



INJURY AND ILLNESS PREVENTION PROGRAM (IIPP)

(Business Name)

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Disclaimer

The purpose of this manual is to help our insureds prepare an Injury and Illness Prevention Program (IIPP). Although we have taken reasonable care in assembling this information, Zenith Insurance Company makes no representations or warranties, either express or implied, as to the accuracy of information contained in this manual or the applicability of this manual to your specific industry or business.

Nothing in this manual should be construed as representing or warranting that the use of any or all of the information contained in this manual will result in compliance with local, state or federal regulations. Furthermore, Zenith Insurance Company makes no representations or warranties that the use of any or all of the materials contained in this manual will result in compliance with such laws or regulations. The IIPP you eventually use in your business should be reviewed with your attorney. Zenith Insurance Company is not providing advice regarding legal requirements.

You MUST individually tailor your IIPP to meet the needs of your specific work environment. Writing an IIPP without fully implementing the program and communicating it to your employees may jeopardize the compliance of your program with the law. Employers with collective bargaining obligations should obtain the advice of competent labor counsel before attempting to implement any new IIPP or any new program that might affect employee wages, hours or working conditions.

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Introduction

An Injury and Illness Prevention Program (IIPP) protects your employees, lowers your costs and increases your profitability. At Zenith, our goal is to make it easy for you to develop and launch a customized IIPP that will improve workplace safety, boost employee morale and raise your efficient output of goods and services to your customers.

Workplace accidents result in lost productivity, equipment damage, spoiled product and unproductive management time. They also drive up your workers' comp premium. That's why it pays to implement an IIPP.

An effective IIPP includes these elements:

1. A written plan designating who's in charge of safety program implementation.
2. A periodic inspection system to identify workplace hazards.
3. Procedures for investigating the cause of accidents, illnesses or injuries.
4. Methods to ensure elimination of hazards once they're identified through inspections and accident investigations.
5. A safety and health training program specific to each job that's required for new employees as well as whenever new substances, processes, procedures or equipment are introduced to the workplace.
6. A system for employees to communicate safety concerns to employers without fear of reprisal.
7. A system for ensuring employee compliance with safety and health practices.
8. Maintenance of appropriate records and steps taken to implement and maintain the accident prevention program.

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INJURY & ILLNESS PREVENTION PROGRAM

Use the following statement to inform your employees of your company's safety policy:

STATEMENT OF SAFETY POLICY

The health, safety and well being of our employees and visitors are of prime importance to the success of our business. It is our goal at _____ to provide a safe and healthful environment for all employees and visitors.

Effective immediately, _____ is appointed as Safety Coordinator. _____ has full responsibility, authority and accountability for all company health and safety programs. His/her objective is to coordinate all health and safety activities in the operation to ensure compliance with safety standards.

The appointment of _____ as Safety Coordinator by no means reduces or eliminates the safety responsibilities of any employee. Each of us has a duty to recognize, report and act on unsafe or unhealthy situations before they lead to injury or illness. Because of this shared responsibility, safe work performance will be included in all future employees' performance evaluations.

NAME: _____

TITLE: _____

DATE: _____

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DUTIES AND RESPONSIBILITIES

SAFETY MANAGER

(Company name) has assigned the responsibility for planning, directing, monitoring and controlling the injury and illness prevention program to (person's name and title).

The safety manager is responsible for:

1. Issuing a statement of company policy at least annually, including safety progress and accident prevention goals.
2. Giving proper and prompt attention to safety recommendations requiring top management approval.
3. Issuing authority to the crew bosses/supervisors relating to safety issues and providing cooperation and support to them in all matters relating to safety.
4. Reviewing the safety performance of the facility.
5. Reviewing supervisor's, foremen, crew leader's accident investigation reports to ensure all causal factors have been identified, and that appropriate corrective actions are recommended and implemented.
6. Reviewing and providing accident data to the general manager.
7. Following-up on the status of safety recommendations submitted by the safety committee and the workers' compensation safety representative.
8. Ensuring that personal protective equipment is provided and available for jobs or tasks that require it.
9. Establishing and running a safety committee that meets on a regular, scheduled basis.
10. Review injury reports and provide accident data to supervisors and safety committees.

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11. Assessing all safety considerations when introducing a new process, procedure, machine or material into the workplace.
12. Support the supervisors and all programs and committees that promote safety and health.
13. Conduct inspections with supervisors on a scheduled basis. Enforce good housekeeping and take prompt corrective action to eliminate workplace hazards.
14. Maintain the Material Safety Data Sheet (MSDS) binder and update it whenever new chemical hazards enter the workplace.

