

3203 Injury Illness Prevention Program

(7) Provide training and instruction;

- (A) When program is first established;*
- (B) To all new employees;*
- (C) To all employees given new job assignments for which training has not previously been received;*
- (D) Whenever new substances, processes, procedures or equipment are introduced to the workplace and represents a new hazard;*
- (E) Whenever the employer is made aware of a new or previously unrecognized hazard; and,*
- (F) For Supervisors to familiarize them with the safety and health hazards to which employees under their immediate direction and control may be exposed.*

SAFETY AND HEALTH TRAINING PROGRAM

J-C General Training and Education program will comply with State and Federal regulations, as well as company policies and procedures. It is J-C General belief that an ongoing, comprehensive safety program, which includes all levels of training and education, sets a positive example and can also pay off in reduced accidents, lower compensation costs and greater productivity.

All J-C General employees shall receive initial indoctrination safety training when newly hired on a new project. The orientation/indoctrination shall be completed by the employee prior to beginning any work assignment of the project. The orientation/indoctrination will be given by the project supervisor/foreman or his/her designated competent representative.

When the orientation is completed, the employee will sign the acknowledgment form and will be forwarded to the personnel department.

The safety orientation/indoctrination will consist of but not be limited to the following:

1. Introduction to J-C General history and the who's who organization chart.
2. Review of the company policy and company goals for that year.
3. Site safety rules and regulations.
4. Safe work practices pertaining to construction.
5. Hazard communication - "The Right To Know".
6. Emergency Action Plan for each site.
7. Disciplinary Action procedures.

8. Overview of the I.I.P.P.
9. Accident/Injury/Illness reporting procedure.
10. Personal Protective Equipment.
11. Safety incentive program.
12. Reporting of unsafe acts or unsafe conditions.
13. Drug & Alcohol Policy

J-C General will conduct training to meet the needs of State and Federal regulations on a monthly, quarterly, and annual basis. The following is a list of items that will be covered throughout the year:

- * Senate Bill 198 (IIPP), CCR 3203
- * Hazard Communication, CFR 1910.1200
- * Assured Grounding, CFR 1926.404
- * Electrical Safety, CFR 1910.331,333/ CCR 1760
- * Emergency Action Plan, CFR 1910.38
- * Hearing Conservation, CFR 1910.95
- * Respiratory Program, CFR 1910.134
- * Fire Extinguisher, CFR 1910.157
- * Lock-out/Tag-out Program, CFR 1926.147/CFR 1910.147
- * Confined Space entry, CCR 5156
- * Employee Access to Medical Records, CFR 1910.20
- * Fall Protection, CFR 1926.500-503
- * Personal Protective Equipment, CFR 1910.132-138
- * Blood Born Pathogens Plan, CFR 1910.1030
- * California Excavation Laws, CCR 4216/CFR 1541

- * Hydrogen Sulfide (H₂S), 29 CFR 1926.55
- * Respirable Crystalline Silica Program, 29 CFR 1926.1153 & CCR 1532.3

J-C General also has its own topics, which are covered throughout the year:

- * Accident Prevention & Hazard Recognition for Supervisors.
- * Housekeeping, Walking/Working Surface Safety
- * CPR/First Aid & First Aid Stations
- * Proper Lifting techniques and back injury prevention
- * Company Safety Goals
- * Fleet Safety
- * Fire Prevention and Housekeeping importance
- * Heat Stress
- * Review of Safety Data Sheets
- * Accident and Near miss reviews
- * Dig-In Prevention Policy (Gold Shovel Standard)

NOTE: Other specific items may be added as needed for site specific items, as the project changes or new regulations are introduced and/or implemented.