

# INJURY AND ILLNESS PREVENTION PROGRAM

## United Marble & Granite

“...every employer shall establish, implement and maintain an effective Injury and Illness Prevention Program. The program shall be in writing...”

-CCRTitle 8, §3203(a)

### PROGRAM OBJECTIVES

- A. Define a health and safety management organization within the facility and to assign staff responsibilities for carrying out the elements of this program.
- B. Establish a system to identify workplace hazards.
- C. Establish a procedure to evaluate and correct workplace hazards.
- D. Ensure that occupational injuries or illnesses are promptly reported and are investigated to determine their cause.
- E. Provide periodic and applicable health and safety training to facility personnel.
- F. Establish a procedure for communicating with employees on health and safety matters and to encourage employees to report apparent work-site hazards.
- G. Define procedures to promote employee and management compliance with program elements.

I have reviewed this Injury and Illness Prevention Program for completeness and the provisions contained herein will apply to operations at United Marble & Granite.

Signed Electronically by Manny DeOliveira

Owner

Signature

Title

Manny DeOliveira

3/18/2024

Printed Name

Date

2/18/2016

8/20/2021

Date Implemented

Last Revision Date

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# I. RESPONSIBILITY

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- a. Senior Facility Manager:** This position, filled by Manny DeOliveira, Owner, assumes overall responsibility for activities at the Facility. With regard to this Injury and Illness Prevention Program (IIPP), the Owner should:
1. Provide overall program leadership by demonstrating sustained interest in employee health and safety matters.
  2. Establish Facility policy on health and safety matters. This shall include review and approval of this Injury and Illness Prevention Program and any modifications thereto.
  3. Establish a health and safety organization at the Facility, assign individuals to positions within that organization and define their responsibilities.
  4. Review program activities and evaluate results. This shall include approving hazard correction activities, which exceed a supervisor's authority
- b. Safety Coordinator:** This role is currently being fulfilled by Manny DeOliveira, Owner. This individual has overall responsibility for managing and ensuring compliance with Facility safety programs. In that regard, the Safety Coordinator shall:
1. Serve as Chairman of the Facility Safety Committee.
  2. Ensure that an accurate record of Facility safety activities is maintained. This shall specifically include maintaining a record of all scheduled Safety Committee meetings.
  3. Ensure that periodic, scheduled safety inspections are conducted.
  4. Remain aware of local, state and federal environmental health and safety requirements as they pertain to the Facility.
  5. Inform the Facility Safety Committee of any serious environmental health or safety hazard and recommended corrective action. If a hazard presents an immediate threat to human health or safety, act as appropriate to protect Facility employees and others.
  6. Ensure that a Facility employee safety-training plan is adequately developed and carried out and that a proper record of training activities is maintained.
  7. Make postings as called for by this program.
  8. Ensure the Facility Safety Committee remains aware of overall program status.
- c. Safety Committee:** Responsible for overall implementation and maintenance of this Injury Prevention Program. In that regard, the Safety Committee members shall:
1. Attend and participate in scheduled Safety Committee meetings.
  2. Review all accidents and Supervisor's Accident Investigation Reports. Direct or make recommendations for remedial activities determined appropriate to prevent a recurrence of the accident.
  3. Investigate any allegation of a hazardous condition brought to a member's attention by any Facility employee.
  4. Monitor the correction of identified safety deficiencies/hazards.
  5. Develop and update an ongoing employee safety-training program.
- d. Supervisors:** An important component of every supervisor's responsibility is ensuring employees under their charge are provided a safe and healthy workplace and use proper work practices. With regard to this

IIPP, supervisors shall:

1. Ensure all workplace injuries are immediately reported.
2. Remain aware of key health and safety regulations affecting their employees.
3. Continually inspect designated work areas for job hazards and ensure that all assigned equipment is maintained in safe working order.
4. Correct identified workplace hazards. Deficiencies that exceed a supervisor's ability or authority to correct should be reported to the Safety Coordinator and the General Manager.
5. Ensure that each assigned employee knows how to complete assigned tasks in a safe manner and does so. This includes ensuring that necessary personal protective equipment is properly worn and maintained.
6. Investigate each workplace injury reported by a supervised employee in order to determine its cause and to identify procedures necessary to prevent it from recurring. Provide a physical or electronic report of the investigation and planned corrective activities to Connie Silveira.
7. Conduct initial safety training in Vera Suite for new Facility employees. If the training is conducted in an onsite format, upload the attendee roster into Vera Suite. If another learning management system is used, ensure that training is properly documented and that documentation is forwarded to the business office for inclusion in the employee file or in Vera Suite.
8. Take action as appropriate to protect Facility employees and others from an environmental health or safety hazard that poses an immediate threat to human health or safety.
9. Ensure that injured employees are provided with immediate and responsive medical care.

**e. Workers' Compensation Manager:** This position is currently filled by Connie Silveira, Office Secretary. Proper documentation of employee accidents and injuries can provide the Facility with information it needs to identify and correct hazards and better protect worker safety. In that regard, the Worker's Compensation Manager shall:

1. Ensure all Workers' Compensation System injury reporting forms are submitted to the Facility's worker's compensation insurance carrier in a timely fashion.
2. Maintain a record of all employee injuries in a manner that satisfies the CA requirements.
3. Ensure a copy of each Supervisor's Accident Investigation Report is promptly transmitted to the Safety Coordinator and Connie Silveira.

**f. Individual Employees:** If this IIPP is to be effective, Facility employees must play an active role in health and safety matters. Individual employees, for example, are in the best position to recognize safety hazards around their workplace. They are also the ones who must exercise the care and good judgment that are key to reducing the incidence and severity of workplace injuries. Individual employees shall:

1. Adhere to Facility direction regarding safety and safe work practices.
2. Report known or suspected safety hazards to their Supervisor(s).
3. Immediately report to their Supervisor(s) any workplace injury or illness that they may experience.
4. Submit an electronic safety suggestion at [www.verasuite.com](http://www.verasuite.com).
5. Attend required safety training programs provided by the Facility.

