



Wood Connection, Inc.

Injury Prevention Program

Wood Connection, Inc.



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HAZARD COMMUNICATION PROGRAM

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Physical Job Analysis

SENATE BILL 198

Wood Connection, Inc.

INJURY PREVENTION POLICY

Injury prevention is a primary responsibility of every person in this organization. Each person is responsible to work safely, protect their health and safety, as well as the health and safety of those in their work area.

Each person has the responsibility to maintain safe working conditions in their work area and to practice safe working procedures. Safety will not, at any time, be jeopardized for the sake of production or unsafe actions. The ability of each person to work safely will factor significantly in their overall performance evaluation.

Every employee has, as a high priority, the goals to complete all work assigned to you without injury to you or to those with whom you work and to adhere to all aspects of this Injury Prevention Program.

Managers and Supervisors have as a high priority the goals of providing your employees a safe working environment, provide adequate safety training and adhere to all aspects of the Injury Prevention Program.

This Organization has, as a high priority, the goal of reducing the frequency and severity of work related injuries and the pain and hardship associated with these injuries. It is my personal goal to ensure the success of the Injury Prevention Program.

I. IDENTIFICATION OF ADMINISTRATOR

NAME

TITLE

President

RESPONSIBILITY

President

Safety Committee

President

Chairperson

President

Program Administrator

II. MANAGER/SUPERVISOR RESPONSIBILITIES

Managers and Supervisors directing the work activities of employees are responsible for the following:

ACTIVITY	ACCOUNTABILITY METHOD	Personnel Records MONITORING FREQUENCY
1. Orient all new employees to safety regulations, safe operation and injury prevention procedures.	Orientation Verification	Ongoing
2. Provide Injury Prevention training and retraining to all employees.	Employee Safety Meeting (Report)	Weekly
3. Identify job hazards and unsafe conditions.	Safety Inspection (Report)	Monthly
4. Investigate all injuries and accidents within 24 hours. Implement action to prevent reoccurrence.	Accident Investigation (Report)	Ongoing
5. Provided a Communications Posting System of Safety Committee results, Safety Inspections, Hazard Information, Emergency Plan and Safety Regulations.	Bulletin Board Postings Safety Committee Meeting (Minutes)	Ongoing
6. Provide an (Anonymous) Employee Communications System for Reporting unsafe conditions or hazards.	Safety Committee Meeting (Minutes)	Monthly
7. Correct unsafe/unhealthy work practices or conditions on a priority basis.	Safety Committee Meeting (Minutes) Safety Inspection (Report)	Monthly
8. Enforce Safety Regulations.	Accident Investigation (Report) Safety Inspection (Report)	Monthly Ongoing

Monthly

Annual

III. MANAGER/SUPERVISOR RESPONSIBILITIES, CON'T

Managers and Supervisors directing the work activities of employees are responsible for the following:

ACTIVITY	14. ACCOUNTABILITY METHOD	MONITORING FREQUENCY
9. Recognize Safety Achievement	Employee Safety Meeting Topics Bulletin Board Postings Claims Analysis	Monthly Ongoing
10. Reduce injury frequency and severity within span of control to established goal.	(Report) CAL/OSHA Log 300 (Report)	Quarterly Quarterly
11. Maintain an Emergency Response Plan for imminent hazard conditions.	Review Plan with all Employees	Annual
12. Screen qualifications and reference check each applicant prior to hiring.	Employee Selection Criteria Review	Annual
13. Comply with all CAL/OSHA regulations.	Safety Inspection (Report) Accident Investigation (Report) Injury Prevention Program (Audit Report) CAL/OSHA Log 300 (Posting Update)	Monthly Quarterly Annual Annual

IV. EMPLOYEE RESPONSIBILITIES

Employees are directly responsible and accountable for the followings Injury Prevention Program Activities:

ACTIVITY	ACCOUNTABILITY METHOD	(Report)
1. Comply with all safety regulations, CAL/OSHA Safety Inspection Regulations and Injury Prevention Policies.	Accident Investigation (Report) Employee Safety Meeting (Report w/Employee Signature)	
2. Attend and participate in all Safety Meetings and safety training as scheduled.	Employee Safety Meeting (Report w/Employee Signature)	
3. Notify Supervisor or Safety Committee of any unsafe condition or hazard in the work area.	Safety Committee Meeting (Minutes) Supervisor Notification (Oral Communication)	
4. Apply safety training to work activity.	Employee Safety Meeting (Report w/Employee Signature)	
5. Review all information provided on Injury Prevention Program.	Bulletin Board Postings Employee Safety Meeting (Report w/Employee Signature)	
6. Participate in Job Hazard Analysis and Accident Investigation as required.	Accident Investigation (Report w/Employee Signature) Job Hazard Analysis (Form)	
7. Follow the Emergency Response Plan for your work area.	Bulletin Board Postings Employee Safety Meeting (Report w/Employee Signature)	
8. Commitment to working safely by preventing unsafe actions, conditions or procedures.	Accident Investigation (Report) Performance Evaluation Safety Inspection	