SUPERVISOR/CREW BOSS

The supervisor shall:

1. Familiarize himself/herself with the Injury Illness Prevention Program and ensure its effective implementation.
2. Become knowledgeable of hazards and injury potential in the Company.
3. Communicate and enforce all company safety policies, rules and procedures.
4. Solicit and respond to employee suggestions and concerns.
5. Become knowledgeable of applicable safety regulations, codes, orders, etc.
6. Oversee Field crew leader/Foremen training of employees regarding specific job hazards.
7. Consult with the IIPP Coordinator prior to introduction to new processes, equipment or new hazardous material.
8. Schedule regular employee tailgate safety talks on any current safety issues and maintain files of tailgate talk documentation.

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9. Assess all safety considerations when introducing a new process, procedure, machine or material into the operations.
10. Investigate all accidents resulting in employee injury and property damage. Ensure that appropriate action is taken to prevent recurrence.
11. Provide complete safety training to new and transferred employees. Teach general safety regulations and job specific safety rules to employees prior to assignment of duties. Follow up periodically to ensure they follow safe work procedures.
12. Conduct scheduled safety inspections using an inspection checklist. Take corrective action to eliminate or control an unsafe condition or work practice immediately if within your area of authority.
13. Ensure all injuries, no matter how minor, are treated immediately. Report all injuries to the person responsible for reporting claims to (Company Name's) worker's compensation insurance carrier.
14. Review Material Safety Data Sheets (MSDS) with employees working near or with hazardous materials.

EMPLOYEES

1. Work in accordance with the safety rules and regulations.
2. Wear appropriate safety equipment or attire as required by the job.
3. Report ALL injuries, unsafe conditions and practices immediately to your manager/supervisors.
4. Ask questions if there is a misunderstanding about the way to perform a duty. Do not attempt to perform any job or operate any machinery you have not been properly trained to operate.
5. Contribute ideas or suggestions for improvement of the safety program.

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6. Attend periodic safety meetings.
7. Cooperate with supervisors training efforts and become fully knowledgeable of job hazards.
8. Become familiar with the safety program and apply it to tasks being performed.

SAFETY BEGINS WITH YOU!

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SAFETY RECOGNITION AND COMPLIANCE

All employees at **(Company name)**, will be held responsible for the practice and enforcement of safe work practices. The following methods are used to ensure compliance:

Recognition: Management recognizes employee actions that promote safe working conditions and behaviors. Examples of methods to provide positive reinforcement include certificates of recognition, or selection of an employee of the month.

Enforcement: Failure of any employee, supervisor, or crew boss to comply with their assigned responsibilities under the company Injury and Illness Prevention Program will be held to disciplinary action that may include termination. Any violation of safety rules, procedures, or guidelines (depending on the severity of the violation), will also be considered for discipline or possible termination. The following is an example of disciplinary actions:

1. First offense or violation: verbal warning
2. Second offense or violation: written warning
3. Third offense or violation: suspension
4. Fourth offense or violation: grounds for termination

*An offense or violation deemed to be of extreme severity by supervisor, crew boss, or manager, may be grounds for immediate termination. This may be regardless of the order in which the offense or violation was committed.

Sample **SAFETY WARNING NOTICE** can be found in Appendix A - Sample Forms

(Company Name) will inform employees of provisions to the IIPP program, and evaluate the safety performance of each employee. We will also recognize employees who follow safety procedures to the best of their abilities, and provide training to those in need of improvement to that safety performance.

Sample **RECEIPT OF IIPP FORM** can be found in Appendix A - Sample Forms.

SAFETY COMMUNICATIONS

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(Company Name) is committed to providing its employees or staff with effective communication that will give its employees the necessary information to perform their duties and tasks in a safe and healthful manner. In order to do this, the following communication tools may be used.

Safety Meetings: Safety meetings are held at work sites to go over each point of the Safety Manual as well as to discuss Safe Work Procedures. A Safety Manual is available for employee review at all times. Material Safety Data Sheets (MSDS) are included as well as an Emergency Procedures Manual. Employees will be briefed at regular intervals at the work site. Posters and information are available to the Employees on Safe Work Practices, such as lifting of materials, equipment, work-related machinery, etc.

Preseason - Preseason meetings will be held with all returning, seasonal, and regular employees; before the harvest or packing season begins. Their purpose is to inform all employees of existing and new safety policies; equipment, and procedures. The company safety manual may also be discussed in order to provide further clarification of its contents.