## II. PROGRAM ASSIGNMENT

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- a. **Safety Coordinator:** Manny DeOliveira, Owner is hereby designated the Safety Coordinator for United Marble & Granite. In the event this individual leaves the employ of this facility, the individual next serving in their position shall, unless otherwise noted, assume this title.
- b. **Safety Committee:** Safety Committee membership shall be designated by facility management. A current list of safety committee members attending meetings can be found at the top of the quarterly safety committee meeting minutes. Previous meeting minutes can be accessed in KPA's Vera Suite ([www.verasuite.com](http://www.verasuite.com)). Go to Reports > Activities & Minutes.
- c. **Authority and Responsibility:** The Safety Committee, chaired by the Safety Coordinator, has overall responsibility for implementing and maintaining the facility's Injury and Illness Prevention Program.

"The program shall ... identify the person or persons with authority and responsibility for implementing the program."

-CCRTitle 8, §3203(a)(1)

### III. COMPLIANCE

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All workers, including managers and supervisors, are responsible for complying with safe and healthful work practices. United Marble & Granite system of ensuring that all workers comply with these practices include one or more of the following checked practices:

- Informing workers of the provisions of our IIPP.
  - Evaluating the safety performance of all workers.
  - Recognizing employees who perform safe and healthful work practices.
  - Providing training to workers whose safety performance is deficient.
  - Disciplining workers for failure to comply with safe and healthful work practices.
- a. **Safety Recognition:** The Safety Committee may recognize employees who actively participate and take actions to work safely and promote safety in our Facility. The Safety Committee may from time-to-time, offer and reward incentives as it deems fit to reward past performance and to promote continued attention to safe work practices.
- b. **Safety Disciplinary Policy:** Employees who fail to comply with Facility health and safety policies are subject to sanctions consistent with overall Facility disciplinary procedures including suspension or termination. We follow a tiered, progressive disciplinary policy, but as an at-will employer we also reserve the right to terminate employees for egregious or illegal violations in accordance with state laws:
- i. Counseling and verbal warning
  - ii. Written warning
  - iii. Recommendation for termination

## IV. COMMUNICATION

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- a. **Employee Information:** All employees should be made aware of the Facility policy regarding worker safety. In particular, employees should be specifically advised of the important responsibility each must take for reporting to their Supervisor any workplace injuries and any concerns regarding unsafe working conditions or other health and safety matters.
- b. **Management Responsibility:** The best way for management to communicate its commitment to employee health and safety is to demonstrate sustained support for this IIPP. In particular, supervisors should take steps to promptly investigate any reported or otherwise suspected workplace hazard in the facilities or other areas under their respective control.

All management personnel must also clearly communicate to employees that there shall be no reprisals for reporting an injury or for informing management of a work site hazard.

- c. **Program Access:** Access to the written program is available at [www.verasuite.com](http://www.verasuite.com). Login credentials are available through postings around the facility or by management request. Employees may review, print, and email the program once logged in under Policies & Documents > Compliance Documents > Search for "Injury and Illness Prevention Program."
- d. **Postings:** Facility employees shall be made aware of the activities of the Safety Committee and other facility safety issues by reviewing electronic Safety Committee meeting minutes. Minutes may be viewed upon request or by logging into [www.verasuite.com](http://www.verasuite.com) under Reports > Activities & Minutes. Login instructions are posted in areas with employee access.
- e. **Employee Suggestion System:** Management will make available an electronic safety suggestion system to collect anonymous safety feedback regarding hazards in the workplace. Submit an electronic safety suggestion at [www.verasuite.com](http://www.verasuite.com).

Additionally, California regulations require posting of the following:

1. Reports of safety activities and issues as may be prepared by the Safety Committee.
2. Citations issued by Cal-OSHA: These citations shall be posted for not less than three working days or until the unsafe conditions referred to in the citation are corrected; whichever period is longer.

**Note:** This posting policy also applies to any special order or other action directed by Cal-OSHA.

3. Accident Investigation: If Cal-OSHA investigates an industrial accident or occupational illness at this facility and finds no violation, notice of the investigation prepared by Cal-OSHA shall be posted for not less than three working days.

## V. HAZARD ASSESSMENT

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- a. Routine Facility Operations:** An effective IIPP depends upon the support and involvement of each Facility employee. This is especially true with regard to identifying workplace hazards during routine Facility operations. Such hazards are often facility related, such as a tripping hazard or a power tool that is not operating correctly. Or they can include unsafe work practices such as failure to wear protective equipment or to maintain a safe work area.

During routine Facility operations identifying workplace hazards is the responsibility of individual employees and their supervisors.

1. **Employee Responsibility:** Individual employees are in the best position to identify facility hazards. It is Facility policy that employees advise their supervisors of suspected workplace hazards that they detect. In particular, an employee should report any facility deficiency, work practice, exposure, tool, etc. that he/she thinks may pose a hazard to the safety and health of the employee, co-workers or others. Submit an electronic safety suggestion at [www.verasuite.com](http://www.verasuite.com).
2. **Supervisor Responsibilities:** As the managers most closely involved with facility operations, our supervisors are the keys to a successful effort to identify workplace hazards. Supervisors are responsible for continuously assessing employee activities to ensure safe work practices. This includes identifying and evaluating hazards whenever new substances, processes, procedures and equipment are introduced. Review employees' electronic safety suggestions in KPA's Vera Suite ([www.verasuite.com](http://www.verasuite.com)). Go to Issues > Suggestions.

Supervisors are also responsible for ensuring that work areas under their control are maintained in a neat and clean condition and for ensuring proper operation of installed tools and equipment. To accomplish this objective, supervisors should routinely inspect their work areas for hazards.

