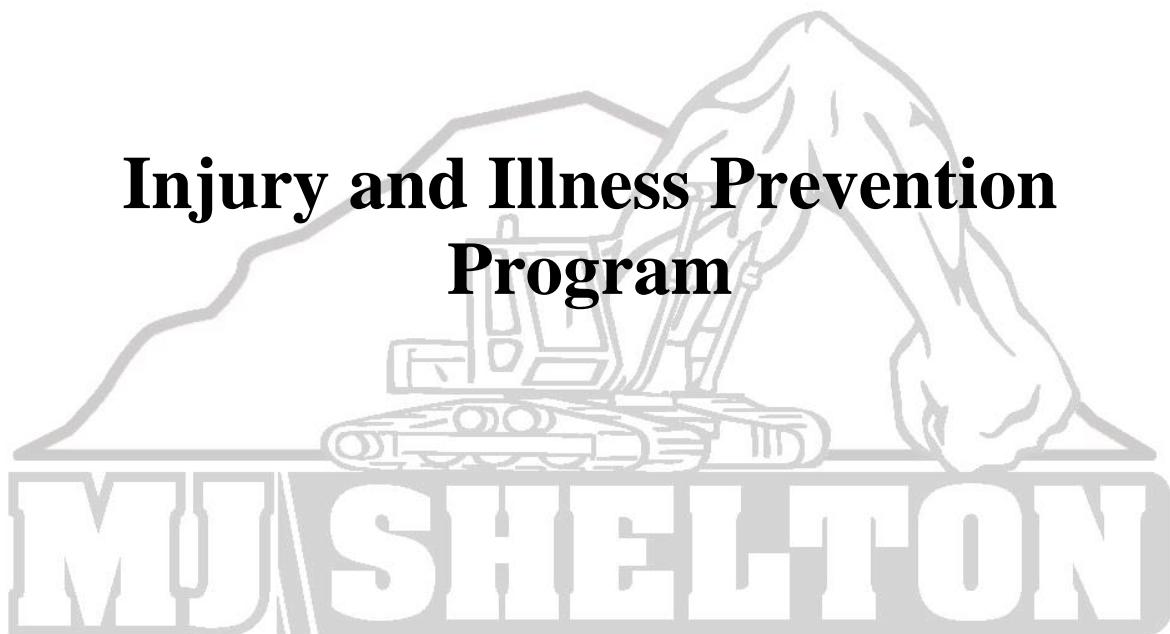


# **MJ Shelton General Engineering, Inc.**

**Injury and Illness Prevention  
Program**



## **About MJ Shelton General Engineering Inc. Policy**

MJ Shelton General Engineering, Inc. is committed to employee safety and will provide a safe and healthy working environment. Every employee in the organization must be committed to maintaining a safe and healthy working environment. Company safety procedures will be followed at all times. Employees are required to assist the company with identifying and mitigating workplace hazards. Maintaining a safe working environment is everyone's responsibility.

MJ Shelton General Engineering, Inc. will provide training for the specific tasks employees will perform. If an employee is ever unsure how to safely perform a task, or if they feel a task they have been asked to perform is unsafe, they have a right and an obligation to ask a supervisor for assistance.

In the event an employee does sustain a work injury, no matter how slight, they must report the incident to management as soon as possible, and no later than the end of shift. The company will investigate the incident and work with employees to implement corrective actions to minimize the possibility of repeating the incident.



## **RESPONSIBILITY**

The Safety Coordinator is the administrator for the Injury and Illness Prevention Program (IIP Program) for MJ Shelton General Engineering, Inc., and has the authority and responsibility for implementing the provisions of this program. All managers and supervisors are responsible for implementing and maintaining the IIP Program in their work areas and for answering employee questions about the IIP Program. A copy of this IIP Program is available from each manager and supervisor.

## **COMPLIANCE**

Management is responsible for ensuring that all safety and health policies and procedures are clearly communicated and understood by all employees. Managers and supervisors are expected to enforce the rules fairly and uniformly.

All employees are responsible for using safe work practices, for following all directives, policies and procedures, and for assisting in maintaining a safe work environment.

Our system of ensuring that all employees comply with the rules and maintain a safe work environment includes:

- Informing employees of the provisions of our IIP Program;
- Evaluating the safety performance of all employees;
- Recognizing employees who perform safe and healthful work practices;
- Providing training to employees whose safety performance is deficient;
- Posting and enforcing the company Code of Safe Practices.

**The company uses a progressive disciplinary procedure for employees failing to comply with safe and healthful work practices. First offense garners a verbal warning. The second offense is documented in writing. The third offense may result in either a final written warning or termination of employment depending upon the infraction. Any offense may also include time off without pay (suspension). If a safety infraction is serious enough, MJ Shelton General Engineering, Inc. may opt to immediately terminate an employee.**

## **COMMUNICATION**

We recognize that open, two-way communication between management and staff on health and safety issues is essential to an injury-free, productive workplace. The following system of communication is designed to facilitate a continuous flow of safety and health information between management and staff in a form that is readily understandable and consists of one or more of the following items:

- New employee orientation including a discussion of safety and health policies and procedures.
- Review of our IIP Program.
- Workplace safety and health training programs.
- Regularly scheduled safety meetings.
- Effective communication of safety and health concerns between employees and supervisors, including translation where appropriate.