One-on-one- These meetings may be held as communication sessions between an employee and the corresponding supervisor. Their purpose is for individual clarification or reminders of particular safety issues and hazards.

Tailgate- Tailgate meetings are brief 10-15 minutes long. They may be held before a shift or at break time. Their purpose is to address or remind employees of safety issues in a quick and effective manner. Topics discussed may include personal protective equipment, machine guarding, recent injuries, newly discovered hazards etc. These meetings can also provide an opportunity for employees to share their ideas on how to prevent accidents and injuries.

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Other- Supervisor and Crew bosses are given the responsibility of holding regular meetings to address any safety issue or topic relevant to the operation or tasks.

Safety Committee: The Safety committee will include managers, supervisor, crew bosses, and designated employees. This committee will meet on a regular basis to discuss any changes to the IIPP, review near misses or injuries, and agree on needed changes to the company's safety program.

Employees at **(Company Name)** are encouraged to report any unsafe condition or behavior. These forms may be used as communication tools to report any of these conditions. This will aide in the investigation of the unsafe condition or behavior and provide additional information for any corrective actions. The reporting employee is not required to provide any self identifying information and may submit these items anonymously.

Employees are advised that law protects this report. It would be illegal for the employer to take any action against an employee in reprisal for exercising rights to engage in safety communications.

The employer will investigate any signed report or question as required by the Injury and Illness Prevention Program and advise the worker who gave the information of the employer's corrective action.

Sample **EMPLOYEE SAFETY SUGGESTION OR COMPLAINT FORM** and **EMPLOYEE HAZARD INFORMATION FORM** can be found in Appendix A - Sample Forms.

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HAZARD IDENTIFICATION AND INSPECTION

A designated person will inspect work areas on a periodic basis to identify hazards or unsafe work practices and correct them. Upon review of the periodic inspection the supervisor or safety manager will:

- Take immediate action to fix any unsafe condition or activity; or
- Take steps to correct unsafe conditions if they cannot be fixed in an immediate manner (such as promptly completing a work order or notifying appropriate persons.)

If the supervisor identifies an imminent hazard that cannot be eliminated without endangering employees and/or property, then all exposed employees will be evacuated except those needed to fix the problem. Remaining employees will use appropriate gear and other safeguards when removing hazards.

* Most accidents result when someone fails to follow safety procedures and rules. Such unsafe acts usually occur quickly, for short periods of time. When you see an unsafe act, alert the employee immediately. Explain what you observed and how it could cause an injury. Then show the employee the correct way of doing the job and ask for a demonstration to confirm understanding.

Complete an inspection form on a periodic basis.

- If an item complies as stated, indicate by placing a check in the "OK" column.
- If an item does not comply but is immediately corrected, indicate by placing a check in the "Corrective Action Taken" column.
- If unable to correct an item that does not comply, indicate by placing a check in the "Action Needed" column and explaining the situation on the back of the form.

Completed inspection form should be discussed by management and kept for reference.

A sample **INSPECTION FORM** can be found in Appendix A - Sample Forms

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HAZARD CORRECTION

Safety items identified during inspection/investigation will be submitted to _____ for review, and an action plan will be developed to resolve each specific safety item (hazards, needed policies, etc.) by a set completion date and by those assigned responsibility. This form will be used to document identified problems, steps to be taken, and completion deadline.

Sample **HAZARD CORRECTION FORM** can be found in Appendix A - Sample Forms.

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ACCIDENT INVESTIGATION

REPORTING AN ACCIDENT

Upon first learning of an injury, illness or major equipment breakdown, you should investigate what happened, complete an Accident Report and give a copy to the Safety Manager. Investigate and complete an Accident Report for all incidents that result in injury, first aid or doctor treatment.

The purpose of an accident investigation is to prevent similar accidents, not to place blame. But if the injured employee or someone else contributed to the accident by failing to follow safety rules, then disciplinary action may be appropriate.

The following procedures will help you perform a successful investigation:

1. Visit the accident scene as soon as possible while facts are fresh and before witnesses forget important details.
2. If possible, interview the injured worker at the scene of the accident and "walk" him or her through a reenactment.
3. Conduct all interviews in private. Interview witnesses one at a time. Talk with anyone who has knowledge of the equipment or circumstances contributing to an accident, even if they did not witness it firsthand.
4. Interview witnesses and have them complete the Accident Report.
5. Document details graphically. For some incidents, you may need to preserve the scene by cordoning the area until the investigation ends; otherwise, use sketches, diagrams and photos and take measurements when appropriate.
6. Focus on causes and hazards. Describe what happened, how it happened and why it happened. Determine the cause(s) of the accident.
7. Include a plan for preventing similar accidents in the future. Corrective actions usually involve employee training or retraining, changing processes or procedures, correcting unsafe conditions, or a combination of the above.

