

Pierre Sprinkler & Landscape

SAFETY MANUAL

AND

**INJURY AND ILLNESS PREVENTION
PROGRAM**

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POLICY STATEMENT ON SAFETY

The safety and health of each Pierre Sprinkler & Landscape (the “Company” or “Pierre” employee) is of primary importance to the Company. As a result, Pierre is committed to maintaining a safe and healthful working environment. Management will provide all necessary safeguards, programs, and equipment required to reduce the potential for accidents and injuries.

To achieve this goal, Pierre has developed and implemented a comprehensive Safety Manual and Injury and Illness Prevention Program (“IIPP”) tailored for its needs as a landscape contractor. This program is designed to prevent workplace accidents, injuries, and illnesses that result from gardening maintenance and landscaping activities. A complete copy of the program is maintained at our office at 16140 Raymer Street, Van Nuys, CA 91406. A copy is also maintained at each job site. You may ask to review it at any time. A copy of the code of safe practices will be provided to you. You may also contact our Safety Coordinator Joe Lowden, at 818-373-0023 ext. 29 if you have any questions or concerns.

It is the intent of Pierre to comply with all laws relating to occupational safety and health, including pesticide application, fall prevention, and machine guarding. To accomplish this, it requires the active participation and assistance of all employees. The policies and procedures contained in the following manual are mandatory. You should also be constantly aware of conditions in all work areas that can produce injuries or illness. No employee is required to work at a job they know is not safe. Employees should never hesitate to inform their supervisor of any potentially hazardous situation or condition that is beyond their ability or authority to correct immediately. No employee will be discriminated against for reporting safety concerns to management.

It is the responsibility of each employee to support the Company’s safety program and to perform in a manner that assures his or her own personal safety and the safety of others, including customers, visitors and other trades. To be successful in this endeavor, employees at every level must adopt proper attitudes towards injury and illness prevention. Every employee must cooperate in all safety and health matters, not only between management and employees, but also between each employee and their respective co-workers. Only through such an effort can any safety program be successful. Pierre’s objective is a safety and health program that will reduce the total number of injuries and illnesses to an absolute minimum. The Company’s ultimate goal is zero accidents and injuries.

Joe Lowden
Vice President

DUTIES AND RESPONSIBILITIES FOR SAFETY

A successful IIPP can only be achieved and maintained when there is active interest, participation, and accountability at all levels of the organization. To ensure this, Pierre has delegated the following safety duties by job title. Please keep in mind that this is not an all-inclusive list. In some cases employees will be required to perform safety duties outside their regular responsibilities to prevent accidents.

Executive management must plan, organize, and administer the program by establishing policy, setting goals and objectives, assigning responsibility, motivating subordinates, and monitoring results. The Chief Operating Officer will support and maintain an ongoing Safety and Injury and Illness Prevention Program through the following:

1. Providing clear understanding and direction to all management and employees regarding the importance of safety through the development, implementation, monitoring and revision of policy and procedures.
2. Providing financial support for the IIPP by providing adequate funds for the proper maintenance of tools and equipment and the purchase of necessary safety materials and equipment and by allocating adequate time for employee/supervisory training.
3. Overseeing development, implementation and maintenance of the IIPP and other required safety programs.
4. Maintaining a Company-wide commitment to accident prevention by expecting safe conduct on the part of all managers, foreman and employees.
5. Holding all levels of management and employees accountable for accident prevention and safety.
6. Reviewing all accident investigations to determine corrective action.

Managers, supervisors (for the purpose of this program includes Foremen and Crew Leaders), and field workers are in a position to anticipate hazards and help prevent safety problems before they occur. They will support the Company's IIPP through the following:

1. Anticipating job hazards prior to the commencement of work at any site.
2. Ensuring the provision of adequate safety equipment for all jobs.
3. Communicating expected safety problems or unique hazards to the Project Managers or Foreman.
4. Providing for necessary equipment and safety precautions in all field assignments.
5. Requiring all subcontractors to comply with applicable local, state and Federal safety regulations.
6. Assuring that all employees and subcontractors follow and comply with the Code of Safe Practices.

