

BLACK POINT PRODUCTION, INC.

Injury & Illness Prevention Program

Oct. 27, 2017

BLACK POINT PRODUCTION, INC.

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BLACK POINT PRODUCTION, INC.

INTRODUCTION

This document contains the Black Point Production, Inc. Injury & Illness Prevention Program (IIPP) which outlines what we will do to prevent injuries in the workplace and who is responsible for the various program elements. A successful IIPP can only occur when we all work and communicate together under a team concept.

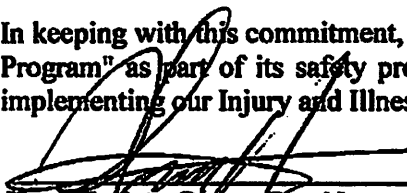
Employees from all levels within Black Point Production, Inc. have safety duties, responsibilities and standards of performance to ensure that the communication of safety awareness is provided at all levels. There must be free and clear communication between the owner and employees so everyone understands the importance of running our operations efficiently and safely. Management and employees are equally encouraged to identify and report potential hazards, at-risk behaviors, symptoms related to potential injuries, and offer hazard abatement solutions, and take actions to prevent accidents, human suffering and further loss.

HEALTH & SAFETY POLICY STATEMENT

We believe that accident prevention is critical, and that safety is part of a successful lifestyle, both on and off the job. Working safely and preventing accidents is part of everyone's job; therefore, we insist on safe work practices at all times by all employees. By keeping safe attitudes, choosing safe behaviors, creating a safe environment and avoiding risk, we can prevent the cause of nearly all accidents.

Every employee should understand the importance of safety in the work place. By remaining safety conscious, employees can protect their own interests as well as those of their co-workers. Accordingly, Black Point Production, Inc., emphasizes "safety first" and expects all employees to take steps to promote safety in the work place.

In keeping with this commitment, Black Point Production, Inc. has established an "Injury and Illness Prevention Program" as part of its safety program. As the Owner of this business, I am responsible for developing and implementing our Injury and Illness Prevention Program.



Tom Hazlett, Owner/President

10/27/2017
Date

BLACK POINT PRODUCTION, INC.

RESPONSIBILITIES FOR SAFETY

The Black Point Production, Inc. IIPP will be administered and coordinated by Tom Hazlett, responsibilities for the Administrator are listed below.

All Black Point Production, Inc. Employees have responsibilities for ensuring the success of the Program. These include:

Tom Hazlett, Owner

1. Ensure that the IIPP is implemented and operating effectively to prevent and reduce accidents and losses.
2. Provide a leadership role to motivate employees to work in a safe and healthy manner.
3. Provide economic and personnel support for administering the IIPP.
4. Promote Safety in the workplace.

Tom Hazlett, IIPP Administrator

1. Ensure that the IIPP is implemented and operating effectively to prevent and reduce accidents and losses.
2. Provide a leadership role to motivate employees to work in a safe and healthy manner.
3. Actively attend and participate in scheduled safety meetings and training activities.
4. Oversee the maintenance of safety inspection, ergonomic assessment and training records.
5. Assist with coordinating orientation training for all new employees.
6. Implement the Safety Program (IIPP) in their work areas.
7. Assist in conducting periodic safety inspections and follow-up on deficiencies.
 - Ensure employees are trained and know their task
 - Participate in Accident/Incident Investigations to determine cause, and develop prevention strategies to prevent recurrence.
 - Submit employee training records for retention.

Employees

1. Follow established safety policies and procedures.
2. Participate in incident investigations, when requested.
3. Report all injuries/illnesses and their symptoms immediately to your manager.
4. Report all hazardous conditions and practices to their supervisor, or the IIPP Administrator.

BLACK POINT PRODUCTION, INC.

SAFETY COMMUNICATIONS

Open Door Policy

Employees are encouraged to communicate with other employees, supervisors, IIPP administrator, and the owner, about safety.