Using the online inspections in KPA's Vera Suite help provide guidance. Access them under Inspections > Templates, then search on "facility inspection checklist." Supervisors shall also ensure that assigned employees understand that they are expected to report suspected workplace hazards and that they may do so without fear of disciplinary action or other penalty.

- b. Scheduled Activities:** *The Safety Coordinator shall ensure that a safety inspection is conducted at least Quarterly.* The Facility Inspection Checklist and online inspection tools are available in KPA's Vera Suite ([www.verasuite.com](http://www.verasuite.com)) and may be used as a guide. While it is best for these inspections to be made by employees familiar with the facility, Facility management may ask KPA, LLC, a consulting firm retained by the Facility to assist with the implementation of this program, to act as its authorized agent for some of these inspections. **Facility management fully understands that it alone is responsible for Facility safety and for the conduct of these inspections. It further understands that KPA, LLC is not familiar with the facility or with the Facility's work practices and that KPA, LLC cannot assure that any inspections it conducts are complete and thorough, particularly for dangerous conditions which are concealed or which are apparent only periodically during daily work operations.**

Any completed inspection documents shall be maintained online at [www.verasuite.com](http://www.verasuite.com), (Issues and Reports tabs) or in an on-site filing cabinet.

The Safety Committee shall include in the minutes of the following Safety Committee meeting, the findings of each inspection. The report or minutes should include an "assigned" or "responsible" party for the correction of each identified discrepancy as well as a target correction date. The Safety Committee has the authority to block out or discontinue use of any work area, equipment or work practice it deems to be imminently hazardous to an employee's health or safety.

## VI. ACCIDENT/EXPOSURE INVESTIGATION

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- a. Employee Responsibilities:** It is Facility policy that employees immediately report all workplace injuries. These reports should be made to the appropriate Supervisor.
- b. Supervisor Responsibilities:**
1. **Accident Response:** The immediate concern of Facility management shall be to ensure that an injured employee is provided necessary and appropriate care. The Supervisor has primary responsibility for managing this response.
  2. **Reporting:** Ensure that all workplace injuries are promptly reported to the Office Secretary.
  3. **Accident Investigation:** Complete an Accident Investigation Report within one working day of the accident and forward it to the Office Secretary. (See Supervisor's Accident Investigation Form) Employers can also use the Incident feature in KPA's Vera Suite to record incident details.
  4. **Hazard Correction:** Correct hazards identified during the accident investigation.
- c. Report Management:** The Office Secretary shall be responsible for maintaining a copy of the complete Supervisor's Accident Investigation Report (or equivalent) in the appropriate employee file and shall forward copies to the Safety Coordinator and the Owner.
- d. Reporting Serious Injuries:** The Manager must report:
- All serious work-related accidents or deaths must be reported as soon as possible — but not longer than 8 hours after the employer knows or with diligent inquiry would have known — to your local OSHA office.
  - If the employer can demonstrate that exigent circumstances exist, the time frame for the report may be made no longer than 24 hours after the incident.
  - Serious injuries are defined as any injury or illness occurring in a place of employment or in connection with any employment that requires inpatient hospitalization other than medical observation or diagnostic testing, or in which an employee suffers an amputation, the loss of an eye, or any serious degree of permanent disfigurement.

The Manager shall report these incidents by one of the following options:

- Calling OSHA's toll-free and confidential number at 1-800-321-OSHA (6742).
  - Calling the closest Cal/OSHA Area Office.
  - Reporting electronically to [caloshaaccidentreport@tel-us.com](mailto:caloshaaccidentreport@tel-us.com). More information is available at [www.dir.ca.gov/dosh/report-accident-or-injury.html](http://www.dir.ca.gov/dosh/report-accident-or-injury.html).
- e. Review and Assessment:** The Safety Committee should review accident reports during each Safety Committee meeting and should use these reports to assess the adequacy of or need for additional corrective action including additional employee safety training.

"The program shall ... include a procedure to investigate occupational injury or occupational illness."  
-CCRTitle 8, §3203(a)(5)

# Supervisor's Accident Investigation Report

United Marble & Granite

Prepared by:	Department:	Date:	
Injured employee full name:	Job assignment:	Age:	Sex:
Accident date and time:	First reported to:	Date & Time reported:	
Accident Location:	Equipment involved in injury:		
Contact Person:	Contact Phone:	# Chemicals:	
Description of accident/injury (Descriptive photographs of site are recommended.):			
Apparent cause of accident/injury (Note if any non-employee was involved):			
First aid administered by:		Medical facility referred to:	
Witness names and statements of witnesses (use additional sheets if necessary):			
Possible Contributing Factors:		Explanation of contributing factors (document any suspicions):	
	Yes No		
Intoxication*	<input type="checkbox"/> <input type="checkbox"/>		
Horseplay	<input type="checkbox"/> <input type="checkbox"/>		
Criminal Act	<input type="checkbox"/> <input type="checkbox"/>		
Altercation	<input type="checkbox"/> <input type="checkbox"/>		
Pre-existing condition	<input type="checkbox"/> <input type="checkbox"/>		
Other:	<input type="checkbox"/> <input type="checkbox"/>		
*If intoxication is suspected, immediately notify medical provider			
Action needed to prevent recurrence:			

Notes:

1. Attach all photographs.
2. Attach additional sheets as necessary
3. Forward completed report to the Office Secretary

## VII. HAZARD CORRECTION

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- a. **Employee Responsibility:** Employees are responsible for adhering to Facility safety procedures and generally accepted safe work practices.
- b. **Supervisory Responsibility:** When made aware of a possible workplace hazard, the Supervisor is responsible for assessing its legitimacy and for making necessary modifications to facilities and/or work practices in order to promptly remedy it.