Project Managers and Foremen play a key role in the prevention of accidents on the job. They have direct contact with the field workers and know the safety requirements for various jobs. Safety responsibilities for Project Managers and Foremen include:

1. Holding field workers accountable for safety.
2. Enforcing safe work practices among all field workers.
3. Correcting all unsafe acts and conditions that could cause accidents.
4. Verifying corrective action has been taken regarding safety hazards and accident investigations.
5. Conducting periodic documented inspections of the job sites to identify and correct unsafe actions and conditions that could cause accidents.
6. Investigating all injuries and accidents to determine their cause and potential corrective action.
7. Acting as a leader in Pierre safety policy and setting a good example by following all safety rules.
8. Resolving safety issues created by Pierre's sub-contractors on the job site.
9. Becoming familiar with local, state and Federal safety regulations the Safety Coordinator is available to assist.
10. Holding toolbox (tailgate) meetings with all employees and recording minutes of those meetings. A copy of each meeting's minutes shall be sent to the office.
11. Train all new and existing employees in proper safety procedures and the hazards of the job, including proper lifting techniques, proper pesticide application, and understanding the properties of chemical agents found on material safety data sheets ("MSDS").
12. Instruct all employees under their supervision on safe work practices and job safety requirements.
13. Ensure employee proficiency when assigning work requiring specific knowledge, special operations or equipment.
14. Ascertain that all machinery, equipment, and tools are maintained in safe working condition and operate properly.
15. Enforce all safety rules in the Code of Safe Practices and ensure safe work procedures.
16. Conduct daily inspections of the work area for unsafe actions or conditions.
17. Correct unsafe acts and conditions that could cause accidents.
18. Communicate with all employees about safety and accident prevention activities.
19. Enforce the wearing of personal protective equipment on the job. This will depend on the circumstance and may include back support belts, cut resistant gloves, etc.
20. Correct the cause of any accident as soon as possible.

21. Act as a leader in Company safety policy and set a good example by following all safety rules.
22. Ascertain that proper first-aid and fire fighting equipment is maintained and used when conditions warrant its use.
23. Maintain good housekeeping conditions at all times.
24. Investigate all injuries and accidents to determine their cause and potential corrective action.
25. Ascertain that all injuries involving our employees that require medical attention are properly treated and promptly reported to the office.
26. Locating the nearest hospital or medical facility and posting emergency numbers near all phones before starting a new job.

The Company's Safety Coordinator acts as a safety resource for the Company and is responsible for the IIPP records. They will also be our primary person to deal with outside agencies regarding the safety program and its contents. Additional duties include:

1. Keeping management apprised of employee safety performance.
2. Coordination of all loss prevention activities as a representative of management. Acting as a consultant to management in the implementation and administration of the Safety Program.
3. Develop and implement loss prevention policies and procedures designed to insure compliance with the applicable rules and regulations of all Federal, state, and local agencies, including the California Department of Pesticide Regulations.
4. Review all accident reports to determine cause and preventability.
5. Conduct periodic reviews of the program and job sites to evaluate performance, discuss problems and help solve them.
6. Consult with representatives of our insurance company in order that their loss control services will support the Safety Program.
7. Review Workers' Compensation and automobile claims. Help supply the insurance carrier with information about injured employees and accident facts in order to keep accident and injury costs as low as possible.

Every employee is responsible for working safely, both for self-protection and for protection of co-workers. Employees must also support all Company safety efforts. Specific employee safety responsibilities include:

1. If you are unsure how to do any task safely, ask your Foreman.
2. Understand and abide by all requirements of the Safety Manual and the IIPP.
3. Know and follow the Code of Safe Practices and all Company safety policies and rules.

