



# **20/20 Plumbing & Heating, Inc.**

## **INJURY AND ILLNESS PREVENTION PROGRAM** **IIPP**

Required per  
**California Code of Regulations**  
**Title 8 §1509(a)**

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Prepared by 20/20 Plumbing & Heating, Inc.

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## **INJURY AND ILLNESS PREVENTION PROGRAM** **MANAGEMENT POLICY STATEMENT**

20/20 Plumbing & Heating, Inc. believes that everyone benefits from a safe and healthy work environment. We are committed to maintaining an injury and illness free workplace and to comply with applicable laws and regulations.

The management of 20/20 Plumbing & Heating, Inc. is not production and safety; it is production with safety. When production with safety is achieved, production with efficiency is attained simultaneously.

We have a basic responsibility to make the safety of human beings a part of our daily, hourly concern. We will be counting on you to do your part in making our program an effective one.

The successful operation of 20/20 Plumbing & Heating, Inc. will depend not only on sales and service, but also how safely each job is performed. There is no job so important – or any service so urgent – that we cannot take time to work safely. I consider the safety of our personnel to be of prime importance, and I expect your full cooperation in making our program effective.

Sincerely,



Michael A. Mahony

President

# ASSIGNMENTS OF RESPONSIBILITY

The following persons are responsible for implementing the accident prevention plan for 20/20 Plumbing & Heating, Inc.

<b><u>NAME</u></b>	<b><u>TITLE</u></b>
Mike Mahony	President
Buck Cockey	Vice President/COO
Alvin Aeschlimann	CFO
Marc Nikoden	V.P. of Operations
Dan Schlossberg; Chris Norman & John Zlomek	General Mangers Plumbing
Matt Crips	Operations Managers Riverside
Kim Heiting	SF- HVAC General Manager
Matt Moreno	Assistant General Manager SFH Plumbing Riv/LA
Becky Dee	General Manager SFH Plumbing San Marcos
Jashir Ramirez; Randey Smith	Assistant General Manager M/F Plumbing
Cliff Miller	Heavy Equipment Super
Ligia Segarra	Director of Human Resources
Diego Rocha	Director of Safety
Gary Moore	Controller
Todd Sanders	SF HVAC General Superintendent
Jimmy Tevelein	Assistant General Manager Multi-Family HVAC
Brendan Pagan	General Manager MF – HVAC San Marcos

## **RESPONSIBILITIES**

The injury and Illness Prevention Program (IIPP Program) administrator, the Director of Safety, has the authority and responsibility for implementing the provisions of this program for 20/20 Plumbing & Heating, Inc.

All Managers and supervisors are responsible for implementing and maintaining the IIPP Program in their work areas and for answering workers questions about the IIPP Program.

All employees are expected to work conscientiously to implement and maintain the Injury Illness Prevention Program. Any questions regarding the program should be directed to the Program Administrator.

## **PROGRAM ADMINISTRATOR**

The Program Administrator is the Director of Safety and is responsible to ensure that all provisions of the Injury Illness Prevention Program are implemented.

### **Responsibilities include:**

- Advising management on safety and health policy issues;
- Maintaining current information on local, state and federal safety and health regulations;
- Acting as liaison with governmental agencies;
- Planning, organizing and coordinating safety training;
- Preparing and distributing company policies and procedures on safety and health issues;
- Developing code of safe practices and inspection guidelines;
- Arranging for safety and health inspections and follow up to insure necessary corrective action is completed;
- Making sure that an adequate supply of personal protective equipment is available;
- Establishing accident report and investigation procedures and maintaining injury and illness records (OSHA log 300);
- Reviewing injury and illness trends;
- Establishing a system for maintaining the records of inspection, hazard abatement and training.

## **ALL MANAGERS – SUPERINTENDENTS - FOREMEN**

All Managers, Superintendents and Foremen are the foundation of the safety program. They are expected to do everything within their control to assure a safe workplace in their area.

