

INJURY AND ILLNESS PREVENTION PROGRAM

Citadel Servicing Corporation – 15707 Rockfield Blvd. Ste 320, Irvine, CA 92618
Company/Organization Name and Address

Kim Nguyen
HR Generalist
(949) 449-1063
Name and Contact Information for Individual Completing this form

RESPONSIBILITY FOR OUR IIPP (Title 8 California Code of Regulations §3203(a)(1))

Our workplace's Injury and Illness Prevention Program (IIPP) administrator is¹:
Kim Nguyen

IIPP Administrator's Name, Job Title, and Contact Information (business address, phone numbers)

The responsibilities of our IIPP Administrator include (check all that apply):

- ☒ Preparing and updating our workplace's IIPP.
- ☒ Implementing the provisions in our IIPP.
- ☒ Making sure accidents, injuries, illnesses and exposures in our workplace are investigated.
- ☐ Conducting regular workplace inspections for hazard identification.
- ☒ Taking action to mitigate identified hazards.
- ☐ Providing health and safety training to employees.
- ☐ Instituting a Health and Safety Committee.
- ☒ Establishing procedures for employee reporting of workplace hazards, accidents, injuries, illnesses and general safety concerns.
- ☒ Other: Emergency Action and Fire Prevention Program

☐ Other: _____

☒ All employees have been told who is in charge of health and safety in our workplace.

¹ This item is an activity that is required by Cal/OSHA for compliance with the IIPP standard.

INJURY AND ILLNESS INVESTIGATIONS (Title 8 CCR §3203(a)(5))

Investigations of workplace accidents, injuries, illnesses and hazardous substance exposures will be conducted by: Kim Nguyen (HR Generalist) and Paula Risetter (VP Human Resources) (name and job title)

Our procedures for investigating accidents, injuries and illnesses and hazardous substance exposures include:

- ☒ Visiting the scene as soon as possible.¹
- ☒ Interviewing injured employees and witnesses.¹
- ☒ Determining the cause(s) of the accident/exposure.¹
- ☒ Taking corrective action to prevent the accident/exposure from reoccurring.¹
- ☐ Identifying and addressing the underlying factors that may have contributed to the incident.
- ☒ Investigating “near miss” incidents when they occur.
- ☒ Recording the findings and actions taken.
- ☐ Taking photos of the accident scene and the employee(s) involved.
- ☐ Other: _____

HAZARD ASSESSMENT / INSPECTION (Title 8 CCR §3203(a)(4))

Periodic inspections to identify and evaluate hazards in our workplace will be performed by the following individual(s): Kim Nguyen

Periodic inspections are always performed according to the following schedule:

- ☒ Whenever new substances, processes, procedures or equipment are introduced into our workplace that present potential new hazards.¹
- ☒ Whenever new, previously unidentified hazards are recognized.¹
- ☒ Whenever occupational injuries and illnesses occur.¹
- ☒ Whenever workplace conditions warrant an inspection.¹
- ☒ When we hire and/or reassign permanent or intermittent employees to processes, operations, or tasks for which a hazard evaluation has not been previously conducted.¹
- ☐ Other times: _____

HAZARD CORRECTION (Title 8 CCR §3203(a)(6))

Unsafe or unhealthy work conditions, practices or procedures will be corrected in a timely manner based on the severity of the hazards, including:

- ☒ When a hazard is observed or as soon as it is discovered.¹

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COMMUNICATION WITH EMPLOYEES ABOUT SAFETY (Title 8 CCR §3203(a)(3))

All supervisors are responsible for communicating with their employees about occupational health and safety hazards and protections in a manner that is easily understandable by all employees.

- ☒ We have a communication system that includes all of the following checked items:
- ☒ New employee orientation including a discussion of safety and health policies and procedures and a review of our Injury and Illness Prevention Program.¹
 - ☒ A system for employees to anonymously inform management about workplace hazards without fear of reprisal.¹ This system involves: Informing HR.
 - ☒ Posted or distributed safety information.¹
 - ☒ Other methods we use to ensure communication with and involvement of employees include: Email

TRAINING AND INSTRUCTION (Title 8 CCR §3203(a)(7))

All employees, including supervisors, are provided training and instruction on general and job-specific safety and health practices. Training and instruction are provided according to the following schedule:

- ☒ When our IIPP was first established.¹
- ☒ To all new employees.¹
- ☒ To all employees given new job assignments for which training has not previously been provided.¹
- ☐ Whenever new substances, processes, procedures, or equipment are introduced into our workplace and represent a new hazard.¹
- ☐ Whenever anyone is made aware of a new or previously unrecognized hazard.¹
- ☒ To supervisors to familiarize them with the safety and health hazards to which employees under their immediate direction and control may be exposed.¹
- ☐ To all employees about the hazards specific to each employee's job assignment.¹
- ☐ Other: _____

We provide training to employees and supervisors on topics such as but not limited to: IIPP

The following is a description of how our training is conducted: Presentation event via web

EMPLOYEE COMPLIANCE WITH SAFETY PROCEDURES (Title 8 CCR §3203(a)(2))

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

¹ This item is an activity that is required by Cal/OSHA for compliance with the IIPP standard.

All of our employees, including supervisors, are responsible for complying with safe and healthful work practices. Our system of ensuring that all employees comply with these practices includes all of the following checked practices.¹

- ☒ Informing employees of the provisions of our IIPP.¹
- ☒ Fair and consistent disciplining of employees who fail to comply with safe and healthful work practices.

The responsibilities of all employees include the following checked practices:

- ☒ Reporting unsafe conditions, work practices or accidents to their supervisors or the site safety coordinator(s) immediately.
- ☒ Following safe work practices.

RECORDKEEPING AND DOCUMENTATION (Title 8 CCR 3203(b))

- ☒ Our workplace has more than ten employees and so maintains the following records to help us effectively implement our IIPP: (If you have checked this box, the following documentation is required.)
 - ☒ Records of scheduled and periodic inspections (to identify unsafe conditions and work practices, including the names of the person(s) conducting the inspection, the unsafe conditions and the work practices that have been identified, as well as the action(s) taken to correct the identified unsafe conditions and work practices). These records are maintained for at least one (1) year.¹
 - ☒ Documentation of our safety and health training for each worker, including their name, training date(s), types of training and the name(s) of our training provider(s).¹

The master copy of this IIPP can be found at: [On the Company Cintranet](#)

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