



Injury and Illness

Prevention Program (IIPP)

POLICY

Pacific Coast Tree Expert (PCTE) is committed to providing each employee with a safe and healthful workplace, free from recognized hazards. Employees must strictly comply with safety rules, policies, and safe work procedures outlined in the PCTE Line Clearance Certification Program (LCCP), and other safety material communicated by the General Forepersons, Safety Department, and Leadership.

PERSONS OF RESPONSIBILITIES

Javier Pinedo - Safety Director

Nicolas Pinedo – Operations Manager (SCE)

Roberto Lechuga – Operations Manager (PG&E)

Juan Alvarez - Safety Supervisor

Abel Lopez - Safety Supervisor

Ismael Menchaca - Safety Supervisor

Ricardo Olvera - Safety Supervisor

Sergio Cisneros - General Foreperson

Michael Pinedo – General Foreperson

Andres Rodriguez – General Foreperson

Edwin Ruiz – General Foreperson

Eulalio Gamboa – General Foreperson

Juan Nolasco – General Foreperson

Wilbert Lechuga – General Foreperson

RESPONSIBILITIES

Safety Director:

As the administrator of the Injury and Illness Prevention Program (IIPP), the Safety Director holds the authority and responsibility for program implementation. This includes enforcing safety policies, addressing employee concerns, conducting inspections, developing hazard abatement strategies, providing safety training, maintaining records, and facilitating communication on safety matters.

Safety Supervisors:

Safety Supervisors report to the Safety Director. They assist the Safety Director, assume responsibilities in his/her absence, and support the implementation of the IIPP. Key responsibilities include active involvement in the new-hire process, verification of proper training for assigned tasks for new hires, conducting safety observations such as JSOs/DSOs, assisting in follow-ups for necessary corrective action plans, and ensuring the regular inspection of vehicles along with the availability of essential equipment. This multifaceted role underscores the importance of Safety Supervisors in upholding safety standards and fostering a secure work environment.

Operations Managers:

Operations Managers are responsible for overseeing the effective implementation of the IIPP within their respective areas. They play a crucial role in enforcing safety policies, conducting regular safety inspections, addressing employee concerns, and ensuring compliance with the program. Additionally, managers are actively involved in incident investigations, hazard assessments, and fostering a culture of safety among their teams.

Field Supervisors and General Forepersons:

They share the responsibility of ensuring the successful implementation of the IIPP on the field. asked with familiarizing themselves with company safety policies, assisting in the new-hire process, and delivering safety training, supervisors ensure understanding and adherence to safety rules. Their responsibilities encompass regular job site inspections, surveys, and formal inspections, as well as maintaining accessibility of required notices. Conducting daily crew meetings, encouraging employee participation, and consistently enforcing safety rules, supervisors also investigate injuries,

ensuring immediate treatment and reporting. Mandating the proper use of personal protective equipment, they take disciplinary action when necessary, emphasizing the significance of rule adherence in preventing incidents.

Employees:

All employees play a critical role in maintaining a safe work environment by being collectively accountable for adhering to safe work practices and diligently following the safety directives, policies, and procedures established by the organization. Their commitment to these guidelines is essential in contributing to the overall safety culture at PCTE, ensuring a secure and healthful workplace for everyone. This shared responsibility emphasizes the crucial role each employee plays in upholding safety standards and fostering a culture of well-being within the company.

COMPLIANCE

All workers, including Managers, Safety Supervisors and General Forepersons, are responsible for ensuring clear communication and understanding of all safety and health policies and procedures. Compliance is reinforced through evaluations, recognition programs, training, and disciplinary measures.

COMMUNICATION

A robust communication system is established to facilitate an open dialogue between management and work staff on health and safety issues. This includes new employee orientation, regular safety meetings, safety training programs, anonymous reporting processes, stand downs, and a safety committee that meets regularly to review incidents and provide suggestions for prevention.

HAZARD ASSESSMENT

To ensure a safe working environment, periodic inspections to identify and evaluate workplace hazards will be performed by a competent observer. The inspection schedule is as follows:

1. Establishment of IIPP:

- An initial inspection will be carried out during the establishment of our Injury and Illness Prevention Program (IIPP).

2. Regular Inspection Triggers:

- The Safety Supervisor and/or General Foreperson will conduct inspections when any of the following events occur:
 - a. Introduction of new substances, processes, procedures, or equipment with potential safety hazards.
 - b. Each General Foreperson and Safety Supervisor will promptly report the introduction of new substances, processes, procedures, or equipment to the Safety Director using a notification form. This report will include an evaluation of potential hazards and proposed training or corrective measures.
 - c. Investigation and issuance of directives by the Safety Supervisor and/or General Foreperson based on reported information.
 - d. Identification of new, previously unrecognized hazards.
 - e. Occurrence of occupational injuries and illnesses.
 - f. When workplace conditions warrant an inspection.
- a. Evaluation of work locations by the Crew Foreperson and crew, identifying hazards through documented job briefings using the company-approved Job Briefing form.