- Posted or distributed safety information.

A system for employees to anonymously inform management about workplace hazards without fear of reprimand.

## **HAZARD ASSESSMENT**

Periodic inspections to identify and evaluate workplace hazards shall be performed by the following competent observer(s) in the following areas of our workplace:

<b>Competent Observer</b>	<b>Area</b>

Periodic inspections are performed according to the following schedule:

- (Enter frequency: daily, weekly, monthly, etc.)
- When we initially established our IIP Program.
- When new substances, processes, procedures or equipment that present potential new hazards are introduced into our workplace.
- When new, previously unidentified hazards are recognized.
- When occupational injuries and illnesses occur.
- When we hire and/or reassign permanent or intermittent employees to processes, operations, or tasks for which a hazard evaluation has not been previously conducted.
- Whenever workplace conditions warrant an inspection.

Periodic inspections consist of identification and evaluation of workplace hazards utilizing applicable sections of the company Hazard Assessment Checklist or any other effective methods to identify and evaluate workplace hazards.

## **HAZARD CORRECTION**

Unsafe or unhealthy work conditions, practices or procedures shall be corrected in a timely manner based on the severity of the hazards. Hazards shall be corrected according to the following procedures:

- When observed or discovered.
- When an imminent hazard exists which cannot be immediately abated without endangering employee(s) and/or property, we will remove all exposed employees from the area except those necessary to correct the existing condition. Employees necessary to correct the hazardous condition shall be provided with the necessary protection.
- All such actions taken and dates they are completed shall be documented on the appropriate forms.

## **ACCIDENT AND EXPOSURE INVESTIGATIONS**

MJ Shelton General Engineering, Inc. will investigate all occupational injuries, illnesses, and incident/accidents. Employees must inform their supervisor immediately about all occupational injuries, illnesses or any incidents/accidents including those involving tools, machinery, equipment, and vehicles. Failure to do so may be cause for disciplinary action.

In the event of an injury or accident, the scene and all involved machinery, tools, etc. is to be left undisturbed until the investigation is completed or management authorizes cleanup. Procedures for investigating workplace accidents and hazardous substance exposures include:

- Visiting the accident scene as soon as possible.
- Interviewing injured employees and witnesses.
- Examining the workplace for factors associated with the accident/exposure.
- Determining the cause of the accident/exposure.
- Taking corrective action to prevent the accident/exposure from reoccurring.
- Recording the findings and determining corrective actions to take.

The intent of the investigation process is not to place blame for the incident. Rather, the focus of the investigation is to determine the root causes for the incident and implement corrective actions that will minimize the possibility of the incident happening again.

## **TRAINING AND INSTRUCTION**

All employees, including managers and supervisors, shall have training and instruction on general and job-specific safety and health practices. Training and instruction shall be provided as follows:

- When the IIP Program is first established.
- To all new employees.
- To all employees given new job assignments for which training has not previously provided.
- Whenever new substances, processes, procedures or equipment are introduced to the Workplace and represent a new hazard.
- Whenever the employer is made aware of a new or previously unrecognized hazard.
- To supervisors to familiarize them with the safety and health hazards to which employees under their immediate direction and control may be exposed.
- To all employees with respect to hazards specific to each employee's job assignment.

Workplace safety and health practices for all industries include, but are not limited to, the following:

- Explanation of the employer's IIP Program, emergency action plan and fire prevention plan, and measures for reporting any unsafe conditions, work practices, injuries and when additional instruction is needed.
- Use of appropriate clothing, including gloves, footwear, and personal protective equipment.
- Information about chemical hazards to which employees could be exposed and other hazard communication program information.

- Availability of toilet, hand-washing and drinking water facilities.
- Provisions for medical services and first aid including emergency procedures.

In addition, we provide specific instructions to all employees regarding hazards unique to their job assignment, to the extent that such information was not already covered in other training.