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8. If a third party or defective product contributed to the accident, save any evidence. It could lead to the recovery of claim costs.

The unsafe acts of persons and the unsafe conditions that cause accidents can be corrected only when they are known specifically. It is your responsibility to find them and name them and to correct them.

A sample **ACCIDENT INVESTIGATION FORM** can be found in Appendix A - Sample Forms.

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EMPLOYEE TRAINING

INITIAL SAFETY TRAINING

All employees hired by **(Company Name)** will attend an Initial Training to discuss the company safety policies and rules. This meeting will include the elements of the program and what is expected of all employees in regard to job safety.

After this is completed, the employee will then receive specific training on their respective work area and task. This specific training is usually conducted by the direct supervisor

DEPARTMENT SAFETY MEETINGS

Department safety meetings are brief gatherings where supervisors create and maintain employee safety awareness and solve safety-related problems. During these 5-10 minute meetings, employees discuss the dangers posed by specific types of machinery, tools, equipment and materials.

Here's how to run an effective meeting:

1. Hold the meeting at the beginning of the work shift, just after lunch or after a break.
2. Choose a specific topic relating to safety and health. If you notice oil spills on the floor that aren't cleaned promptly, explore why. If an accident or near-accident occurred on the job, talk about it. What happened? Where? How can it be prevented in the future?
3. Choose a specific topic. You can't cover "Hand Tool Safety" in a 5-10 minute meeting, but you can address "Safe Use of Hand-Held Cutters."

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TRAINING AND SAFETY RULES

Have all employees read the General Safety Rules and the Job-Specific Safety Rules that apply to them. When they've finished reading all the safety rules, discuss the importance of the rules with them and answer their questions. Finally, have them sign the Employee Training Log. Submit the signed form to Human Resources for inclusion in the employee's personnel file. This way, an employee's subsequent failure to follow a safety rule or procedure can trigger disciplinary action consistent with your company's personnel policies and procedures.

Employees should be trained in the following topics:

- General Safety Rules
- Tools and Machines
- Equipment and Vehicle Safety
- Tractor Safety
- Ladder Safety
- Electrical Safety
- Handling Chemical/Pesticide Safety
- Fire Prevention
- Back Injury Prevention
- Personal Protective Equipment
- Heat Stress Prevention

Sample training materials are included in Appendix A - Sample Forms.

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RECORD KEEPING

Records of hazard assessment inspections, including the name(s) of persons conducting the inspections, the unsafe work practices and conditions that have been identified and the action taken to correct the unsafe work practices and conditions, are recorded on a hazard assessment and correction form.

Documentation of safety and health training for each employee, including the employee's name, training dates, type(s) of training, and training providers, are recorded on an employee training and instruction form.

Records of accident investigations conducted at our dairy will be kept on forms.

Inspection records, accident investigation records and training reports will be maintained.

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APPENDIX A SAMPLE FORMS

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SAMPLE RECEIPT OF IIPP FORM

I certify that I have received my personal copy of **(Company Name)** Injury and Illness Prevention Manual dated _____.

I further certify that I have read, and understand **(Company Name)** policies and procedures as represented in the company's Injury and Illness Prevention Manual.

I understand that failure to comply with all safety policies may result in immediate discharge.

EMPLOYEE NAME: (Print) _____

EMPLOYEE SIGNATURE: _____

DATE: _____

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SAFETY VIOLATION WARNING NOTICE

Date: _____

You have been observed violating the following company safety rules or practices:

Your violation may have been unintentional, or you may have not realized that you were violating a safety rule or a safe practice. We are bringing this to your attention because of management's sincere concern for your safety. We hope that you share this concern for yourself and your fellow employees. Production, economy or convenience of either management or our employee's shall not take precedence over safety in our operation. Further violations of the above, or frequent violations of any safety rules, or safe practices, will result in disciplinary action.

IF IN DOUBT, ASK YOUR SUPERVISOR, DON'T TAKE CHANCES!

Supervisor's Signature

I have read and understand the above warning notice. I agree that I will not commit this violation again, and that I will try to increase the safety with which I work.

Employee's Signature

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EMPLOYEE SAFETY SUGGESTION OR COMPLAINT

This form may be used by employees to provide a safety suggestion or report an unsafe workplace practice.