With that in mind, the following is noted:

- Supervisors are encouraged to consult with the Safety Coordinator on possible safety hazards and applicable regulations.
  - It is understood that the Supervisor may sometimes have to establish priorities for correction of workplace hazards. In no instance, however, shall the Supervisor delay correction of a hazard, which reasonably poses an immediate threat to human health and safety.
  - If a Supervisor becomes aware of a hazard that he or she lacks the authority to correct, they should report it to the Safety Coordinator and General Manager, who may authorize additional funds for hazard correction or take other action, as he/she considers best.
  - When an imminent hazard exists which cannot be immediately abated without endangering employee(s) and or property, all exposed personnel (except for those necessary to correct the existing condition) will be removed from the area. Employees required to correct the hazard will be provided with all necessary safeguards to complete the job safely.
- c. **Safety Committee Responsibilities:** The Safety Committee is responsible for evaluating hazards identified during scheduled facility inspections, as well as those brought to the attention of the Committee by others. This evaluation should include at least the following:
- **Validation of Hazard:** In some instances there may be some question about whether a reported or otherwise identified hazard is indeed valid. An example might be concern over exposure to an airborne chemical. The Committee is responsible for making such determinations. In performing this function, the Committee should consult appropriate Safety Data Sheets, applicable safety regulations and other sources it considers appropriate.
  - **Hazard Correction:** The Committee should normally assign appropriate supervisors to correct validated hazards. Assignment should include a target correction date. Those assigned responsibility for correcting major hazards shall do so in an expeditious and business-like manner and, when requested, shall advise the Safety Coordinator or the Committee of project status.

Hazard correction activities, which exceed the authority of the Committee to assign, should be referred to the Owner for action.

“The program shall ... include methods and/or procedures for correcting unsafe or unhealthy conditions, work practices and work procedures in a timely manner based on the severity of the hazard.”

-CCRTitle 8, §3203(a)(6)

## VIII. TRAINING AND INSTRUCTION

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- a. General:** The Safety Committee will develop and the Safety Coordinator should implement a continuing employee-training program intended to promote safe and healthy work practices at the Facility. KPA's Vera Suite helps create training recommendations based on employees' job titles and training can be set to required.
1. **Program Development:** The Safety Committee is responsible for developing and periodically updating a plan for providing continuing safety training for facility employees. Any training plan should be based upon at least the following:
    - i. **Periodic Training:** Employees are trained at the time they are hired. Refresher training is provided as required based on job duties and as specified by the Safety Committee.
    - ii. **Cal/OSHA Safety Regulations:** The Safety Committee is responsible for reviewing these regulations and assessing where employee training, especially job specific training, is appropriate.
    - iii. **Historical Injury Review:** The Safety Committee should consider Facility accident history as one means of assessing and prioritizing employee safety training.
  2. **Conduct of Training:** The Facility Safety Coordinator is responsible for scheduling and conducting training.
- b. New Employee Training:** Supervisors are responsible for ensuring that required training is provided to new employees under their supervision. Partial guidance on this training is included as Attachment (A) to this plan. Completed training documentation forms should be routed to the business office for retention in the employee's file.
- c. Management Training:** The Safety Coordinator should ensure appropriate training for Facility managers so that they understand the objectives and general content of this IIPP. This training should include a review of program activities and management responsibilities. This training may be conducted during normal management meetings.
- d. Emerging Requirements:** The Safety Committee shall endeavor to develop and implement training to address any new hazards introduced into the workplace.
- e. Training Records:** A record of continuing employee training should be maintained online in KPA's Vera Suite ([www.verasuite.com](http://www.verasuite.com)) or an equivalent training library management system that the Safety Coordinator has access to. This record should consist of training certificates, onsite Employee Training Attendance Rosters, and/or equivalent information.
- f. Job Specific Safety Rules:** Attachment C is a series of job specific safety rules. The Safety Committee should consider these rules and industry best practices in developing ongoing employee training.
- g. Ongoing Employee Training:**
- Program Development:** The Safety Committee is responsible for ensuring ongoing safety training is provided to employees; including applicable supervisors. Any training plan shall be based upon at least the following:
- i. **Initial Training:** Employees shall be informed of this program and its purposes. Refer to "Employee Acknowledgement of IIPP Program."
  - ii. **Periodic Training Requirements:** Includes Hazard Communication (Right-to-Know) Program review and other periodic training as the Committee may require.
  - iii. **OSHA Safety Regulations:** The Safety Committee is responsible for reviewing these regulations and assessing where employee training, especially job specific training, is needed. In that regard, a partial list of job specific safety rules, included as attachment (C) to this program, may be used to develop job specific training.
  - iv. **History of Occupational Injuries and Illnesses:** The Safety Committee should consider

accident history as one means of assessing and prioritizing employee safety training.

- v. **Conduct of Training:** The Safety Coordinator is responsible for the scheduling and conduct of training as called for in the training program. Employees will be retrained when given new job assignments for topics not previously received, as well as when new substances, processes, procedures, or equipment are introduced to the workplace.

“The program shall ... provide training and instruction:  
A. When the program is first established.  
B. To all new employees.  
C. To all employees given new job assignments.  
D. Whenever ... a new hazard ... is introduced into the workplace.  
E. Whenever the employer is made aware of ... a new hazard.  
F. For supervisors to familiarize themselves with the hazards to which ... their employees may be exposed.

# Employee Acknowledgement of Injury & Illness Prevention Program

## United Marble & Granite

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- Step 1: Read and understand the Notice to Employees below.
- Step 2: Read and understand Job Specific Safety Rules.
- Step 3: Discuss any questions or concerns with your supervisor.
- Step 4: Sign the Training Certification at the bottom of the page.

### Notice to Employees:

United Marble & Granite has made a commitment to worker health and safety. Towards that end our policy is to provide every employee with a safe and healthy work environment. Management believes this to be a fundamental responsibility to all who work here.