4. Wear all required personal protective equipment.
5. Report all accidents and injuries, no matter how minor, to your Foreman immediately.
6. Do not operate any equipment you have not been trained and authorized to use.
7. Report any safety hazards or defective equipment immediately to your Foreman.
8. Do not remove, tamper with or defeat any guard, safety device or interlock.
9. Never use any equipment with inoperative or missing guards, safety devices or interlocks.
10. Never possess, or be under the influence of, alcohol or controlled substances while on the Company premises, or while driving to or from work or job sites.
11. Never engage in horseplay or fighting.
12. Participate in, and actively support, the Safety Program.

EMPLOYEE SAFETY TRAINING

California law requires that employees be trained in the safe methods of performing their job. Pierre is committed to instructing all employees in safe and healthful work practices. Awareness of potential hazards, as well as knowledge of how to control them, is critical to maintaining a safe and healthful work environment and preventing injuries. To achieve this goal, we will provide training to each employee on general safety issues and safety procedures specific to that employee's work assignment.

Every new employee will be given instruction by their foreman in the general safety requirements of their job. A copy of our Code of Safe Practices shall also be provided to each employee. Tailgate or toolbox safety meetings will be conducted at least every 10 working days. All training will be documented and signed off by attending employees on the forms provided.

Foreman will be trained at least twice per year on various accident prevention topics.

Training provides the following benefits:

- Makes employees aware of job hazards
- Teaches employees to perform jobs safely
- Promotes two-way communication
- Encourages safety suggestions
- Creates interest in the safety program
- Fulfills Cal/OSHA requirements

Employee training will be provided at the following times:

1. All new employees will receive a safety orientation their first day on the job.
2. All new employees will be given a copy of the Code of Safe Practices and required to read and sign for it.
3. All field employees will receive training at tailgate or toolbox safety meetings held at the job site.
4. All employees given a new job assignment for which training has not been previously provided will be trained before beginning the new assignment.
5. Whenever new substances, processes, procedures or equipment that represent new hazards are introduced into the workplace.
6. Whenever Pierre is made aware of a new or previously unrecognized hazard.
7. Whenever management believes that additional training is necessary.
8. After all injuries or serious highway accidents.

9. When employees are not following safe work rules or procedures.

Employee training topics will include, but not be limited to:

- Employee's safety responsibility
- General safety rules
- Code of Safe Practices
- Safe job procedures
- Use of hazardous materials, including pesticides, insecticides, gasoline and fertilizers.
- Use of equipment, including tree pruning equipment, power and hand mowers, chain saws, and posthole diggers
- Use of hand tools, including rakes, spades, and picks.
- Emergency procedures
- Safe lifting and material handling practices
- Use of pesticide dispensers, power tillers, and mulchers
- Contents of safety program

Documentation of Training

All training will be documented on one of the following three forms.

New Employee Safety Orientation

Employee Safety Contact Form

Tailgate Safety Meeting Report

The following training methods should be used. Actual demonstrations of the proper way to perform a task are very helpful in most cases.

- **Tell them** how to do the job safely
- **Show them** how to do the job safely
- **Have them tell you** how to do the job safely
- **Have them show you** how to do the job safely
- **Follow up** to ensure they are still performing the job safely

Pierre Sprinkler & Landscape

NEW EMPLOYEE SAFETY ORIENTATION

The Safety Coordinator, Project Manager and/or the Foreman will verbally cover the following items with each new employee on the first day of their employment.

Employee name _____ Start date _____

Job site _____ Position _____

Instruction has been received in the following areas.

- 1. Code of Safe Practices. *
- 2. Hazard Communication (chemicals) Employee Training Handbook. *
- 3. Driving Safety Rules. *
- 4. Safety rule enforcement procedures.
- 5. Necessity of reporting ALL injuries, no matter how minor, IMMEDIATELY.
- 6. Proper method of reporting safety hazards.
- 7. Emergency procedures and First Aid.
- 8. Proper work clothing and required personal protective equipment.
- 9. List all special equipment, such as lifts, employee is trained and authorized to use.

* Give a copy of these items to the employee.