Description of Unsafe Situation or Action _____

Reasons for Unsafe Situation or Practice _____

My Suggestion for Improving Safety _____

Has This Subject Been Reported to Your Supervisor? Yes _____ No _____

Employee Name (Optional) _____

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EMPLOYEE HAZARD INFORMATION FORM

This form is for use by employees who wish to provide a safety suggestion or report an unsafe workplace condition or practice.

Description of Unsafe Condition or Practice: _____

Causes or Other Contributing Factors: _____

Employee's Suggestions for Improving Safety: _____

Has This Matter Been Reported to the Area Supervisor? Yes _____ No _____

Employee Name (optional)

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INSPECTION CHECKLIST

GENERAL

	<u>OK</u>	<u>Action Needed</u>	<u>Corrective Action Taken</u>
1. All Cal/OSHA or workers compensation notices posted in visible area	—	—	—
2. There is an established Injury and Illness Prevention Program	—	—	—
3. Employees are instructed in proper first aid and emergency procedures	—	—	—
4. Material safety data sheets readily available	—	—	—
5. All work areas clean and orderly	—	—	—
6. Fire extinguishers are readily available	—	—	—

FIELD

	<u>OK</u>	<u>Action Needed</u>	<u>Corrective Action Taken</u>
1. Ladders are free from weak, damaged rails and loose or broken rungs	—	—	—
2. Orchard ladders contain stable third leg	—	—	—
3. Cutting, shearing and pruning hand tools properly sharpened and stored	—	—	—
4. Grazing, hoeing, and raking tools are rust free and stored adequately	—	—	—
5. Seatbelts on tractors with ROPS fastened correctly and used	—	—	—
6. PTO guards on tractor or harvesting implements secure	—	—	—
7. Tractors and harvesting implements are free from functioning or mechanical defects	—	—	—
8. Tractors contain back wheel fenders	—	—	—
9. Vehicles have working head, signal, and rear lights	—	—	—
10. Seatbelts on all vehicles fastened adequately	—	—	—
11. Clean potable drinking water available at all times	—	—	—

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FIELD	<u>OK</u>	<u>Action Needed</u>	<u>Corrective Action Taken</u>
12. Hand washing and toileting stations are properly maintained and stocked	—	—	—
13. Designated areas for shade	—	—	—
14. Irrigation equipment and machines in good working condition	—	—	—
15. Harvesting equipment and machines in good working condition	—	—	—
16. Walkways clear from debris or misplaced equipment	—	—	—
17. Moving parts on agricultural equipment properly guarded	—	—	—
18. Hazardous substances properly labeled and identified	—	—	—
19. First aid materials readily available	—	—	—

PACKING HOUSE	<u>OK</u>	<u>Action Needed</u>	<u>Corrective Action Taken</u>
1. Walkway and floors are free of trash, debris or misplaced equipment	—	—	—
2. Machine guards in place	—	—	—
3. Packing equipment and tools maintained, stored properly	—	—	—
4. First aid kits stocked and easily accessible	—	—	—
5. Fire extinguishers easily accessible, and in working condition	—	—	—
6. Platforms are stable	—	—	—
7. Equipment and tools stored in designated area	—	—	—
8. Signs posted for high voltage or unsafe entry	—	—	—
9. Ventilation systems in proper working condition	—	—	—

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PACKING HOUSE

	<u>OK</u>	<u>Action Needed</u>	<u>Corrective Action Taken</u>
10. High voltage machines and equipment grounded	—	—	—
11. Forklifts equipped with horn, brakes and back up alert	—	—	—
12. No breaks or cracks on pallets	—	—	—
13. Hand and eye washing station in operating condition	—	—	—

SHOP

	<u>OK</u>	<u>Action Needed</u>	<u>Corrective Action Taken</u>
1. Hazardous materials used, sorted, labeled, and disposed of properly			
2. Floors clean – no oil, radiator fluid, etc.	—	—	—
3. All electrical cords in good condition	—	—	—
4. Oily rags and paper are removed	—	—	—
5. Eye protection is available and used	—	—	—
6. Hand tools are in good condition	—	—	—
7. Batteries are stored away from ignition sources	—	—	—
8. Fire extinguishers are pressurized	—	—	—
9. Compressed gas bottles are restrained	—	—	—
10. Power tools are in good condition and guarded	—	—	—
11. Flammable materials are stored in a steel cabinet	—	—	—
12. Overhead hoists have hook safety latches	—	—	—
13. Employees wear proper boots, gloves, and other personal protective equipment	—	—	—