While our key objective is preventing injuries to our employees, there are additional benefits that can result from an effective health and safety program. These include:

- Improved Productivity: Employee accidents result in low morale, shop disruption and loss of available man- hours. These all serve to reduce our productive capacity.
- Regulatory Compliance: law mandates that each employer establish and maintain an effective Injury and Illness Prevention Program.
- Lower Operating Costs. A reduction in employee injuries can result in lower workers' compensation insurance costs.

While there are many benefits to an effective health and safety program, management is of the opinion that our program will not be genuinely successful unless individual employees get involved in safety matters and take responsibility for working safely. All employees will be made aware of this program and are expected to promptly report to their Supervisor all workplace injuries and any concerns they may have about unsafe working conditions or other health and safety issues.

Finally, please understand that management will take no reprisals against you for reporting to your supervisor any workplace hazards or injuries. To the contrary, it is our policy that you do so, regardless of your tenure on the job. For example, new employees not accustomed to the workplace may be more able to identify hazards than others who have grown accustomed to a particular environment.

Working together, we can make a difference.

Manny DeOliveira, Owner

### Employee Acknowledgement:

I have read and understand this notice and understand that I must read the General Safety Rules and those Job-Specific Safety Rules that apply to my position. I also understand that I am to attend required safety training sessions as directed by management.

Name (Printed) \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Job Description \_\_\_\_\_

# Employee Training Attendance Roster

United Marble & Granite

Training Subject: \_\_\_\_\_

Conducted By: \_\_\_\_\_ Date: \_\_\_\_\_

	Printed Name	Job Description	Signature
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# New Employee Safety Training Packet

## United Marble & Granite

New Hire Packet Section	Appropriate For:	Where to Access Training
<b>Injury and Illness Prevention:</b> <i>Required for all employees. (10-15 min)</i>	All employees	Injury & Illness Prevention Program, Attachment A
<b>Job Specific Training/Tour of Work Area:</b> <i>Required for all employees. (time varies)</i>	All employees	Injury & Illness Prevention Program, Attachment A
<b>Emergency Response:</b> <i>Required annually for all employees. (25-30 min)</i>	All employees	<a href="http://verasuite.com">verasuite.com</a> ; KPA onsite training
<b>Hazard Communication Awareness Training:</b> <i>Required for employees who handle or are exposed to chemicals. (15-20 min)</i>	All employees who work with chemicals	<a href="http://verasuite.com">verasuite.com</a> ; KPA onsite training
<b>Personal Protective Equipment Training:</b> <i>Required for employees who wear personal protective equipment to complete their job duties. (10-15 min)</i>	All service, shop, parts, maintenance, and janitorial employees	<a href="http://verasuite.com">verasuite.com</a> ; KPA onsite training
<b>DOT Hazardous Materials Training:</b> <i>Required for employees who transport, load, unload, package, sign for, or even handle hazardous materials in conjunction with their transportation. (45 min)</i>	All employees involved in shipping and receiving chemicals and hazardous waste	<a href="http://verasuite.com">verasuite.com</a>
<b>Forklift Safety Training:</b> <i>Required for employees who operate a powered industrial truck (forklift). (30-40 min)</i>	All anticipated forklift drivers	<a href="http://verasuite.com">verasuite.com</a> + onsite operator test
<b>Respiratory Protection Training:</b> <i>Required for employees who must wear a respirator or other breathing apparatus as part of their job duties. (20-30 min)</i>	Any employee required to wear a respirator	<a href="http://verasuite.com">verasuite.com</a> ; KPA onsite training
Additional Training Component	Appropriate For:	Where to Access Training
<b>Hazardous Waste Management:</b> <i>Required in certain states for employees who create or work with hazardous waste are required to take this course. (15-25 min)</i>	All shop techs, painters, and employees who work with hazardous waste	<a href="http://verasuite.com">verasuite.com</a> ; KPA onsite training
<b>Heat Illness Prevention (Heat Stress):</b> <i>Required in certain states for workers who work in high heat. (15 min)</i>	All Outdoor Workers	<a href="http://verasuite.com">verasuite.com</a> ; KPA onsite training
<b>Medical Evaluation:</b> <i>Required evaluation to be conducted prior to fit test for employees required to wear negative pressure (tight fitting) respirators. (20-30 min)</i>	Any employee required to wear a respirator	<a href="http://verasuite.com">verasuite.com</a>
<b>NESHAP 6H: Spray Coating Operation Training:</b> <i>Required for employees performing paint spray operations. (10-15 min)</i>	Employees coating with hazardous air pollutants (HAPS)	<a href="http://verasuite.com">verasuite.com</a> + onsite spray technique test
<b>Respiratory Fit Testing:</b> <i>Required for employees who must wear tight-fitting respirator as part of their job duties. (30 min)</i>	Any employee required to wear a respirator	KPA onsite; paint or respirator supplier
<b>Spill Prevention, Control, &amp; Countermeasures Training:</b> <i>In facilities with 1,320 gallons or more of petroleum storage, required for all petroleum-handling employees. (10-20 min)</i>	Employees who handle petroleum products such as oil or gasoline	<a href="http://verasuite.com">verasuite.com</a> ; KPA onsite training

# New Employee Safety Training Packet

## United Marble & Granite

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- Step 1: Read and understand the Notice to Employees below.  
 Step 2: Read and understand Job Specific Safety Rules.  
 Step 3: Discuss any questions or concerns with your supervisor.  
 Step 4: Sign the Training Certification at the bottom of the page.

### Notice to Employees:

United Marble & Granite has made a commitment to worker health and safety. Towards that end our policy is to provide every employee with a safe and healthy work environment. Management believes this to be a fundamental responsibility to all who work here.

While our key objective is preventing injuries to our employees, there are additional benefits that can result from an effective health and safety program. These include:

- **Improved Productivity:** Employee accidents result in low morale, shop disruption and loss of available man- hours. These all serve to reduce our productive capacity.
- **Regulatory Compliance:** law mandates that each employer establish and maintain an effective Injury and Illness Prevention Program.
- **Lower Operating Costs.** A reduction in employee injuries can result in lower workers' compensation insurance costs.