I agree to abide by all Company safety policies and the Code of Safe Practices. I also understand that failure to do so may result in disciplinary action and possible termination.

Signed _____ Date _____
Employee

Signed _____ Date _____
Safety Coordinator

SAFETY COMMUNICATION

This section establishes procedures designed to develop and maintain employee involvement and interest in the Safety Manual and IIPP. These activities will also ensure effective communication between management and employees on safety related issues that are of prime importance to Pierre. The following are some of the safety communication methods that may be used:

1. Tailgate or toolbox safety meetings with employees that encourage participation and open, two-way communication.
2. New employee safety orientation and provision of the Code of Safe Practices.
3. Provision and maintenance of employee bulletin boards discussing safety issues, accidents, and general safety suggestions.
4. Written communications from management or the Safety Coordinator, including memos, postings, payroll stuffers, and newsletters.
5. Anonymous safety suggestion program.

Employees will be kept advised of highlights and changes relating to the safety program. The management shall relay changes and improvements regarding the safety program to employees, as appropriate. Employees will be involved in future developments and safety activities, by requesting their opinions and comments, as necessary.

All employee-initiated safety related suggestions would be properly answered, either verbally or in writing, by the appropriate level of management. Unresolved issues shall be relayed to the Chief Operating Officer.

All employees are encouraged to bring any safety concerns they may have to the attention of management. The Company will not discriminate against any employee for raising safety issues or concerns.

Pierre also has a system of anonymous notification whereby employees who wish to inform the Company of workplace hazards without identifying themselves may do so by phoning or sending written notification to the following address:

Francisco Sandoval, OSHA Certified Safety Coordinator
Manuel Gutierrez Standard First Aid & CPR
16140 Raymer Street
Van Nuys, CA 91406
(818) 373-0023

ENFORCEMENT OF SAFETY POLICIES

The compliance of all employees with the Company's Safety Manual and IIPP is mandatory and is a condition of employment.

The following programs will be utilized to ensure employee compliance with the safety program and all safety rules.

- Training programs
- Retraining
- Disciplinary action
- Optional safety incentive programs

Training Programs

The importance of safe work practices and the consequences of failing to abide by safety rules will be covered in the New Employee Safety Orientation and at tailgate and toolbox safety meetings. This will help ensure that all employees understand and abide by Pierre safety policies.

Retraining

Employees that are observed performing unsafe acts or not following proper procedures or rules will be retrained by their Foreman. A Safety Contact Report may be completed by the Foreman to document the training. If multiple employees are involved, additional safety meetings may be held. If appropriate, disciplinary action will be initiated, up to and including termination.

Safety Incentive Programs

Although strict adherence to safety policies and procedures is required of all employees, the Company may choose to periodically provide recognition of safety-conscious employees and job sites without accidents through a safety incentive program.

Disciplinary Action

The failure of an employee to adhere to safety policies and procedures established by the Company can have a serious impact on everyone concerned. An unsafe act can threaten not only the health and well being of the employee committing the unsafe act but can also affect the safety of their coworkers and customers. Accordingly, any employee who violates any of the Company's safety policies will be subject to disciplinary actions up to and including termination of employment.

Note: Failure to promptly report any on-the-job accident or injury, on the same day as occurrence, is considered a serious violation of the Company's Code of Safe Practices. Any employee who fails to immediately report a work-related accident or injury, no matter how minor shall be subject to disciplinary action.

Employees will be disciplined for infractions of safety rules and unsafe work practices that are observed, not just those that result in an injury. Often, when an injury occurs, the accident investigation may reveal that the injury was caused because the employee violated an established safety rule and/or safe work practice(s). In any disciplinary action, the Foreman should be cautious that discipline is given to the employee for safety violations, and not simply because the employee was injured on the job or filed a Workers' Compensation claim.