Conducted By: _____

Date: _____

Management Review: _____

Date: _____

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WORK AREA SAFETY INSPECTION

Work Area Inspected

Name of Inspector

Inspection Date

Safety Hazard/Violation

Corrective Action

Corrective action certified by:

Date corrective action completed:

Safety Hazard/Violation

Corrective Action

Corrective action certified by:

Date corrective action completed:

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Safety Hazard/Violation

Corrective Action

Corrective action certified by:

Date corrective action completed:

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ACCIDENT INVESTIGATION FORM

PART I--GENERAL INFORMATION

Name of Injured _____ Date of Accident _____

Hour _____ A.M. _____ P.M. _____ Location _____

Job or Activity at Time of Accident _____

PART II--DESCRIPTION OF ACCIDENT (What Happened) _____

PART III--WHAT IS THE CAUSE OF ACCIDENT? (Determine the cause by analyzing all the factors concerned. If the injured person, a machine or other physical condition was involved, find out How and Why)

A. Describe any UNSAFE Acts: _____

B. Describe any UNSAFE Conditions: _____

C. FUNDAMENTAL CAUSE: _____

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PART IV--CORRECTIVE ACTION TAKEN (What have you done or what do you recommend to prevent a recurrence of a similar accident?)

Has it been done? _____ If not, give reason

Supervisor

ID Number

Date Prepared

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HAZARD CORRECTION FORM

OVERALL ACTION PLAN

Priority Major Action Steps to be Taken (Assign Each Step a Number)	Projected Completion Date	Date Completed
1. _____ _____	_____	_____
2. _____ _____	_____	_____
3. _____ _____	_____	_____
4. _____ _____	_____	_____
5. _____ _____	_____	_____
6. _____ _____	_____	_____

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SAFETY MEETING LOG

Date _____

Name of Trainer _____

Subject(s) Covered _____

Training Aids Used _____

Work Location _____

Attendees (Please print and sign your name legibly.) Use additional sheets as necessary.)

Print	Signature
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

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NEW EMPLOYEE TRAINING CHECKLIST

All of the rules indicated below were explained to me, I fully understand them, and agree to abide by them while working for (Company Name). Have the employee sign their initials in the blank next to the safety rules covered with them.

General Safety Regulations

- _____ A. Tools and Machines
- _____ B. Equipment and Vehicle Safety
- _____ C. Ladders
- _____ D. Electrical Safety
- _____ E. Handling Chemical / Pesticide Safety
- _____ F. Fire prevention
- _____ G. Back Safety
- _____ H. Tractor Safety
- _____ I. Personal Protective Equipment
- _____ J. Heat Illness Prevention Model Program
- _____ K. General Safety Rules

Employee's Signature Date

Supervisors Signature Date

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APPENDIX B SAMPLE TRAINING TOPICS

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GENERAL SAFETY REGULATIONS / CODE OF SAFE PRACTICES

(Company Name) strives to provide you a safe and healthful work environment and equipment. But safety begins with YOU. You are responsible to work in a safe manner and immediately report any hazards to your supervisor. Failure to follow safe work procedures or violation of safety rules will result in disciplinary action. The following list of safety rules is not a complete list. Your manager will provide you with additional information and training as necessary.

1. Report all accidents to your immediate supervisor.
2. Report all unsafe or broken tools or equipment to your supervisor.
3. Observe all warning signs, safety bulletins, and posters.
4. Avoid ALL horseplay and never distract another worker.
5. Use protective clothing and equipment. The employer furnishes goggles, safety glasses, guards, and other protective equipment. It is mandatory that you use it when required.
6. It is the responsibility of each employee to immediately report to a supervisor any safety hazard.
7. To lift heavy objects, squat down and keep your back straight; use the leg muscles when lifting. Do not attempt to lift any object heavier than you can handle.
8. When using sharp-edged tools, cut away from your body, otherwise a tool may slip and injure you.
9. Before starting work, tuck in loose clothing.
10. Keep the floors, aisles, and passageways clear of stock, materials, scrap, tools, oil, and equipment. You are responsible for keeping your work area clean and organized.

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GENERAL SAFETY REGULATIONS / CODE OF SAFE PRACTICES (continued)

11. Do not undertake a job that appears to be unsafe.
12. Use caution when working around machinery.

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SPECIFIC SAFETY TRAINING

Indicate the topics covered with the employee by having them sign their initials on the Employee Training Log blank line next to the topics covered.