### Responsibilities include:

- Being familiar with company safety policies, programs and procedures;
- Conduct on the job safety training of the workers they supervise;
- Consistently and fairly enforce all company safety rules;
- Making sure equipment and machines are in safe operating condition;
- Investigate injuries to determine cause, then take action to prevent repetition;
- See that all injuries, no matter how minor, are treated immediately and referred to the Program Administrator to ensure prompt reporting to the insurance carrier;
- Making sure all employees under their direction wear required protective equipment;
- Inspect work areas often to detect unsafe conditions and work practices and correct those conditions that are within their power.

## **OFFICE EMPLOYEES**

- Be completely familiar with the Emergency Evacuation Plan and his or her duties and responsibilities in the program.
- Participate in all fire drills and practice sessions.
- Attend all fire training classes when assigned.
- Learn the location of and how to operate fire alarm systems and all fire extinguishing equipment.
- Report any fire and/or safety hazard located any place on Company property.

## **FIELD EMPLOYEES**

### **Field Employee Responsibilities include:**

- Follow all safety rules and regulations;
- Wear appropriate safety equipment as required;
- Maintain equipment in good condition, with all safety guards in place when in operation;
- Report all injuries, no matter how minor, immediately to your foreman or supervisor;
- Report all unsafe acts and conditions.

## **PROGRAM COMPLIANCE**

Management is responsible for ensuring that all safety and health policies and procedures are clearly communicated and understood by all workers, Managers, Supervisors, and Foremen are expected to enforce the rules fairly and consistently.

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

Employees who fail to follow safe work practices and/or procedures or who violate the Company's Safety Rules or directives will be subject to the following disciplinary action, up to and including termination.

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

- Informing workers of the provisions of the company's IIPP Program
- Evaluating the safety performance of all workers
- Recognizing employees who perform safety and healthful work practices.
- Providing training to workers whose safety performance is deficient.
- Disciplining workers for failure to comply with safety and healthful work practices.

Violations are considered progressive involving repeated incidents of the same nature.

## **SUPERVISOR WILL ALSO BE SUBJECT TO DISCIPLINARY ACTION FOR THE FOLLOWING REASONS:**

- Repeated safety rule violation by their department employees.
- Failure to provide adequate training prior to job assignment.
- Failure to report accidents and provide medical attention to employees injured at work.
- Failure to control unsafe conditions or work practices.

## **DISCIPLINARY PROCEDURES**

### **FIRST VIOLATION,**

- ***Verbal warning with counseling*** - This warning will be documented and signed by its recipient and filed in the employee's personnel file.

### **SECOND VIOLATION,**

- ***Formal written violation*** - This violation will outline the nature of the offense and any necessary corrective action and signed by its recipient and filed in the employee's personnel file.

### **THIRD VIOLATION,**

- ***Formal written violation with suspension without pay***- This violation will be documented and signed by its recipient. Depending on the severity of the violation it will also include a suspension to be determined by the Safety Coordinator and Management.

### **FOURTH VIOLATION,**

- **Termination** - If an employee is to be terminated, specific and documented communication between the supervisor and the employee, as outlined, must have occurred.

## **NOTICE**

***Reckless disregard for safety and endangerment of self and/or other worker or unsafe use of company or personal equipment that creates a safety hazard for injury or death are grounds for immediate termination.***

## **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.

Safety communication shall include a discussion of safety and health policies and procedures to be conducted using the following process;

- New worker orientation including a discussion of safety and health policies and procedures
- Weekly Tailgate safety meetings;
- Weekly scheduled safety meetings;
- Effective communication of safety and health concerns between workers and supervisors, including translation where appropriate;
- Posted or distributed safety information;
- The company has implemented a suggestion box for workers to anonymously inform management about workplace hazards.
- Safety and health committee that meets regularly, prepares written records of the safety and health committees meetings, reviews results of the periodic scheduled inspections, reviews investigations of accidents and exposures and makes suggestions to management for the prevention of future incidents, reviews investigations of alleged hazardous conditions, and submits recommendations to assist in the evaluation of employee safety suggestion.

