning protocol issued by the CDC using hospital-grade cleansers or equivalent (bleach solution).
6. Monitoring/Follow Up of the Action Plan.
7. Receive doctor's release for affected individual.
8. Final notification of individual event's conclusion to Company Leadership.