Communication is the key to a successful safety program. All employees are given an "Open Door Policy" to the IIPP administrator and owner, on issues regarding safety. Employees are encouraged to notify management about any hazardous conditions or any safety concerns that they may have. It is our company's objective to correct all hazardous conditions before an accident occurs.

Employees are advised that there are NO REPRISALS or other forms of discrimination for expressing concerns, comments, suggestions or complaints about safety.

Forms of Communication

- **Direct Communication:** Speak freely to anyone within the company about safety concerns.
- **Inspections:** Request a special inspection for anything that might be a safety or health hazard.
- **Hazardous Condition Reports:** Signed or Anonymous brought by anyone
- **Safety Meetings and Safety Training Courses**
- **Employees Safety Orientation**
- **Letters and Postings**
- **Reports or Notices of Hazardous Conditions or Unsafe Acts** tapped to the Phone of IIPP Administrator

Safety Meetings

Safety Meetings are a requirement of the Injury and Illness Prevention Program. The Safety Meetings for our employees will be held:

- **Monthly**

All employees attending the Safety Meeting **MUST SIGN** the Safety Meeting Form.

Additional Safety Meetings may be scheduled for employees whose job responsibilities include working with Hazardous Equipment, Chemicals or operating Procedures when there are changes in operations or with chemicals or equipment.

It is the responsibility of the owner and IIPP administrator to determine the type and the frequencies that additional Safety Meetings are given.

The IIPP administrator may assign any individual to act as the Safety Meeting Leader. The leader is responsible for managing the Safety Meeting. The leader may use audio and video aids or other resources for communicating their safety topics. The leader must keep a record of the Safety Meetings and assure that the Safety Meeting Form has been signed.

A portion of the meeting must be dedicated for open discussion and communication in which employees can freely discuss safety and health related issues, Hazardous Condition Reports or Accident Investigation Reports.

It is the responsibility of the Safety Meeting Leader to forward the Safety Meeting Form to the IIPP administrator for filing, posting and any follow up actions that are required.

Black Point Production, Inc.
2017 IIPP

BLACK POINT PRODUCTION, INC.

HAZARD RECOGNITION & CONTROL

Black Point Production, Inc. has developed a Hazard Recognition & Control Process to identify hazardous conditions and operations at Black Point Production, Inc. facilities and will implement control strategies to eliminate or reduce the recognized hazards. All employees are participants in the Hazard Recognition & Control Process and are encouraged and trained to report hazardous situations.

Hazard Recognition

Our process includes the following techniques and methods for recognizing hazards in the workplace:

1. All employees are encouraged to report hazards and suggestions to their supervisor, IIPP Administrator, or owners, without fear of reprisal.
2. Discussions of hazards at Safety Meetings.
3. In-house safety inspections by the IIPP administrator or an employee chosen by the administrator.
4. Post accident/incident investigations are conducted to determine cause.

Hazard Control

Our process for controlling hazards includes the following techniques and methods:

1. Implementing accident/incident investigation control strategies.
2. Follow-up on safety suggestions submitted by employees.
3. Follow-up actions on items discussed at the Safety Meetings.
4. Reviews of inspection reports and implementation of recommended controls provided in the reports.
5. Immediate correction of hazards observed by employees.

Safety Inspection Guidelines

1. Safety Inspections - Inspections by IIPP Administrator or an employee chosen by the administrator:
 - a. **Daily** - Areas of the facilities should be inspected informally throughout the day by all employees. This practice promotes employee safety and a safety culture throughout and assists in identifying hazards that may develop during the normal course of the day. The management or their designee will follow-up to ensure that control strategies are implemented to eliminate recognized hazards.
 - b. **Quarterly** - The formal inspection of the facilities using the SAFETY INSPECTION CHECKLIST - Recognized hazards will be corrected and the correction dates will be noted on the inspection checklist. These checklists will be kept for a period of one year in an Inspection File.
2. Regulatory Inspections - Inspections by government agencies such as OSHA, fire department, etc. If an OSHA inspection occurs, immediately contact the Black Point Production, Inc. IIPP Administrator and/or the Owner who will coordinate activities with outside consultants if necessary.