## **HAZARD ASSESSMENT** **(JOB SITE INSPECTIONS)**

Workplace inspection is the primary tool to identify unsafe conditions and practices. As we encourage all employees to continuously identify and correct hazards and poor safety practices, certain situations require a formal evaluation and documentation. Along with each inspection or accident investigation the Program Administrator shall evaluate the severity of the identified hazard and, if it cannot be abated immediately, suggests priority for corrective action. “The Safety Inspection Form” is to be used to document inspections/investigations. Periodic inspections are performed according to the following schedule:

- Weekly safety inspections will be performed by the jobsite supervisor as part of 20/20 Plumbing & Heating, Inc.’s standard safety protocol. More frequent inspections will be performed if necessary because of circumstances or builder requirements.

Hazard Assessments (Job Site Inspections) work because it is an essential part of hazard control. It is an important management tool, not a gimmick. We will view Hazard Assessments as a fact- finding process, not fault-finding. We will emphasize locating potential hazards that can adversely affect safety and health. Ultimately all personnel are for continuous, ongoing inspections of the workplace.

When hazardous conditions are identified, they shall be corrected immediately and a report filed with the Program Administrator (Director of Safety).

The report will be reviewed by the Program Administrator and action will be taken to eliminate uncovered potential hazards. Any correspondence with the builders regarding safety inspection and abatement of safety hazards will be followed up with the General Manager, General Superintendents and Superintendents.

## **ACCIDENT INVESTIGATIONS AND REPORTS**

It is the policy of 20/20 Plumbing & Heating, Inc. to carry out a thorough program for accident investigations. Supervisory personnel will be primarily responsible for making an investigation of all accidents in their areas of responsibility. Accidents involving fire, death, serious injury or extensive property damage will be investigated jointly by the Director of Safety and the Personnel Manager.

The primary goal of the accident investigation program is the prevention of future similar accidents through the use of knowledge derived from the investigation.

When an employee is injured at work, the supervisor is responsible for taking emergency action to have first aid administered, to obtain professional medical attention as soon as possible, and protect other employees and equipment.

The supervisor must then begin to investigate the circumstances of the accident. The following procedures shall be executed whenever there is an incident:

- Visit the accident scene as soon as possible
- Interview injured worker(s) and witnesses
- Examine the workplace for factors associated with the accident/exposure.
- Determine the cause of the incident/exposure.
- Take corrective action to prevent the accidents/exposure from reoccurring
- Record the findings and corrective actions taken

For the Supervisor's Report to be effective, report should remain objective and it should contain at a minimum a detailed answer to the following questions:

- What Was The Employee Doing? - Explain in detail the activity of the employee at the time of the accident.
- What Happened? - Indicate in detail what took place, describe the accident, the type of injury, the part or parts of the body affected, and whether the employee was wearing appropriate safety equipment.
- What Caused the Accident? - Explain in detail the condition, act, malfunction, etc., that caused the accident. Remember that it is possible to have more than one reason or cause for an accident.
- What Can Be Done to Prevent a Similar Accident? - Indicate corrective action to prevent recurrence.

## **HAZARD CORRECTION**

Unsafe or unhealthy work conditions, practices, or procedures will be corrected in a timely manner based on the severity of the hazards. Hazards will be corrected according to the following procedures:

- When observed or discovered; and
- When an imminent hazard exists which cannot be immediately abated without endangering worker(s) and/or property, we will remove all exposed workers from the area except those necessary to correct the existing condition.
- Corrective actions taken to prevent similar hazards will be recorded on injury investigation forms.
- Supervisor(s) who are required to correct the hazardous condition will be provided with the necessary resources

## **TRAINING AND INSTRUCTION**

Training is essential to maximize the skills and knowledge of our employees. It is the key to productivity. The Company incorporates safety as an integral part of this training employees need to work productively, safely and efficiently.

All workers, including managers, supervisors, and foremen, will have training and instruction on general and job-specific safety and health practices.