A. TOOLS AND MACHINES

1. Use only hand tools, which are safe. Worn or defective tools should always be replaced or tagged out of service until repaired.
2. Always use the correct tool for the job. Think about doing the job the safest way.
3. Safety glasses, goggles or face shield shall be used while working with grinders, buffers, or saws or activities exposing you to possible eye injury.
4. Do not distract the attention of any employee operating a machine or tool. In the event someone wishes to speak with you, discontinue your work, and stop the machine while you are talking. SAFE OPERATION OF EQUIPMENT REQUIRES CONCENTRATION.

B. EQUIPMENT AND VEHICLE SAFETY

1. Employees shall exercise safety precautions at all times while operating vehicles and equipment.
2. There shall be no smoking when fueling vehicles or when using flammable or combustible materials.
3. Smoking or open flame is prohibited within twenty-five (25) feet of fueling operations.
4. Radiator pressure shall be released by slowly, loosening cap or cooling the radiator with water before the cap is completely removed.

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SPECIFIC SAFETY TRAINING (continued)

5. Use your seat belts at all times.
6. Check to the rear of your vehicle before backing up.
7. Vehicles shall be checked each shift/morning by the driver as to condition of fuel, tires, oil, battery, turn signals, lights, brakes, windshield wipers and washers, and safety equipment.
8. Vehicles shall be adequately secured against accidental starting or movement when left unattended.
9. Keep all vehicles clean of trash and litter. All tools and equipment shall be properly guarded, stowed and securely fastened when transported with personnel.
10. Riding on equipment by unauthorized personnel is prohibited.
11. PTO shields must always be in proper working order.

C. TRACTOR SAFETY

1. Securely fasten your seat belt.
2. When possible, avoid operating the tractor near ditches, embankments, and holes.
3. Reduce speed when turning, crossing slopes, and on rough, slick, or muddy surfaces.
4. Stay off slopes too steep for safe operation.

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SPECIFIC SAFETY TRAINING (continued)

5. Watch where you are going, especially at row ends, on roads and around trees.
6. Do not permit others to ride.
7. Operate the tractor smoothly—no jerky turns, starts, or stops.
8. Hitch only to the drawbar and hitch points recommended by tractor manufacturers.
9. When tractor is stopped, set brakes securely and use park lock if available.

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SPECIFIC SAFETY TRAINING

(continued)

10. Employees shall be required to check the tractor prior to operation each day and if it is unsafe, report the matter immediately to a foreman or mechanic and shall not use the tractor again until it has been made safe.
11. Employees shall be prohibited from stunt driving or horseplay while operating an agricultural or industrial tractor.
12. No repairs shall be performed on any agricultural or industrial trucks or tractors until arrangements have been made to reduce the probability of injury to repairmen or others caused by sudden movement to operation of such equipment or its parts.
13. Always start the tractor while seated in the driver's seat. Never remote or jump start a tractor.

D. LADDER SAFETY

1. Always use a ladder with the correct type of safety feet for the surface.
2. Check the ladder for weak or damaged rails and loose or broken rungs. Do not build makeshift ladders.
3. While climbing or coming down, face the ladder and use both hands.
4. Stay within safe limits of balance and never shift a ladder while your weight is on it.
5. Metal ladders shall not be used when working on or near electrical equipment.

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SPECIFIC SAFETY TRAINING (continued)

6. Ensure that your hands and the bottoms of your shoes are free from dirt and grease before climbing a ladder.
7. Wooden ladders shall not be painted or repaired if side rails or steps are broken. Discard them immediately.

E. ELECTRICAL SAFETY

1. Take utmost precaution when working with electricity.
2. Always seek help if you are unsure of what you are doing.
3. Remember that most of the electrical switch boxes are high in voltage. Carelessness can result in electrocution.
4. Electric tools shall not be operated where danger of flammable vapors, gasses and liquids exist, or where dust or water is present.
5. Electrical equipment repairs shall be made only by qualified personnel. Machines being repaired will have the electricity shutoff at the circuit box and the switch locked, so it cannot be reactivated, except by the person performing the repairs.
6. Use only properly grounded electric tools.
7. Report short circuits and damaged cords immediately.