While there are many benefits to an effective health and safety program, management is of the opinion that our program will not be genuinely successful unless individual employees get involved in safety matters and take responsibility for working safely. All employees will be made aware of this program and are expected to promptly report to their Supervisor all workplace injuries and any concerns they may have about unsafe working conditions or other health and safety issues.

Finally, please understand that management will take no reprisals against you for reporting to your supervisor any workplace hazards or injuries. To the contrary, it is our policy that you do so, regardless of your tenure on the job. For example, new employees not accustomed to the workplace may be more able to identify hazards than others who have grown accustomed to a particular environment.

Working together, we can make a difference.

Manny DeOliveira, Owner

### Employee Acknowledgement:

I have read and understand this notice and understand that I must read the General Safety Rules and those Job-Specific Safety Rules that apply to my position. I also understand that I am to attend required safety training sessions as directed by management.

Name (Printed) \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Job Description \_\_\_\_\_

# New Employee Safety Training Packet

United Marble & Granite

## Emergency Response Training

Step 1: Read and understand the Facility's Emergency Response Action Plan (available under Policies & Documents > Compliance Documents > "Emergency Response Program").

Step 2: Complete Emergency Response Training online at [ww.verasuite.com](http://ww.verasuite.com).

Step 3: Locate the Facility's Evacuation Assembly Point and natural disaster shelters.

Step 4: Locate fire extinguishers, first aid kits, eyewashes, and other emergency response equipment at the Facility.

Step 5: Discuss any questions or concerns with your supervisor.

Step 6: Read and sign the Training Certification below.

### Training Certification:

I have reviewed the Facility's emergency response action plan, taken online training and understand Facility emergency response procedures for fires, explosions, natural disasters and spills. Further, I have reviewed and understand fire extinguisher use procedures and capabilities as outlined in the Facility's emergency response action plan. I understand proper evacuation procedures and the location of the evacuation assembly point.

Name (Printed) \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Job Description \_\_\_\_\_

# New Employee Safety Training Packet

## United Marble & Granite

### Personal Protective Equipment Policy

Step 1: Read the Facility's Personal Protective Equipment Policy below.

Step 2: Review the facility's Workplace Hazard Assessment.

Step 3: Complete Personal Protective Equipment Training online using KPA software.

Step 4: Obtain and try on any required Personal Protective Equipment.

Step 5: Discuss any questions or concerns with your supervisor.

Step 6: Sign the Training Certification at the bottom of the page.

#### Shop Areas

- Safety glasses are to be worn when performing eye-threatening activities, including, but not limited to: handling hazardous chemicals or performing grinding, sanding, or other dust-inducing or flying object operations.
- Face shields with safety glasses are to be worn when grinding or during high-energy particle dispersion.
- Hearing protection is to be worn when working around loud machinery. This may but is not limited to: air powered tools, compressors, pressure washers, etc.
- Rubber or nitrile gloves are to be worn when handling any corrosive or other irritating substance.
- Safety glasses or face shields with safety glasses are to be worn when using any eye-irritating substance (ex: battery acid, detail products).
- Appropriate footwear must be worn at all times. See the facility's Workplace Hazard Assessment for specific footwear requirements.

#### Parts Department

- Safety Glasses are to be worn when performing eye-threatening activities.
- Appropriate footwear must be worn at all times.

#### Paint Booth (if applicable)

- Respirators are to be worn when spraying and mixing paints.
- Gloves are to be worn when spraying and mixing paints.
- Safety Glasses are to be worn when performing eye-threatening activities.
- Face shields with safety glasses are to be worn when grinding or during high-energy particle dispersion.
- Insulated gloves are to be worn when welding or performing work on or around hot surfaces.
- Welding helmet, goggles or glasses are to be worn when working around high intensity light sources.

#### Training Certification:

I certify that I have been trained on the Facility's policy on the care and use of the Personal Protective Equipment that I will be required to wear in my work. During this training, I was instructed on how to put on, wear, adjust, and remove this equipment. I was also given the opportunity to demonstrate the proper use of each item.

Name (Printed) \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Job Description \_\_\_\_\_

# New Employee Safety Training Packet

United Marble & Granite

## Job Specific Training / Tour of Work Area:

Step 1: Review manufacturers' equipment operating manuals and any other operating procedures for all equipment you will be using.

Step 2: Review the facility PPE Hazard Assessment.

Step 3: Tour the work area and identify specific work area hazards.

Step 4: Discuss any questions or concerns with your supervisor.

Step 5: Sign the Training Certification at the bottom of the page.

### Training Certification:

Name of Employee Conducting Work Area Tour: \_\_\_\_\_

I have been trained on the usage of the equipment listed above for my department. I agree to ensure that I have been properly trained on any additional equipment I may be asked to use prior to its' use. As part of this training I toured the work area with another employee and was given the opportunity to ask questions about specific hazards and equipment in my work area.

Name (Printed) \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Job Description \_\_\_\_\_

# New Employee Safety Training Packet

## United Marble & Granite

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### Hazard Communication Training:

- Step 1: Complete the Hazard Communication Training online using KPA software.
- Step 2: Locate the Facility’s written Hazard Communication Program (under Policies & Documents).
- Step 3: Discuss any questions or concerns with your supervisor.
- Step 4: Sign the Training Certification at the bottom of the page.

#### Training Certification:

I have received Hazard Communication Training at this Facility. In this training I was made aware of the dangers associated with hazardous substances in use around my work area(s). The training included information on how to determine the hazards of specific substances minimize these hazards and respond in the event of an emergency. The training also described the location of Safety Data Sheets for hazardous materials present in my work environment.