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SAFETY TRAINING & EDUCATION

Safety education is important for several reasons. A task completed safely will also be completed correctly and efficiently, with a high degree of satisfaction. Also, CAL/OSHA requires employers to establish safe work procedures. This requirement assumes that employees are trained in hazards unique to their jobs.

New employee Safety Orientation Training

1. During the first day on the job, new employees will receive orientation training by the IIPP Administrator.

Safety Training For All Employees

The following must be provided:

1. All employees will be trained on the contents of the IIPP when it is first implemented, when revised, and periodically when needed.
2. All training activities must be documented and maintained in a Safety Training File for a period of one year or until new training is completed.

Training Resources

Training resources are available from a number of sources. Contact the IIPP Administrator for information on available resources.

ACCIDENT/INCIDENT REPORTING & INVESTIGATION

Employees must report all incidents and or potential injury symptoms immediately to the owner and the IIPP Administrator for processing and investigation follow-up.

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COMPLIANCE

CAL/OSHA requires a disciplinary policy for all company safety programs. This Disciplinary policy shall be utilized as a method of ensuring the safety of all personnel on our projects as well as emphasizing the personal responsibility that every single employee has in complying with the company's safety program.

Policy

We have formulated our disciplinary policy and procedures because numerous CAL/OSHA and FED/OSHA decisions state that every employer must discipline employees for safety and health violations. The safety procedures outlining our "Safety Rules and Procedures" are for the protection of all employees and the public.

The company will make every reasonable effort to ensure the health and safety of all workers in every situation. No worker shall be required or knowingly permitted to work in an unsafe or unhealthy place, except for the purpose of making it safe and healthful and then only after proper precautions have been taken to protect the worker while performing such work.

Appropriate Action

The appropriate disciplinary action implemented against the violator may be based on his/her previous history of non-compliance and the seriousness of the violation. The company retains the right to take any appropriate disciplinary action up to and including termination of employees.

Written Warnings

A written warning will be prepared for each violation of company Safety Rules and Procedures determined to be knowing and willful. The company's safety representative shall make this determination. One copy of this warning will be furnished to the violator and one maintained in company records.

Termination

Following Written Notices for violation of safety rules or procedures, if violations or unsafe acts continue, retraining and/or notice has not been effective, we will terminate employment for continued violation of safety rules and procedures.

Immediate Termination – Appropriate for any **Willful Violation**. A **Willful Violation** is defined as any act, omission or condition committed voluntarily with intentional disregard or plain indifference to the safety rules, policies or practices of Black Point Production, Inc.

Compliance via Incentive

We will acknowledge our employees for working safely. We prefer acknowledgement of safe behavior to disciplinary action to meet compliance with working safely and following our safety rules and procedures.

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RECORDKEEPING

CAL/OSHA

- When an injury occurs on the job, it may need to be recorded on the CAL/OSHA 300 form for CAL/OSHA purposes. Sometimes the injury is only reportable for workers' compensation purposes but not for CAL/OSHA.
- Post the right half of the CAL/OSHA 300 log every February 1st for the entire month. The log must be posted even if there have been no recordable injuries.
- Maintain the CAL/OSHA 300 log and CAL/OSHA Supplementary File for the current year and the previous five years (total of 6-years) in an accessible location for review if requested by CAL/OSHA during an on-site inspection.
- The Cal/OSHA Supplementary File is a copy of the "Employer's Report of Occupational Injury or Illness" maintained in a separate folder for each calendar year.