### **Training and instruction provided:**

- When the Injury Illness Prevention Program is first established;
- To all new workers;
- Weekly Tailgate safety meetings;
- Weekly scheduled safety meetings;
- To all workers given new job assignments for which training has not been previously provided;
- Whenever new substances, processes, procedures, or equipment are introduced to the workplace and represent a new hazard;
- Whenever the employer is made aware of a new or previously unrecognized hazard;
- To supervisors/foremen to familiarize them with the safety and health hazards to which workers under their immediate direction and control may be exposed; and
- To all workers with respect to hazards specific to each worker's job assignment.

Workplace safety and health practices includes the following:

- Explanation of the company's IIP Program and measures for reporting any unsafe conditions, work practices, injuries and when additional instruction is needed.
- Use of appropriate clothing, including gloves, footwear, and personal protective equipment
- Information about chemical hazards to which employees could be exposed and other hazard communication program information
- Availability of toilet, hand-washing and drinking facilities
- Provisions for medical services and first aid including emergency procedures.

In addition, the company provides 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.

## **EMPLOYEE ACCESS TO THE IIPP**

Our employees – or their designated representatives - have the right to examine and receive a copy of our IIPP. This will be accomplished by:

Provide access in a reasonable time, place, and manner, but in no event later than five (5) business days after the request for access is received from an employee or designated representative.

- a. Whenever an employee or designated representative requests a copy of the Program, we will provide the requester with a printed copy of the Program, unless the employee or designated representative agrees to receive an electronic copy of the Program.
- b. One printed copy of the Program will be provided free of charge. If the employee or designated representative requests additional copies of the Program within one (1) year of the previous request and the Program has not been updated with new information since the prior copy was provided, we may charge reasonable, non-discriminatory reproduction costs for the additional copies.

Our employees are notified of the right and procedure to access the IIPP at the time of distribution of the program. The right to access form is located within the company's intranet.

Any copy provided to an employee or their designated representative need not include any of the records of the steps taken to implement and maintain the written IIP Program.

Where we have distinctly different and separate operations with distinctly separate and different IIPPs, we may limit access to the IIPP applicable to the employee requesting it.

An employee must provide written authorization in order to make someone their "designated representative. The written authorization must include the following information:

- The name and signature of the employee authorizing the designated representative.
- The date of the request.
- The name of the designated representative.
- The date upon which the written authorization will expire (if less than 1 year).

## **RECORDKEEPING**

The following category is our recordkeeping policy.

Our establishment is on a designated high hazard industry list. We have taken the following steps to implement and maintain our IIP Program:

1. Records of hazard assessment inspections, including the person(s) or persons 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; and
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. We also include the records relating to worker training provided by a construction industry occupational safety and health program approved by Cal/OSHA.

Inspection records and training documentation will be maintained according to the following checked schedule:

- For one year, except for training records of employees who have worked for less than one year that are provided to the worker upon termination of employment.

## **ACKNOWLEDGEMENT OF RECEIPT AND REVIEW**

### **INJURY ILLNESS PREVENTION PROGRAM**

#### **TO ALL EMPLOYEES:**

ATTACHED IS A COPY OF THE INJURY ILLNESS PREVENTION PROGRAM. THESE GUIDELINES ARE PROVIDED FOR YOUR SAFETY.

IT IS THE RESPONSIBILITY OF THE SAFETY TEAM TO PROVIDE AND REVIEW THIS PROGRAM WITH EACH EMPLOYEE.

IT IS THE EMPLOYEE'S RESPONSIBILITY TO READ AND COMPLY WITH THIS PROGRAM AND PLAN.

THE ATTACHED COPY OF THE INJURY ILLNESS PREVENTION PROGRAM & HEAT ILLNESS PREVENTION PLAN IS YOURS TO KEEP.

PLEASE SIGN AND DATE BELOW AND RETURN **ONLY THIS PAGE** TO THE SAFETY COORDINATOR OR HUMAN RESOURCES.

**I HAVE READ AND UNDERSTAND THE  
INJURY ILLNESS PREVENTION PROGRAM.**

EMPLOYEE NAME \_\_\_\_\_

\_\_\_\_\_  
EMPLOYEE SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SAFETY REPRESENTATIVE

\_\_\_\_\_  
DATE