

	PACIFIC COAST TREE EXPERTS Safety Management System		Doc No:	IIPP
			Initial Issue Date	1/4/2023
			Revision Date:	8/12/2026
	INJURY AND ILLNESS PREVENTION PROGRAM (IIPP)		Revision No.	3
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Policy

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

Persons with Safety Responsibilities

Javier Pinedo – Safety Director
Juan Alvarez – Safety Supervisor
Abel Lopez – Safety Supervisor
Ismael Menchaca – Safety Supervisor
Alejandro Gaitan – Safety Supervisor
Christian Gamboa – Safety Supervisor

Omar Carreon – Field Supervisor
Sergio Cisneros – General Foreman
Michael Pinedo – General Foreman
Edwin Ruiz – General Foreman
Eulalio Gamboa – General Foreman
Artemio Rodriguez – General Foreman
Jose Rios – General Foreman

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.

The Safety Director shall review this Injury and Illness Prevention Program (IIPP) at least annually to ensure continued effectiveness. Updates will also occur when hazards change, new equipment or procedures are introduced, or new regulations are issued.

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.

Field Supervisors and General Foremen:

They share the responsibility of ensuring the successful implementation of the IIPP on the field. Tasked 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:

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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 healthy 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 employees, including managers, supervisors, General Foremen, Crew Foremen, and field employees, are responsible for complying with established safety and health policies, procedures, and safe work practices.

PCTE promotes and enforces compliance through:

- Communicating applicable safety rules and procedures to employees.
- Recognizing employees who demonstrate safe and healthful work practices.
- Providing coaching, training, or retraining when safety deficiencies are identified.
- Evaluating employee safety performance.
- Applying disciplinary action when employees fail to comply with established safety rules or procedures.
- Enforcing safety requirements fairly and consistently.

Communication

A robust communication system has been 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, and stand downs.

Safety and health information will be communicated in a form and language readily understandable by affected employees. Translation or bilingual communication will be provided when appropriate.

Employees are encouraged to report unsafe conditions, unsafe work practices, safety concerns, incidents, and near misses directly to their supervisor, General Foreman, Safety Supervisor, or Safety Director. Employees may also submit concerns anonymously. No employee will be retaliated against or disciplined for reporting a safety or health concern in good faith.

Periodic Hazard Assessment and Inspections

PCTE identifies and evaluates workplace hazards through the following:

- **Daily:** Crew Foremen and crews evaluate the work location through the company-approved Job Briefing before work begins and when conditions or work activities change.
- **Monthly:** General Foremen conduct documented operational audits of assigned crews and work activities.
- **Safety Inspections:** Safety Supervisors conduct JSOs/DSOs, equipment inspections, and other safety observations as scheduled or when conditions warrant.
- **Additional inspections are conducted when:**
 - New substances, processes, procedures, or equipment introduce a potential hazard.
 - A new or previously unrecognized hazard is identified.
 - An occupational injury or illness occurs.
 - Workplace conditions change or otherwise warrant an inspection.

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Incident and Exposure Investigation

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

1. Notification:

- The Crew Foreman will promptly notify their General Foreman immediately upon the occurrence of an incident.
- The Crew Foreman will secure the scene of the incident to prevent further harm or damage.
- The incident scene and relevant evidence shall be preserved to the extent safely practicable until the necessary investigation and documentation have been completed, except when changes are necessary to provide emergency care, eliminate an immediate hazard, or prevent further injury or damage.

2. Immediate Actions:

- The General Foreman will, without delay, contact the Safety Director or their immediate Safety Supervisor to report the incident.
- The General Foreman 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.
- The investigation will identify immediate, contributing, and underlying causes of the incident. The investigation may include review of applicable work procedures, Job Briefings/JHAs, employee training and qualifications, PPE, equipment condition, work planning, supervision, environmental conditions, and other factors relevant to the event.
- Corrective actions will identify the responsible person, required action, target completion date, and verification of completion.

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.

Serious Injury, Illness, or Fatality Reporting

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The Safety Director or other authorized management representative will evaluate occupational incidents to determine whether reporting to Cal/OSHA is required. Any work-connected fatality or serious injury or illness that meets applicable Cal/OSHA reporting requirements shall be reported to Cal/OSHA immediately, as soon as practically possible, and no later than eight (8) hours after the employer knows or with diligent inquiry would have known of the event.

Hazard Correction

Pacific Coast Tree Experts 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, work practices, or procedures will be corrected in a timely manner based on the severity of the hazard. Immediate corrective measures will be taken when necessary to protect employees from exposure.
- 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 Foreman, and/or Crew Foreman 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.

3. Corrective Action Documentation:

- All corrective actions will be documented using the Hazard Correction Form (Attachment A) or appropriate internal tracking tools.
- Documentation will include:
 - Description of hazard
 - Responsible parties
 - Actions taken
 - Completion date
- These records support both continuous improvement and regulatory compliance.