3. Responsibilities of Safety Supervisor and General Forepersons:

- Safety Supervisors and General Forepersons will:
 - b. Review workplace injury and occupational illness reports for the past and current year.
 - c. Conduct physical inspections of work sites, including Job Safety Observations (JSOs) of work practices and inspections of equipment, machinery, and safety devices.
 - d. Consult with Crew Foreperson and other crew personnel to identify unsafe practices, potentially dangerous conditions or equipment, and areas requiring safety training.

4. **Monthly Audits:**

- General Forepersons will conduct monthly audits of operations, monitoring crew compliance with safety rules and policies during weekly visits to work sites.

5. **Safety Supervisor Inspections:**

- The Safety Supervisor will conduct inspections whenever:
 - Any of the regular inspection triggers occur.
 - Awareness of a new or previously unrecognized hazard is gained independently or through information received from an employee, including Employee Notification of Safety Hazard forms (Attachment A).

INCIDENT EXPOSURE / INVESTIGATION

In the event of an occupational injury, occupational illness, or near miss accident, Pacific Coast Tree Expert follows a structured procedure for incident investigation and management, adhering to Incident Management protocols:

1. **Notification:**

- The Crew Foreperson will promptly notify their General Foreperson immediately upon the occurrence of an incident.
- The Crew Foreperson will secure the scene of the incident to prevent further harm or damage.

2. **Immediate Actions:**

- The General Foreperson will, without delay, contact the Safety Director or their immediate Safety Supervisor to report the incident.
- The General Foreperson and/or Safety Supervisor or Safety Director will:
 - Conduct a comprehensive inspection of the injury, accident, or illness site.
 - Interview the victim to gather information regarding the incident.
 - Interview potential witnesses to obtain additional perspectives.
 - Document all interviews and site inspections using forms supplied by PCTE.

3. **Documentation:**

- All investigations and findings will be documented using the appropriate forms. This documentation ensures a detailed record of the incident, aiding in analysis and future preventive measures.

4. **Evaluation of Hazards:**

- Alongside each investigation, the Safety Director and/or Safety Supervisor will assess the severity of any identified hazards. Following this evaluation, a safety action plan will be developed and implemented to abate the hazard and correct any unsafe work practices or procedures.

5. **Safety Action Plan:**

- The safety action plan may include immediate corrections, provision of additional employee training, repair of equipment, cleaning of work areas, and the posting of warning notices. The goal is to address the root causes of the incident and prevent its recurrence.

HAZARD CORRECTION

Pacific Coast Tree Expert is committed to correcting unsafe or unhealthy work conditions, practices, or procedures promptly and efficiently. The correction procedures are outlined below:

1. Routine Corrections:

- Unsafe or unhealthy conditions, practices, or procedures will be corrected immediately upon observation or discovery. Employees and supervisors are encouraged to promptly report any such conditions to their immediate supervisor, Safety Supervisor, or Safety Director.

2. Imminent Hazards:

- In cases where an imminent hazard exists that cannot be immediately corrected without endangering employees and/or property, the following procedures will be followed:
 - The Safety Director and/or Safety Supervisor, General Foreperson, and/or Crew Foreperson shall take immediate action to remove all exposed personnel from the area.
 - Only personnel necessary to correct the hazardous condition will remain in the area.
 - Employees engaged in correcting the condition will be provided with the necessary safeguards and safety equipment to mitigate risks and ensure their safety.

TRAINING AND INSTRUCTION

Pacific Coast Tree Expert is committed to fostering a culture of safety through a comprehensive training and instruction program. Safety Supervisors and General Forepersons play a pivotal role in the development and implementation of this program, ensuring that all employees are well-versed in general workplace safety and health practices, as well as job-specific requirements.

Training Schedule:

1. Upon IIPP Establishment:

- Training sessions will be conducted when the IIPP program is first established to familiarize employees with the company's safety policies and procedures.

2. New Employee Orientation:

- New workers are required to go through a new employee orientation training class, encompassing discussions and training on company safety policies, procedures, and health policies.

3. New Job Assignments:

- Employees receiving new job assignments, without prior training for the specific role, will undergo safety training tailored to the requirements of their new responsibilities.

4. Introduction of New Hazards:

- Future training sessions will be provided whenever new substances, processes, procedures, or equipment are introduced, posing new hazards. This includes reviewing Safety Data Sheets (SDS) with General Forepersons and Safety Supervisors, ensuring crews receive adequate training and sign off when communicated.