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SPECIFIC SAFETY TRAINING (continued)

F. HANDLING ACIDS, CAUSTICS AND CHLORINE

Alkaline soaps, acid sanitizers and iodine disinfectants are the most common. Handling acid can be safe if you have the proper respect for the material. Plan each job carefully and follow safe handling procedures. Don't take short cuts or experiment when working with chemicals. Here are a few simple suggestions, which are extremely important for safe handling:

1. Use all necessary protective equipment and clothing. (Gloves, aprons, boots, goggles, etc).
2. Avoid mixing of chemicals, unless you have been properly trained.
3. An emergency shower and eyewash should be installed in the chemical area; and employees should know its location. Post emergency phone numbers. Know where the shower is located before working with acids or caustics.
4. Remove chemicals spilled on your body as quickly as possible by flushing with large quantities of water.
5. Never use air pressure to remove chemicals from drums or other vessels.
6. Keep stoppers fastened whenever drums are moved; whether they are full or empty.
7. Vapors and fumes can be deadly. There's a possibility of chronic poisoning when a fairly large amount is inhaled over a short period of time.
8. Keep chemicals away from children.

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SPECIFIC SAFETY TRAINING (continued)

9. Use chemicals strictly for their intended purpose. Read the label and follow the instructions.
10. Keep chemicals in their original containers. Make sure they are clearly and accurately labeled.
11. Move heavy or large containers only with a forklift or a barrel truck.
12. Store chemicals in a secure area according to label instructions. Keep them close to ground level.
13. Mix chemicals only in a well ventilated area. Gases may be harmful. Use the proportions stated on the label and watch for incompatible chemicals.
KEEP ACIDS AND BASES SEPARATE.
14. Never smell or taste a chemical to identify it. If you can't identify it, don't use it!
15. Do not leave chemicals unattended when using. Return them to their proper place when finished.
16. First aid for chemical exposure must be prompt:
 - a. Wash or immerse in water immediately.
 - b. Remove clothing.
 - c. If in eyes, hold eyelid open and flush with a gentle stream of clean water.
 - d. Get to a physician at once for all eye burns and other burns, if extensive or deep

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SPECIFIC SAFETY TRAINING (continued)

G. FIRE PREVENTION

1. Report any fire immediately to any manager/supervisor.
2. Become familiar with the location of all fire exits and fire extinguishers. In case of fire, turn off all electrical equipment and walk quietly to the nearest exit. Follow your manager's direction.
3. Do not block access to fire fighting equipment or fire exits.
4. Fire sprinklers must never be blocked.

H. FACILITY SAFETY

(List items in this section that are of specific concern to your facility and operation.)

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BACK INJURY AVOIDANCE FOR AGRICULTURAL WORKER

KEY POINTS:

- ALWAYS Lift the hitching tongue using your legs, not your back.
- ALWAYS Get help when moving heavy items or equipment.
- ALWAYS Limit the weight of the load to be lifted.
- ALWAYS Mount/dismount all equipment carefully.
- NEVER Twist your back or body while carrying a load.
- NEVER Reach or extend yourself to lift an object.
- NEVER Jump off a tractor after sitting for a long period of time.

All of the rules indicated above were explained to me. I fully understand them and agree to abide by them while working for (AG COMPANY NAME).

Employee Signature

Date

Supervisor Signature

Date

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AGRICULTURAL TRACTOR SAFETY

KEY POINTS:

- ALWAYS Use seat belts on tractors that have rollover protection system (ROP).
- ALWAYS Carry a first aid kit and dry chemical extinguisher on the tractor.
- ALWAYS Use extra care when driving up an incline.
- ALWAYS Balance your load, including the weight of the load on the trailer.
- ALWAYS Reduce speed before turning.
- ALWAYS Stop the engine before getting off the tractor.
- ALWAYS Keep the tractor in gear when going downhill.
- ALWAYS Lock brake pedals together when traveling on roads and unlock them when working a field.
- NEVER Allow riders. Tractors are designed to only carry the operator.
- NEVER Hitch chains or implement tongues to the axle or other high points of the tractor.
- NEVER Start a tractor by shorting across starter and solenoid terminals.
- NEVER Start a tractor while standing on the ground. Start tractors only from operator's seat, with transmission in neutral or park.
- NEVER Attach a post or log to rear wheels when a tractor is stuck in the mud.
- NEVER Allow children to play on or around the tractors.

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All of the rules indicated above were explained to me. I fully understand them and agree to abide by them while working for **(Company Name)**.

Employee Signature

Date

Supervisor Signature

Date

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RECORD KEEPING

Records of hazard assessment inspections, including the names(s) of persons conducting the inspections, the unsafe work practices and conditions that have been identified and the action taken to correct the unsafe work practices and conditions, are recorded on a hazard assessment and correction form.

Documentation of safety and health training for each employee, including the employee's name, training dates, type(s) of training, and training providers, are recorded on the employee training and instruction form.

Records of accident investigations conducted will be kept on forms.

Inspection records, accident investigation records and training reports will be maintained.

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