Exposure Records

- OSHA requires that some exposure records, such as Safety Data Sheets (SDS's) be kept for the length of employment plus 30 years. Exposure records include, but may not necessarily be limited to, the following:
 - Lists of hazardous substances that are used by employees or stored on our property.
 - Safety Data Sheets (SDS's) of hazardous substances and chemicals.
 - Industrial hygiene monitoring/sampling results (i.e., noise, chemicals, indoor air, and toxins).
 - Information which provides the sources of toxic exposures.
 - Hazard communication training records.

Inspection Records

- Inspection records will be kept on file for the current year plus the previous two calendar years (total 3).
- The results of inspections and the evaluation of the effectiveness of corrective actions should be documented on the forms and discussed in staff meetings.
- Upon completion of an inspection and correction of any identified hazards, the form will be kept on file by the office manager for three years.
- If the inspection results are needed to provide defense in a lawsuit, the results of the inspection will be retained until they are no longer needed.

Education and Training Records

- Safety and health education and training is an important part of our safety program. These records provide a historical and chronological summary of the type and amount of training employees receive from the date they are hired until the date they leave our employment. The IIPP Administrator will establish and maintain individual employee training records on each employee.
- Training records will be kept for 30 years.
- The owner will also maintain a separate training sign-in sheet for each training session that is required by specific OSHA standards. This will provide a cross reference and an audit check to ensure that training is being conducted and provided.
- Records and documentation will be kept on the following:
 - All general safety and health training.
 - All safety and health training required by specific OSHA standards.
 - All job/hazard-specific safety and health training.

BLACK POINT PRODUCTIONS, INC.

Code of Safe Practices

Standards

Black Point Productions, Inc., Inc. requires all employees to follow all safety rules and regulations. Our standards will help insure the safety of all employees and will help maintain a high quality of life. Please read the following Code of Safe Practices:

1. Report all unsafe conditions and work practices immediately to your supervisor so that corrective actions can be implemented.
2. Always follow safe work practices and the safety program. Failure to follow safe work practices may lead to discipline and termination. Any employee can refuse to perform work he feels is unsafe.
3. Employees are expected to attend and participate in mandatory weekly safety meetings.
4. Alcohol and drug use is prohibited during working hours and anyone thought to be under the influence will not be permitted to work.
5. Horseplay and fighting is prohibited!!
6. No one shall be permitted to enter a confined space unless proper procedures have been followed, atmosphere has been tested, and the necessary precautions have been taken as indicated by the test results.
7. All guards and other protective devices shall be left in place unless removed by authorized personnel for the sake of equipment and/or tool repair or maintenance after operation has been ceased. Safety devices must be replaced **BEFORE** turning the equipment or tool back on.
8. Deficiencies shall be corrected or reported immediately.
9. Only authorized personnel shall work with, on, or handle any electrical equipment, machinery, air or water lines.
10. All injuries shall be reported to your supervisor immediately, no matter how minor. Failure to do so may jeopardize your benefit eligibility.
11. Plan your lift and always use your legs while lifting. Avoid twisting actions and remember to get help with heavy or awkward loads. **DO NOT LIFT WITH YOUR BACK!!**
12. Only closed toe shoes in good repair shall be permitted, open toe shoes are prohibited.
13. Never throw materials, tools or other objects from heights unless the area below has been barricaded and all jobsite personnel have been instructed to stay out.
14. Do not respond to a situation or incident if it's unsafe to do so or you don't have the right equipment.

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15. During a situation, you must always protect yourself first before you can protect property or someone else.
16. Conduct yourself professionally and with your mind of your own safety and the safety of others at all times.
17. Warning signs are posted for your protection. You are expected to comply with them.
18. Emergency and fire equipment must be kept free of obstructions and must be accessible.
19. When using a ladder, always face the ladder. Use both hands to ascend and descend the ladder.

Safety procedures shall be strictly enforced with no exceptions. Failure to follow this General Code of Safe Work Practices will result in disciplinary action up to and including termination. **Serious, life threatening violations may result in IMMEDIATE TERMINATION.**