## RECORDKEEPING

Our establishment is on a designated high hazard industry list. We have taken the following steps to implement and maintain our IIP Program:

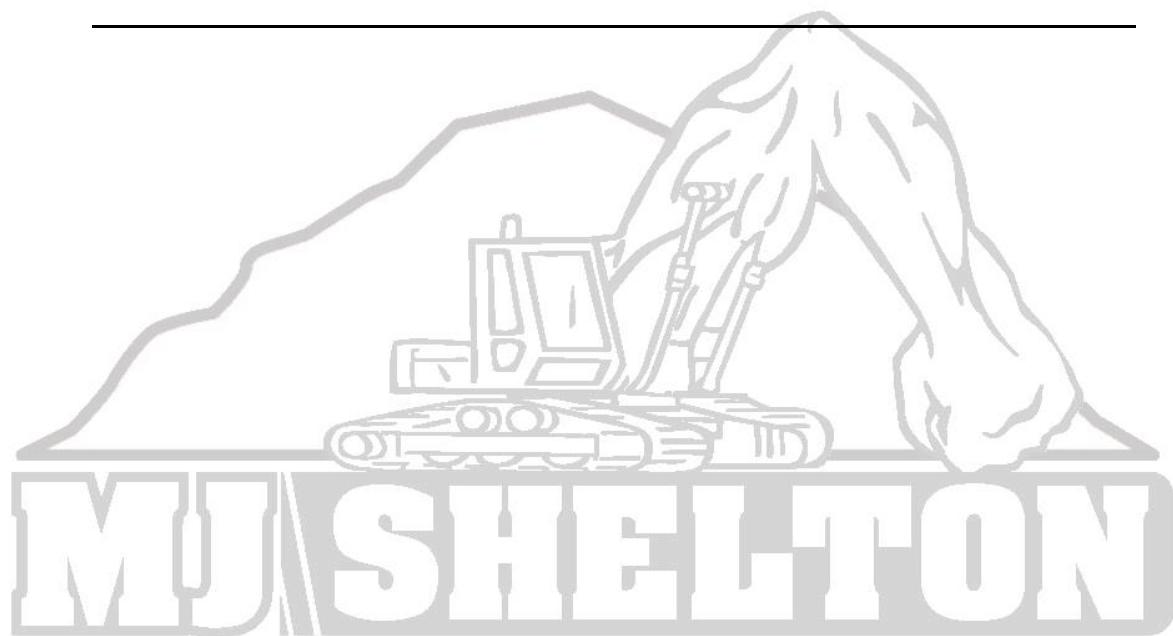
- Records of hazard assessment inspections, including the person conducting the inspection, the unsafe conditions and work practices that have been identified and the action taken to correct the identified unsafe conditions and work practices, are recorded on a hazard assessment and correction form.
- Documentation of safety and health training for each employee, including the employee's name or other identifier, training dates, type(s) of training, and training providers are recorded on a employee training and instruction form.
- Inspection records and training documentation will be maintained for three years, except for training records of employees who have worked for less than one year which are provided to the employee upon termination of employment.

## LIST OF TRAINING SUBJECTS

We train our employees about the following training subjects as they apply to their position within the company:

- The company Injury and Illness Prevention Plan.
- Safe practices for operating any agricultural equipment.
- Confined spaces.
- Good housekeeping, fire prevention, safe practices for operating equipment.
- Safe procedures for cleaning, repairing, servicing and adjusting equipment and machinery.
- Safe access to working areas.
- Protection from falls.
- Electrical hazards.
- Proper use of powered tools.
- Guarding of belts and pulleys, gears and sprockets, and conveyor nip points.
- Machine, machine parts, and prime movers guarding.
- Lock-out/tag-out procedures.
- Materials handling.
- Slips, falls, and back injuries.
- Ergonomic hazards, including proper lifting techniques and working on ladders.
- Personal protective equipment.
- Respiratory Equipment.
- Hazardous chemical exposures.

- Hazard communication.
  - Physical hazards, such as heat or cold stress, and noise.
  - Bloodborne pathogens and other biological hazards.
  - Other job-specific hazards, such as
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## **EMPLOYEE SAFETY ORIENTATION**

Before initial assignment, employees are trained on the following components of the safety process at MJ Shelton General Engineering, Inc. pertinent to their position:

<b>Employee Initial</b>	<b>Training Topic</b>
_____	The company Injury and Illness Prevention Plan.
_____	Confined spaces.
_____	Safe practices for operating agricultural equipment.
_____	Good housekeeping, fire prevention, safe practices for operating equipment.
_____	Safe procedures for cleaning, repairing, servicing and adjusting equipment and machinery.
_____	Safe access to working areas.
_____	Protection from falls.
_____	Electrical hazards.
_____	Proper use of powered tools.
_____	Guarding of belts and pulleys, gears and sprockets, and conveyor nip points.
_____	Machine, machine parts, and prime movers guarding.
_____	Lock-out/tag-out procedures.
_____	Materials handling.
_____	Slips, falls, and back injuries.
_____	Ergonomic hazards, including proper lifting techniques and working on ladders.
_____	Personal protective equipment.
_____	Respiratory Equipment.
_____	Hazardous chemical exposures.
_____	Hazard communication.
_____	Physical hazards, such as heat or cold stress and noise.
_____	Bloodborne pathogens and other biological hazards.

By signing below and initialing the items above, I acknowledge that I have been trained on the subjects listed and understand my responsibility to comply with company safety rules and policies.

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Employee Signature

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Trainer Signature

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Training Completion Date

