



Injury & Illness Prevention Program

Objectives

- Become familiar with Job Options' Injury & Illness Prevention Program.
- Review the Code of Safe Practices.

Why is this important?

A successful operation depends upon the safety and health of its employees. It is everyone's responsibility to follow safe practices and prevent harm to themselves and their peers.

JOB OPTIONS' POLICY

Job Options believes that everyone benefits from a safe and healthful work environment. We are committed to maintaining an injury-free and illness-free workplace and complying with the laws and regulations governing workplace safety.

To achieve this goal, JOI has adopted an Injury & Illness Prevention Program (IIPP). It is **everyone's responsibility** to work together to identify and eliminate unsafe conditions and practices, and promote a safe and healthful work environment.

It is the **employee's responsibility** to read and comply with these programs and practices. Questions are encouraged should you need any clarification on any of the following information. You may request a copy of our IIPP from your manager at any time or you may access it via Job Options' Safety Website at safety.jobop.org on the Safety Plans page.

1. RESPONSIBILITY

All employees are responsible for following safe work practices to ensure their own well-being and the well-being of their coworkers.

This means coming to work well-rested to start and end your day safely, observing all safe work practices, reporting unsafe acts or conditions, etc.

Remember, no one can work safely for you. You must make every effort to maintain a safe work environment. If you have questions regarding your responsibilities, ask your supervisor.





Injury & Illness Prevention Program

2. COMPLIANCE

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

Not only should you comply, but you should think of ways that you can contribute to making your work environment safer and healthier. Employees who make a significant contribution (as determined by management) will receive written acknowledgment that will be kept in their personnel record. They may also receive a monetary reward for their above and beyond efforts.

If you are unsure or unaware of the safety procedures involved with your daily duties, always ask your supervisor.

Disciplinary Actions

Those who deliberately fail to follow safe work practices, or violate safety rules and regulations are not only putting their own safety at risk, but also that of their co-workers and site visitors, and will be subject to disciplinary action. Disciplinary steps include:

1. A first violation will be noted by the project manager or supervisor and will be informally discussed with the employee, stating the potentially dangerous result, outlining the correct procedure, and retraining the employee to ensure understanding.
2. A second violation will result in a formal verbal and/or written warning depending on the severity of the violation.
3. A third violation will result in a formal written warning or suspension.
4. A fourth violation may lead to employee termination.

Depending upon the seriousness of the violations, the employee's past record and the conditions surrounding the situation, one or more of the above disciplinary steps may be omitted.





Injury & Illness Prevention Program

3. COMMUNICATION

Having open and continuous communication between employees and management is necessary to build a strong team. At JOI, we do our very best to communicate our expectations to you, through new employee orientations, safety flyers, meetings, and posted notifications.

It is equally as important that you communicate to us your thoughts and concerns regarding safety hazards that you observe as well as suggestions for improvement. If you wish, you can anonymously fill out a safety concern card at your site and send it in the mail to the Safety Department at the Corporate Office. However, employees need to be aware that there is never any reason to be concerned about reporting a safety concern. The main goal is to get it corrected so as to ensure a safe work environment for all. All suggestions will be reviewed by the Program Administrator, who will initiate an investigation of each hazard reported.

No employee will be punished for reporting hazards or potential hazards, or for making suggestions related to safety. We encourage and are grateful for your thoughts and input.

Job Options, Inc. **Safety Tidbits** January 2016

Housekeeping in the New Year

"YOU NEVER GET A SECOND CHANCE TO MAKE A GOOD FIRST IMPRESSION." Never has this expression been more true than when it comes to housekeeping at work. To some people, the word "housekeeping" makes them think of cleaning floors, dusting, and organizing clutter. In a work setting, it means much more. Housekeeping is extremely important to maintaining a safe workplace. It can help prevent injuries, improve productivity and morale, as well as make a good first impression on visitors. If your housekeeping habits are bad, the results may be that someone at work gets hurt, your company receives bad health reports, and may even result in a lack of future work due to a reputation of poor quality.

So how can a "small" issue like housekeeping have such serious consequences??


Why good housekeeping matters:

- It helps prevent accidents. Slips, trips and falls are the second leading cause of nonfatal work injuries or illnesses that force people to miss days at work.
- It saves time, money, materials, space and effort used to "clean up" after injuries and accidents.
- Fires can be caused by improper storage of flammable materials.
- Returning materials and tools to their proper place after using them is courteous and helpful to the next person who needs to use them.
- A clean workplace reflects the image of a well-run and successful organization.

What you can do to improve housekeeping:

- Clean up after yourself. Create your own cleaning routine and stick to it.
- Keep your work area clean throughout the day. This way you won't have to spend a lot of time cleaning up a bigger mess all at once.
- Cover the edges of sharp tools.
- Dispose of flammable and hazardous material properly.
- Stack materials and supplies nicely and make sure they are secure so they won't fall over.
- Keep aisles and exits clear in case of an emergency.

A clean workplace shows respect for those who work there.
Help keep it that way!