**MONITORING
FREQUENCY**

	Ongoing	Ongoing
Each Accident	Monthly	Ongoing
Monthly		Monthly
	Ongoing	
Monthly	Monthly	Ongoing
		Annual
		Monthly
Monthly	Ongoing	

GENERAL SAFETY RULES

1. All injuries, no matter how minor, shall be reported immediately to your Supervisor or department manager. Failure to report an injury immediately may jeopardize and/or delay any Worker's Compensation benefits.
2. Work practices and procedures shall be conducted in a safe manner at all times. Use the right tool for the right job! Never jeopardize your safety or the safety of others.
3. Work areas, tools, equipment and machinery shall be utilized and maintained in a safe operating condition. Cords and hoses are to be rolled up and put on hooks or stored out of the way
4. Plan all movement of equipment or material prior to the actual move. Follow your plan using personnel, equipment, and procedures correctly.
5. Never perform your job under the influence of alcohol, an illegal drug or a prescription drug that effects your ability to work safely. You are required to report any cases of substance abuse on the job regardless of whom is involved.
6. You are required to utilize personal protective equipment applicable to your specific job function.
7. Use safeguarding devices provided on tools, equipment, rolling stock or designed for a specific job function.
8. Report all unsafe actions, procedures, practices, tools, equipment or machinery immediately to your Supervisor or department manager.
9. Horseplay or any non-work related activity that jeopardizes safety is prohibited.

V. SAFETY COMMITTEE GUIDELINES

PURPOSE:

1. Identify workplace hazards, unsafe acts and unsafe conditions. Report to Committee for correction.
2. Recommend actions to prevent potential accidents.
3. Provide input to Employee Safety Meeting content.
4. Provide input to training needs.
5. Participate in accident prevention activities within their own department.
6. Facilitate Injury Prevention communications between employees and management.
7. Provide input to incentive, motivation and safety awareness programs.

ACTIVITY	ACCOUNTABILITY METHOD	MONITORING FREQUENCY
8. Complete a Safety Inspection of work areas.	Safety Inspection (Report)	Monthly
9. Analyze unsafe acts and procedures.	Job Hazard Analysis (Report)	Ongoing
10. Review Accident Investigation Reports and discuss prevention.	R Safety Committee Meeting (Minutes)	Monthly
11. Receive training in Hazard Identification, accident investigation and safety inspection techniques.	R Safety Committee Meeting (Minutes)	Monthly
12. Assess effectiveness of employee safety awareness and motivation awareness.	A Safety Committee Meeting (Minutes)	Monthly
13. Identify information needs for Employee Communications postings.	I Bulletin Board Postings Safety Committee Meeting (Minutes)	Monthly Monthly

VI. EMERGENCY RESPONSE PLAN

PURPOSE:

Minimize potential injury due to an accident or an event which jeopardizes employee and management well being through:

- Building Evacuation - Due to fire, chemical release, rupture of a gas or steam tank, earthquake, explosion or other major hazardous event.
- Medical Triage - Due to an injury requiring immediate attention up to the time paramedics arrive at the accident scene.

ACTIVITY	3. ACCOUNTABILITY METHOD	MONITORING FREQUENCY
1. Building Evacuation Plan	Loss Control Development (Posting)	Ongoing
	Local Fire Department Coordination	Annual
	Employee Safety Meeting	Annual
2. Medical Triage	First Aid Certification (Manager/Supervisor)	Current
	Local Fire Department Coordination	Annual
	Employee Safety Meeting	Annual

VII. HAZARDOUS SUBSTANCE COMMUNICATION

POLICY:

Our employees have the right to know about hazardous substances used in the workplace. It is the responsibility of Management to inform employees of hazardous substances used at work, precautions to take when using them and notifying employees of ongoing changes in employee exposure to hazardous substances.

- Hazardous Substance Inventory - Data and labeling information on all hazardous substances used and stored in our workplace is to be made available and updated as necessary.

ITEM	4. LOCATION	RESPONSIBILITY
1. Hazardous Substance Inventory List	4701 North Star Way Modesto, CA	
2. Material Safety Data Sheets (MSDS)	4701 North Star Way Modesto, CA	
3. Container Labeling Check and Review	4701 North Star Way Modesto, CA	

EMPLOYEE INFORMATION AND TRAINING:

All employees who may be exposed to a hazardous substance shall be informed and trained on the location, hazard, precaution and use of the substance.

ACTIVITY	3. TOPICS	RESPONSIBILITY
1. Orientation	Right-to-Know Law Hazardous Substance Use/Storage/Operations	
2. Safety Meeting	Protective Procedures Training on Detection, Precaution and Exposure Hazards Inventory MSDS labeling at each location	

Wood Connection, Inc.
HAZARD COMMUNICATION PROGRAM
WORKER RIGHT-TO-KNOW

You are protected under the HAZARD COMMUNICATION STANDARD, also known as the WORKER RIGHT-TO-KNOW. We want to provide you with a safe work environment. We have a written WORKER RIGHT-TO-KNOW program, and it is available to you during all working hours. We keep our written program at this location: 4709 North Star Way, Modesto, CA.