I agree to abide by the direction provided by this training while employed at this company. I also understand that I may review the Facility’s Hazard Communication Program and Safety Data Sheets any time during my work shift and that I should contact my supervisor with any concerns I may have about hazardous materials

Name (Printed) \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Job Description \_\_\_\_\_

# New Employee Safety Training Packet

## United Marble & Granite

### Department of Transportation Hazardous Materials Shipper Training:

Step 1: Discuss specific requirements for shipment of specific hazardous materials with your supervisor.

Step 2: Complete DOT Hazardous Materials Training at [www.verasuite.com](http://www.verasuite.com).

Step 3: Discuss any questions or concerns with your supervisor.

Step 4: Sign the Training Certification at the bottom of the page.

#### Training Certification:

I have completed DOT hazardous materials training at this facility. This training included a general review of identification, handling, transportation, storage and emergency response procedures for hazardous materials as well as any function specific training that applies to my job functions.

Name (Printed) \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Job Description \_\_\_\_\_

# New Employee Safety Training Packet

## United Marble & Granite

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### Forklift Safety Training:

Step 1: Complete the Forklift Safety Training using KPA online software.

Step 2: Take the Forklift Operator's Performance Test at the facility. If the employee passes, the Supervisor will certify and upload the results.

Step 3: Discuss any questions or concerns with your supervisor.

Step 4: Sign the Training Certification at the bottom of the page.

# Forklift Authorization & Safety Training Program

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## United Marble & Granite

I acknowledge that I have successfully completed the Facility's forklift training program. I am familiar with all of the operating instructions, warnings and precautions for the forklift truck. As a competent operator, I have demonstrated the ability to steer and maneuver safely while handling a load. In addition, I am aware of the various surface and pedestrian traffic conditions that are present in the Facility.

Furthermore, as a forklift operator, I possess knowledge of vehicle capacity, operating limitations, vehicle stability, and truck fueling and maintenance requirements. Additionally, I agree to follow all manufacturer and company operating procedures.

\_\_\_\_\_  
Printed Name of Forklift Operator

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name of Person Administering Forklift Training

\_\_\_\_\_  
Date of Formal Training

\_\_\_\_\_  
Name of Instructor Conducting Performance Test

\_\_\_\_\_  
Date of Performance Test

# New Employee Safety Training Packet

United Marble & Granite

## Respiratory Protection Training

Step 1: Read and understand the Facility's Respiratory Protection Program.

Step 2: Complete a medical questionnaire and have the questionnaire evaluated by a physician to determine your ability to wear a respirator.

Step 3: Complete a fit test to ensure that the equipment selected provides adequate protection.

Step 4: Discuss any questions or concerns with your supervisor.

Step 5: Sign the Training Certification at the bottom of the page.

### Training Certification:

I hereby acknowledge that I have reviewed information on the following subjects

- Reasons for use of respiratory protection.
- Respirator selection and operation.
- Capabilities and limitations of respirators.
- Respirator inspection, donning, fit testing, cleaning, sanitizing, maintenance and storage.

I was also provided the opportunity to wear respiratory protection in a safe atmosphere and in a test atmosphere

I agree to use the provided respiratory protection in accordance with the instruction and training received. I will report any malfunction of a respirator to my manager or to a responsible person designated by the Shop Manager. I also agree to guard against damage to this equipment.

Name (Printed) \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Job Description \_\_\_\_\_

## **Job Specific Safety Rules**

### **United Marble & Granite**

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#### **General Safety Rules:**

1. Immediately report all workplace injuries to your Supervisor.
2. Immediately report to your Supervisor any suspected unsafe condition in the workplace – including defective tools or other equipment.
3. Established safe job procedures must be followed by all employees. Deviations from established procedures require the approval of your immediate Supervisor.
4. If unsure of how to operate a machine or perform any assigned task, ask your Supervisor before proceeding.
5. Do not remove guards from machines.
6. Personal protective equipment must be worn or used in any area for which it has been issued.
7. Use only the proper tool for the job. Do not use defective tools or equipment. If the proper tool is not available, request assistance from your Supervisor before proceeding.
8. Get assistance in lifting or moving any item which is so bulky, awkward, or heavy that you feel you may be unable to handle it safely.
9. If a repetitive task causes you discomfort or you feel it is unsafe or unhealthy, report it to your Supervisor immediately.
10. Alcohol and other drugs are prohibited in the workplace.
11. Horseplay, scuffling or other acts that tend to adversely influence the safety or well being of employee's shall be prohibited.

# Job Specific Safety Rules

## United Marble & Granite

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### Shop Safety Rules:

1. Guards and other protective devices shall be properly adjusted. Employees shall report deficiencies promptly to the foreman or a Safety Committee member.
2. Workers shall not tamper with any electrical equipment, machinery, or air/water lines in a manner not within the scope of their duties unless they receive instructions from the supervisor.
3. Work areas shall be maintained neat and orderly. Dispose of trash in waste containers. All spills shall be wiped up promptly. Oily rags must be kept in approved, covered, labeled, metal containers.
4. Report exposed wiring and cords that are frayed or have deteriorated insulation so they can be repaired promptly. All cords running through walk areas must be taped down or inserted through rubber protectors to prevent tripping hazards.
5. Eating or consumption of beverages in areas where hazardous materials are handled is forbidden.
6. Ignition sources, should be kept clear of flammable and combustible materials at all times.
7. Fans must be properly guarded to prevent physical injury.
8. Only authorized personnel shall operate machinery or equipment (including hoists, forklifts and all maintenance equipment).
9. Do not leave a vehicle running and unattended. Always turn off the engine and set the brake.
10. Material handling equipment (i.e., carts, dollies) shall be used for heavy items or wherever discretion indicates.
11. Appropriate footwear must be worn at all times. See the facility's Workplace Hazard Assessment for specific footwear requirements.
12. Do not use any portable electrical equipment or tools that are not grounded or double insulated.
13. Compressed air shall not be used to blow off clothing or skin. Compressed air must not be used to blow off other objects unless the nozzle pressure is reduced to 30-psi when dead ended.
14. Compressed gases should be secured to a permanent surface and stored with safety caps attached. These cylinders should also be kept away from heat sources or electrical arcs. Cylinders of incompatible gases (ex: oxygen and acetylene) should be stored a minimum of 20 feet distance from each other.
15. Hearing protection must be worn in all areas identified as having high noise exposure. No badly worn or broken tools shall be used in the work place.
16. Damaged tools should be tagged "Defective" and reported to the Supervisor.
17. Loose or frayed clothing, long hair, ties or finger rings shall not be worn around moving machinery or other places where they may become entangled.
18. Malfunctioning equipment shall be removed or disabled.
19. Avoid placing hand or fingers near moving parts of any moving equipment, including pulleys and belts.
20. No burning, welding, or other source of ignition shall be applied to any enclosed tank or vessel until it has first been determined that no possibility of explosion exists and authority for the work is obtained from the Service Manager.
21. Never work on an alternator starter or any other electrical component that could arc to ground without disconnecting the negative battery cable.
22. NEVER alter the operation of a hoist control to disable its automatic stopping feature. Safety features of any hoist shall be rendered functional at all times.