New Employee Orientation

- Safety on the job is a **PRIORITY**
- Code of Safe Practices
- Emergency evacuation plan
- First aid kit

JOB OPTIONS, INC.



SAFETY CONCERN CARD

AN EMPLOYEE SAFETY CONCERN REPORT CARD

We Want to Hear from You!



4. WORKPLACE HAZARD EVALUATION

Hazard control is the heart of an effective prevention program. JOI's hazard control procedure is to identify hazards that exist or develop in the workplace, describe how to correct those hazards, and take the steps necessary to prevent them from happening again. This is done through routine worksite inspections and incident investigations.

The following are examples of actions that can be taken to help reduce hazards:

- Fixing or replacing broken or damaged equipment.
- Implementing safer procedures.
- Modifying equipment.
- Training employees.
- Posting warning notices.

HAZARD REPORT	CORRECTIVE ACTIONS
Date: _____ Time: _____	Corrective action recommendations: _____ _____
Reported by: _____	
Hazard Description: _____ _____ _____	
Location: _____	SUPERVISOR TO COMPLETE Corrective action to be taken: _____ _____ <input type="checkbox"/> Work can continue once all corrective action has been taken and the hazard risk level is re-assessed as low Name: _____ Signature: _____
Risk Level: <input type="checkbox"/> L <input type="checkbox"/> M <input type="checkbox"/> H <input type="checkbox"/> E	
▶ For all M, H & E results, stop work and report to your supervisor immediately	

As you perform your daily tasks, be sure to inspect your surroundings and report any safety concerns. Remember, you are the one who performs your tasks everyday, so you should know if something needs to be fixed or replaced. And if you have an idea to improve your procedures to make it safer, we'd love to hear about it.

5. ACCIDENT INVESTIGATION



The purpose of an accident investigation is to find the cause of an accident and to prevent it from happening in the future – **NOT to assign blame**. A thorough accident investigation is necessary to gather facts with a focus on causes and hazards.

If an injury occurs, report it to your supervisor immediately. While most workplace accidents do not cause injury or illness, even small mishaps can help to identify an unsafe act, faulty procedure or hidden hazard. If this is the case, employees may receive updated training regarding the hazard situation.

6. TRAINING

Training is essential to injury and illness prevention. We conduct regular safety trainings for two main reasons: (1) to teach you something new or (2) to refresh your memory on what you already know. Trainings are important methods that help everyone to be on the same page. Training topics can include human relations, specific and/or general skills, production and processes, and familiarization with common workplace hazards and risks. Safety and health training is needed in various situations, such as:

- When you are given a job assignment that you have not received training on yet.
- Whenever new substances, processes, procedures or equipment pose a new hazard.
- Whenever a new safety hazard is identified.
- For a general refresher for all employees.



Safety Training
IN PROGRESS





Injury & Illness Prevention Program

CODE OF SAFE PRACTICES

All JOI employees are issued a copy of the Code of Safe Practices when they are hired. If you have not read through them recently, it's always a good idea to refresh your memory so that you can be better equipped to practice safe work on the job. The following are a few examples of the topics covered in the Code of Safe Practices:

Code of Safe Practices

1. **Report all unsafe conditions and damaged equipment to your supervisor.** You should also immediately report all accidents, injuries, and illnesses.
2. JOI has a strict drug-free workplace policy. Anyone known to be under the influence of drugs, alcohol, and/or intoxicating substances will not be allowed to work under that condition.
3. Implement good housekeeping practices at all times.
 - Keep stairs, aisles, and hallways clear of items that can be tripped over.
 - Dispose of trash in its proper trash bin.
 - Clean up spills immediately.
4. Know your site's emergency response plan and the designated meeting spot away from the building.
5. Always use proper body mechanics. No TWISTING while lifting!
6. Know where the SDS index is located at your site.
7. Inspect equipment regularly and do not use equipment that is broken or that you are not certified to use (i.e. a forklift). When you do use authorized equipment, use it only in the manner prescribed and only for its intended purpose.
8. Always wear appropriate PPE and wear them properly. PPE is not issued for style; it's for your protection. Choosing not to wear PPE, or to wear it improperly, could cost you far more than what you think you're risking.





Injury & Illness Prevention Program

TEST YOUR KNOWLEDGE

- Who is responsible for following safe work practices?
A. Managers
B. Upper Management
C. Employees
D. Everyone
- One way you can show responsibility in safety is to report unsafe acts or conditions. (T) F
- It is the employee's job to simply comply with safety rules and regulations, not to make suggestions for improvements. T (F)
- Failure to follow safe work practices may result in which of the following?
A. Written warning
B. Termination
C. Neither A or B
D. Both A and B
- If you have a concern regarding a hazard on the job, you should report it to your supervisor. (T) F
- The purpose of an accident investigation is to determine the cause of the accident and to find out who is to blame for it. T (F)
- Receiving regular safety trainings gives you knowledge on things that are new to you and helps remind you of the important things you already know. (T) F
- You can anonymously submit a safety concern by filling out a Safety Concern Card. (T) F

Name: _____

Site: _____