



Injury and Illness Prevention Program

This program involves all LINQM employees, supervisors, and management.

1. Responsibility

The Injury and Illness Program (IIPP) administrator, LINQM has the authority and responsibility for implementing the provisions of this program for (client)

All Managers, supervisors and lead personnel are responsible for implementing and maintaining the IIPP in their work areas and for answering worker questions about the program.

2. Compliance

Management is responsible for ensuring that all safety and health policies and procedures are clearly communicated and understood by all employees. Supervisors and lead personnel at client location are expected to enforce the rules fairly and uniformly.

All employees are responsible for using safe work practices, for following all direction, policies, and procedures and for assisting in maintain a safe work environment.

The following is our system of ensuring that all workers comply with the rules and maintain a safe work environment:

- Informing workers of the provisions of our IIPP.
- Evaluating the safety performance of all workers at client site.
- Recognizing employees who perform safe and healthful work practices.
- Client providing training to workers whose safety performance is deficient
- Disciplining workers for failure to comply with the safe and healthful work practices; If found to have violated any of the safety procedures, the employee may be terminated from the job assignment from LINQM. If this occurs it may consider that the employee may be considered to have self-resigned from their job.

3. Communication

The following is our system of communication, designed to facilitate a continuous flow of two-way (management, supervision, and employees) safety and health information in a form that is readily understandable to and between all affected site personnel:

- New Hire onboarding documents with posters attached of all regulations and discussion of site-specific safety and health policies and procedures.
- Follow through by supervision to ensure effectiveness

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- Workplace-specific safety and health training
- Effective written communication of safety and health concerns between workers, LINQM, and client, including language translation where appropriate.
- Posted and emailed safety information

Our organization complies with the communication requirements of subsection of T8CCR 3203

4. Hazard Assessment

Periodic inspections to identify and evaluation workplace hazards shall be performed by client and LINQM according to the following schedule:

- When our Injury and Illness Prevention Program was first established
- When new jobs for clients
- When new jobs for new clients
- When new substances, process, procedures, or equipment that present potential new hazards are introduced into our workplace.
- When new, previously unidentified hazards are recognized
- When occupation injuries and illnesses occur
- When we hire and or reassign permanent to intermittent workers to processes, operations, or tasks for which a hazard evaluation has not been previously conducted
- Whenever workplace conditions warrant and inspection

Periodic inspections consist of identification and evaluation of workplace hazards utilizing applicable section of the attached Hazard assessment checklist and any other effective method to identify and evaluate workplace hazards.

5. Accident/Exposure Investigation

Investigation of workplace accidents, hazardous substance exposures and near-accidents will be done by LINQM and client, and will include:

- Visiting the scene as soon as possible
- Interviewing affected workers and witnesses
- Examining the workplace for factors associated with the accident/exposure/near-accident
- Determining the causes of the accident/exposure, near accident
- Taking corrective action to prevent the accident/exposure/near-accident from reoccurring
- Recording the findings and corrective actions taken on the attached OSHA Form 301.

6. Hazard Correction

Unsafe or unhealthy work conditions, practices or procedures at our work facilities shall be corrected in a timely manner based on severity of the hazards, and according to the following procedures:

- When observed or discovered

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- 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 necessary to correct the hazardous condition shall be provided with the necessary protection
- All such actions taken and dates they are completed shall be documented on the attached Identifies Hazards and correction record/

Training and Instruction

All workers, including client management, supervisors, and lead personnel shall have training and instructions on general and job specific safety and health practices. Training and instruction shall be provided as follows:

- When the IIPP is first established
- To all new workers
- To all workers given new job assignments for which training has not previously provided
- Whenever new substances, process, procedures, or equipment are introduced to the workplace and represent a new hazard
- Whenever we become aware of a new previously unrecognized hazard
- To supervisors to familiarize them with the safety and health hazard to which workers under their immediate direction and control may be exposed
- To all workers with respect to hazards specific to each employee job assignment

This training will include (but not limited to):

- Client explanation of our IIPP, client emergency action plan and fire prevention plan and measured for reporting any unsafe conditions, work practices, injuries and when additional instruction is needed.
- Availability of toilet, handwashing, and drinking water facilities
- Provisions for medical services and first aid, including emergency procedures
- Proper housekeeping, such as keeping stairways and isles clear, work areas neat and orderly and promptly cleaning up spills
- Prohibiting horseplay, scuffle or other acts that adversely influence safety
- Proper storage to prevent: Stacking good in an unstable manner, storing materials and good against doors, exits, fire extinguishing equipment and electrical panels.
- Where applicable: Client prevention of musculoskeletal disorders, including proper lifting techniques, use of appropriate clothing, including gloves, footwear and personal protection equipment, information about chemical hazards if employee could be exposed, and proper food and beverage storage to prevent them from becoming contaminated.

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In addition, LINQM and/or the client 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.

7. Record Keeping

Written IIPP and Documentation Requirements Our organization has taken the following steps to implement and maintain our IIPP: Our organization has ten or more employees and keeps records as follows: 1. Records of scheduled and periodic inspections including the person(s) conducting the inspection, the workplace hazards (i.e., unsafe conditions and work practices that have been identified) and the action(s) taken to correct the identified unsafe conditions and work practices, are recorded on the Hazard Assessment Checklist* and the Identified Hazards and Correction Record* and the Investigation / Corrective Action Report*. These records are maintained for at least one (1) year.

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 the Worker Training and Instruction Record*. This documentation is maintained for at least one (1) year.

EXCEPTION 2 – Our organization retains training records for the term of employment of employees who work for us for less than one (1) year. These records are provided to the employee(s) upon termination of their employment.