We have a list of all hazardous chemical substances we use and the Material Safety Data Sheets (MSDS) for each of them. We keep the MSDS's and the list together with our written program.

Hazardous chemicals are both used and stored on this property. Most employees won't have to work in areas where these chemicals are used. If your job causes you to work with or around any hazardous chemicals, you will be trained about that chemical. You WILL NOT have to handle or be exposed to any hazardous chemicals without FIRST being properly trained. This program covers all chemicals, not just pesticides.

All chemicals on this property are CLEARLY labeled with the name of the hazardous substance and the appropriate hazard warning. If you come across any container that isn't clearly labeled, stop what you are doing and show it to a supervisor.

HAZARD SUBSTANCE COMMUNICATION PROGRAM

This is the WORKER RIGHT-TO-KNOW program for Wood Connection, Inc. You are welcome and encouraged to read it any time you have a question about our policy and this program.

LIST OF HAZARDOUS CHEMICALS

We keep a list of all hazardous chemicals which we use. The list is in this book, as are the Material Safety Data Sheets (MSDS). We don't have to list consumer products and veterinary devices.

MATERIAL SAFETY DATA SHEETS (MSDS)

We keep copies of the MSDS on all chemicals which we use, if they might be dangerous to you. We keep them in this book at : 4709 North Star Way, Modesto, California and you may read it if you have a question about the substance you are using by asking your supervisor.

has the job of making certain we have an MSDS FOR EVERY HAZARDOUS CHEMICAL. If we are not given a MSDS, we will try to get one or ask for help from the Department of Labor and Industries.

CONTAINER LABELING

Whenever we receive a container, we make sure it has a legible label with at least:

- Contents clearly labeled
- Appropriate hazard warning
- Name and address of manufacturer

Our labeling program is to use the labels that come on the containers. is in charge of our labeling program.

EMPLOYEE INFORMATION

Before you begin a new job, we will talk about a few things, such as:

- Our requirements under WORKER RIGHT-TO-KNOW.
- Operations involving hazardous chemicals around your work area.
- Where and when you can read the written material (this program, chemical list and MSDS).

EMPLOYEE TRAINING

Before you would ever come in contact with any hazardous chemicals as part of your job, we will give you training about those chemicals, depending on the situation.

- ◆ IF WORKERS USE, MIX, APPLY OR DISPOSE OF HAZARDOUS CHEMICAL SUBSTANCES:
 2. DETECTION - Knowing when exposed to harmful chemical substance (visual appearance or odor, etc.).
 3. EFFECTS OF EXPOSURE - Long and short term physical and health hazards (likely symptoms or effect of overexposure).
 4. PROTECTIVE MEASURES - Normal work procedures and emergency procedures (protective gear, etc.).
 5. PROGRAM DETAILS - Obtaining and using Hazard Information (“Employee Information” above).
- ◆ We would like to keep a record of this information and training. is responsible for employee training and you may ask him any questions about our program.

SPECIAL JOBS

You may be asked to work on a special job - a job we don’t regularly do, and which is not part of your normal work. If the job has any hazardous chemicals or hazardous by-products, you will be trained on how to stay safe. This training will include:

- Recognizing exposure to these substances
- What the hazards are
- How to protect yourself
- Things we have done to protect you

CONTRACTS

If independent contractors do any work for us, we will exchange the following information with them:

- Where we keep our written plan, hazardous chemical list and MSDS
- Things the contractor's employees can do to stay safe
- Our labeling program

It is the job of to work with independent contractors and provide this information.

This is our Worker Right-To-Know program. Please ask any questions you might have. We want you to be safe.

WORKER RIGHT-TO-KNOW

LABELING REQUIREMENTS

8. Make certain each container coming onto the property is properly labeled with:
 - The identity of the hazardous chemical(s)
 - The appropriate hazardous warning
 - The name and address of the manufacturer

9. If you transfer hazardous chemicals into other containers, make certain the new containers are labeled, tagged or marked as to contents and hazard warning.

10. You are not required to label portable containers if they are for immediate use by the employee who made the transfer, from a properly labeled container.

11. Stationary containers (such as mixing vats) may be posted with signs that convey the hazard information as discussed in item number 2. Otherwise, they must be labeled.

INFORMATION AND TRAINING

1. SITUATION: Employer uses hazardous chemicals but workers are not exposed to them.

PROCEDURE: Worker received program details:

- Hazard Communication requirements
- Operations where hazardous chemicals are present
- Location and availability of written program, chemical list and Material Safety Data Sheets (MSDS).

2. SITUATION: Those who use, mix, apply or dispose of hazardous chemical substances.

PROCEDURE: Worker receives following training:

- DETECTION - Knowing when exposed to harmful chemical substance (visual appearance or odor, etc.).
- EFFECTS OF EXPOSURE - Long and short term physical and health hazards (likely symptoms or effect of overexposure).
- PROTECTIVE MEASURES - Normal work procedures and emergency procedures (protective gear, etc.).
- PROGRAM DETAILS - Obtaining and using hazard information (See Situation 1.).