5. Recognition of Unrecognized Hazards:

- Training will be provided whenever Safety Supervisors and/or General Forepersons identify previously unrecognized hazards, ensuring employees are promptly informed and trained on mitigating risks.

6. Supervisory Training:

- Supervisors will receive training that includes familiarization with hazards and risks faced by employees under their direction. The training will emphasize risk avoidance strategies.

7. Job-Specific Hazard Training:

- All workers will receive training specific to the hazards associated with their job assignments. This ensures that employees are well-prepared to navigate and mitigate risks inherent to their roles.

General Workplace Safety and Health Practices:

Employees, including managers and supervisors, will receive training and instruction on the following general workplace safety and health practices:

1. Implementation of the IIPP program.
2. Emergency action and fire prevention plans.
3. Provisions for medical services and first aid, including emergency procedures.
4. Prevention of musculoskeletal disorders, including proper lifting techniques.
5. Proper housekeeping practices, maintaining neat and orderly work areas, and preventing tripping hazards.
6. Prohibition of horseplay, scuffling, or any acts adversely influencing safety.
7. Proper reporting of hazards and incidents to supervisors.
8. Hazard communication, ensuring worker awareness of potential chemical hazards and proper labeling of containers.
9. Compliance with all company manuals.

RECORD KEEPING

Pacific Coast Tree Expert recognizes the importance of record-keeping to track and enhance the effectiveness of our safety initiatives. The Safety Director shall maintain the following records for a minimum of one year:

1. Implementation and Maintenance Records:

- Detailed records of all steps taken to implement and maintain the Injury and Illness Prevention Program (IIPP). This includes the development, updates, and communication of safety policies and procedures.

2. Inspection Records:

- Comprehensive records of all inspections conducted, including:
 - Date of inspection.

- Person conducting the inspection.
- Identification of unsafe conditions and work practices observed.
- Actions taken to correct identified issues, along with the corresponding dates of correction.

3. Training Documentation:

- Documents reflecting the safety and health training received by each employee, encompassing:
 - Employee's name.
 - Training date.
 - Type of training received.
 - Identification of the trainer.

Record-Keeping Best Practices:

- **Organization:** All records will be systematically organized and stored in a secure and easily accessible manner.
- **Accessibility:** Records will be readily available for review by relevant personnel, regulatory bodies, and employees upon request.
- **Retention Period:** All records will be retained for a minimum of one year from the date of creation or as required by applicable regulations.
- **Accuracy and Completeness:** Records will be kept accurate and complete, reflecting a true representation of the safety program's implementation, inspections, and training efforts.
- **Data Security:** Measures will be implemented to ensure the security and confidentiality of records, safeguarding sensitive information.
- **Audit Trails:** Where applicable, the records will include an audit trail to track changes, ensuring transparency and accountability.
- **Regular Review:** The Safety Director will regularly review and update the records to reflect the most current status of the safety program, inspections, and training activities.

EMPLOYEE ACCESS TO IIPP

All employees have the right and opportunity to access and review our IIPP. To facilitate this, we have established the following access procedures:

1. Printed Copy Access:

- Provide access in a reasonable time, place, and manner, but in no event later than five business days after the request for access is received from an employee or designated representative.
- One printed copy of the plan must be free of charge, although the employer may charge a reasonable administrative fee for additional copies within (1) year of the previous request and the program has not been updated with new information since the prior copy was provided.

2. Electronic Copy:

- Unobstructed access will be provided through a company server or website, enabling employees to review, print, and email the current version of the IIPP.

Pacific Coast Tree Experts will communicate the right to access the IIPP and the established procedures to all employees. This information will be shared through appropriate channels, ensuring that all employees are aware of their access rights.

Access Request Process:

Employees can receive and review our IIPP by either making a written request themselves or designating an authorized representative. The written authorization request must include:

- The name and signature of the employee authorizing a designated representative.
- The name of the designated representative authorized to receive the IIPP.
- The date of the request.
- The date when the written authorization will expire (if less than one year).

Each of our trucks is equipped with a QR code that employees can scan to access our programs. Some trucks also have a printed version for convenient access.

Attachment A

Hazard Correction Form

UNSAFE WORK PRACTICE, PROCEDURE OR WORKPLACE HAZARD:

Description: <i>Clearly describe the unsafe practice, procedure, condition, substance, or hazard.</i>
Corrective Action: <i>How would you eliminate or mitigate this unsafe element?</i>
Training Needs: <i>Would employee training contribute to hazard reduction? If so, suggest the type of training needed.</i>

SUBMITTER INFORMATION:

Name: _____

Date: _____

(Optional) Anonymous Submission: YES NO

NOTICE: It is the company policy that no employee will be retaliated against for reporting safety concerns.