**These rules cannot address every circumstance. Always use good judgment. If you have any questions or concerns, ask your supervisor.**

*Attachment (B)*

## ***Job Specific Safety Rules***

### **United Marble & Granite**

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#### **Shipping Department Safety Rules:**

1. All fire safety equipment including, but not limited to, fire extinguishers, ladders, and fire hoses shall be maintained in locations where they are accessible and not blocked by other items.
2. Work areas should be maintained in a neat orderly manner to include aisleways. All spills shall be wiped up promptly. Do not stack material in an unstable manner.
3. Report exposed wiring and cords that are frayed or have deteriorated insulation.
4. Use only ladders that are equipped with slip-resistant safety feet.
5. Maintain sufficient access and working space around all electrical equipment for ready and safe operations and maintenance. This includes the areas in front of the electrical boxes and the electrical main.
6. Safety glasses must be worn when performing eye-threatening activities.
7. There shall be no eating or consumption of beverages in areas where hazardous materials are handled.
8. Personal heaters should be kept clear of flammable and combustible materials at all times. Fans must be properly guarded to prevent physical injury.
9. Only authorized personnel shall operate machinery or equipment. This includes forklifts.
10. Aisles shall be kept clear to 24-inches, and exit paths must be kept clear to 36-inches.
11. Material handling equipment; i.e., carts, dollies, shall be used for items over 35 lbs., or when discretion indicates.
12. Keep all cords and electrical wiring well organized and out of foot traffic.

**These rules cannot address every circumstance. Always use good judgment. If you have any questions or concerns, ask your supervisor.**

## **Job Specific Safety Rules**

### United Marble & Granite

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#### **Office/Administrative Safety Rules:**

1. All fire safety equipment including, but not limited to, fire extinguishers, ladders, and fire hoses shall be maintained in locations where they are accessible and not blocked by other items.
2. Work areas should be maintained in a neat orderly manner. Throw all trash into proper waste containers. All spills shall be wiped up promptly. Do not stack material in an unstable manner.
3. Report exposed wiring and cords that are frayed or have deteriorated insulation so they can be repaired promptly. All cords running through walk areas must be taped down or inserted through rubber protectors to prevent tripping hazards.
4. Aisles shall be kept clear to 24 inches, and exit paths must be kept clear to 36 inches.
5. File drawers must be kept closed to avoid impact by passersby.

**These rules cannot address every circumstance. Always use good judgment. If you have any questions or concerns, ask your supervisor.**

## ***Job Specific Safety Rules***

### United Marble & Granite

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#### **Paint Department Safety Rules:**

1. Report all exposed wiring and frayed cords.
2. Eating or consumption of beverages is prohibited where hazardous materials are handled.
3. Personal heaters shall be kept clear of flammable and combustible materials at all times. Fans shall be properly guarded to prevent physical injury.
4. Only authorized personnel shall operate machinery or equipment. This includes vehicle lifts, forklifts, and all maintenance equipment.
5. Vehicles with engines running shall not be left unattended. Brakes shall be set on all vehicles.
6. Keys shall be removed from all unattended vehicles.
7. All cords and electrical wiring shall be kept well organized and out of foot traffic.
8. Appropriate footwear shall be worn at all times. Only slip-resistant soles are authorized.
9. No burning, welding, or other source of ignition shall be applied to any enclosed tank or vessel until it has first been determined that no possibility of explosion exists and authority for the work is obtained from the Shop Manager.
10. Portable electrical equipment and tools shall be grounded or double insulated.
11. Compressed gases shall be secured to a permanent surface and stored away from heat sources or electrical arcs and with safety caps attached. Cylinders of incompatible gases (ex: oxygen and acetylene) shall be stored at least 20 feet from each other.
12. Compressed air shall not be used to blow off clothing or skin. Compressed air must not be used to blow off other objects unless the nozzle pressure is reduced to 30-psi when dead ended.
13. Hearing protection must be worn in all areas identified as having high noise exposure.
14. Floor openings such as shop vacuum ports and hoist pits must have covers closed.
15. Loose or frayed clothing, long hair or ties shall not be worn around moving machinery or other places where they might become entangled.
16. Any vehicle on a jack shall have safety stands as secondary support prior to work activity below the support vehicle.
17. Appropriate hand protection shall be worn whenever cutting or grinding.
18. Gasoline shall be stored in red labeled containers only and shall not be used for cleaning purposes.
19. Oily rags must be kept in covered metal containers.
20. When using frame machine always follow specific manufacturer guidance.

**These rules cannot address every circumstance. Always use good judgment. If you have any questions or concerns, ask your supervisor.**