4. Stop Work Authority (SWA):

- All employees have the unquestioned authority and obligation to stop work when:
 - Unsafe conditions are present.
 - Unsafe behaviors are observed.
 - There is uncertainty about job safety or procedures.

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- No employee will be disciplined or retaliated against for exercising Stop Work Authority in good faith, regardless of whether the reported condition is ultimately determined to constitute a hazard.
- Once work is stopped:
 - The immediate Supervisor (Foreman), General Foreman, or Safety Supervisor will assess the concern.
 - Work will only resume when the hazard has been evaluated and corrected or mitigated

Training and Instruction

Pacific Coast Tree Experts is committed to fostering a culture of safety through a comprehensive training and instruction program. Safety Supervisors and General Foremen 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 and instruction will be provided in a manner and language that employees can understand and will address both general workplace safety requirements and hazards specific to the employee's assigned duties.

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 Foremen 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 Foremen identify previously unrecognized hazards, ensuring employees are promptly informed and trained on mitigating risks.

6. Supervisory Training:

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- 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:

- Implementation of the IIPP program.
- Emergency action and fire prevention plans.
- Provisions for medical services and first aid, including emergency procedures.
- Prevention of musculoskeletal disorders, including proper lifting techniques.
- Proper housekeeping practices, maintaining neat and orderly work areas, and preventing tripping hazards.
- Prohibition of horseplay, scuffling, or any acts adversely influencing safety.
- Proper reporting of hazards and incidents to supervisors.
- Hazard communication, ensuring worker awareness of potential chemical hazards and proper labeling of containers.
- Compliance with all company manuals.
- Proper selection, use, inspection, care, and limitations of required personal protective equipment (PPE).
- Workplace violence prevention in accordance with PCTE's Workplace Violence Prevention Plan (WVPP), including reporting, emergency response, employee training, and prohibition against retaliation.

Record Keeping

Pacific Coast Tree Experts recognizes the importance of record-keeping to track and enhance the effectiveness of our safety initiatives. The Safety Director shall maintain the following records with retention durations that meet or exceed applicable Cal/OSHA requirements:

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.
 - Unsafe conditions and work practices observed.

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- Actions taken to correct identified issues, with dates of correction.
- Inspection and hazard correction records will be retained for a minimum of one year, or longer if incident history or regulatory needs require it.

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.
- Training records will be retained for the duration of the employee's employment, ensuring documentation is available in the event of future evaluations, audits, or incident investigations.

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:**
 - Training records: Retained for the duration of employment.
 - Inspection and hazard correction records: Minimum of one year.
 - Other safety and health records: Retained for the period required by the applicable Cal/OSHA regulation, company policy, or other legal requirement.
- **Accuracy and Completeness:** Records will be maintained accurately, reflecting actual observations, findings, and corrective actions.
- **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 shall periodically audit and update safety records to ensure completeness and regulatory compliance.

Employee Access to the 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.

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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 may request access to or a copy of the IIPP directly from their supervisor, Safety Supervisor, Safety Director, or Program Administrator. When an employee designates another individual or organization to receive the IIPP on their behalf, written authorization shall be required. 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 company truck is equipped with a QR code that employees may scan to access the current company safety programs. Printed copies are also maintained at designated locations. QR-code access is provided as an additional means of access and does not restrict an employee's right to request and receive a copy of the IIPP.

Program Review

The Program Administrator will review and update this Injury and Illness Prevention Program (IIPP) at least annually, or sooner if there are changes in work conditions, new hazards identified, regulatory updates, or feedback from employees or supervisors that indicate the need for revision.

Revision History

Date Revised	Revised By	Description of Change
2023-01-04	Program Administrator	Initial release.
2024-01-03	Program Administrator	Structural review and compliance review.
2025-01-03	Program Administrator	Annual review completed – formatting updates and improvements.
2026-01-04	Program Administrator	Annual review completed.
2026-08-12	Program Administrator	Revised compliance, employee communication, hazard assessment, incident investigation and reporting, hazard correction, training, recordkeeping, employee access, and related safety-program references.

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Management Acknowledgment

This Injury and Illness Prevention Program (IIPP) has been reviewed and approved by the management of Pacific Coast Tree Experts. It reflects our organization's ongoing commitment to providing a safe and healthy workplace for all employees and complies with the requirements of California Code of Regulations, Title 8, Section 3203.

Approved By: Javier Pinedo Date: 08/12/2026

Signature: 

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Attachment A

Hazard Correction Form

UNSAFE WORK PRACTICE, PROCEDURE OR WORKPLACE HAZARD:

Description: *Clearly describe the unsafe practice, procedure, condition, substance, or hazard.*

Corrective Action: *How would you eliminate or mitigate this unsafe element?*

Training Needs: *Would employee training contribute to hazard reduction? If so, suggest the type of training needed.*

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.