Violations of safety rules and the Code of Safe Practices are to be considered equal to violations of other Company policy. Discipline for safety violations will be administered in a manner that is consistent with Pierre's system of progressive discipline. If, after training, violations occur, disciplinary action will be taken as follows:

1. *Verbal warning.* This warning will be documented on the "Safety Contact Report" form and a copy will be placed in the employee's personnel file.
2. *Written warning.* A written warning will be issued and the employee will be retrained as necessary to correct procedure/practice.
3. *Written warning with suspension (time off without pay) or termination for serious or repetitive offenses.*
4. *Termination.*

As in all disciplinary actions, each situation is to be carefully evaluated and investigated. The particular step taken in the disciplinary process will depend on the severity of the violation, employee history, and regard to safety. Foremen should consult with the office if there is any question about whether or not disciplinary action is justified. Employees may be terminated immediately for willful or extremely serious violations. Union employees are entitled to the grievance process specified by their contract.

HAZARD IDENTIFICATION AND EVALUATION

To assist in the identification and correction of hazards, Pierre has developed the following procedures. These procedures are representative only and are not exhaustive of all the measures and methods that will be implemented to guard against injury from recognized hazards in the workplace. As new hazards are identified or improved work procedures developed, they will be promptly incorporated into our Safety Manual. The following methods will be utilized to identify hazards in the workplace:

- Analysis of accidents to identify trends
- Accident investigations
- Employee observations
- Employee suggestions
- Regulatory requirements for the landscape industry
- Outside agencies such as the fire department and insurance carriers
- Periodic safety inspections

Loss Analysis

Periodic loss analyses will be conducted by the Safety Coordinator and reported to management. These will help identify areas of concern and potential job hazards. The results of these analyses will be communicated to management, Foremen and employees through safety meetings and other appropriate means.

Accident Investigations

All accidents and injuries will be investigated in accordance with the guidelines contained in this program. Accident investigations will focus on all causal factors and corrective action including the identification and correction of hazards that may have contributed to the accident.

Employee Observation

Project Managers and Foremen will continually observe employees for unsafe actions; and take corrective action as necessary.

Employee Suggestions

Employees are encouraged to report any hazard they observe to their immediate Forman, Project Manager or the Safety Coordinator. No employee of Pierre is to ever be disciplined or discharged for reporting any workplace hazard or unsafe condition. However, employees who do NOT report potential hazards or unsafe conditions that they are aware of will be subject to disciplinary action.

Regulatory Requirements

All industries are subject to government regulations relating to safety. Many of these regulations are specific to our type of business. Copies of pertinent regulations can be obtained from the Safety Coordinator.

Outside Agencies

Several organizations will assist us in identifying hazards in our workplace. These include safety officers from other contractors, insurance carrier safety and health consultants, private industry consultants, the fire department, Cal/OSHA Consultation, and the California Department of Pesticide Regulation.

Periodic Safety Inspections

Periodic safety inspections ensure that physical and mechanical hazards are under control and identify situations that may become potentially hazardous. Inspections shall include a review of the work habits of employees in all work areas. These inspections may be conducted by the Foreman, Project Manager or Safety Coordinator, or other designated individual.

Periodic safety inspections will be conducted:

- Before any work commences at the site by the Foreman.
- Daily by the Foreman on all sites.
- When new substances, process, procedures or equipment are used.
- When new or previously unrecognized hazards are identified.
- Periodically by the Foremen at various job sites.
- Periodically by the Safety Coordinator at various job sites.

These inspections will focus on both unsafe employee actions as well as unsafe conditions. The following is a partial list of items to be checked.

- The proper use, condition, maintenance and grounding of all electrically operated equipment.
- The proper use, condition, and maintenance of safeguards for all power-driven equipment.
- Compliance with the Code of Safe Practices.
- Proper disposal of pesticides and containers.
- Types of chemicals on hand, handling and transfer methods.
- Methods of storing chemicals (cool, well-ventilated area accessible only to authorized personnel)
- Proper labeling of chemicals, pesticides, and insecticides
- Housekeeping and personal protective equipment.
- Provision of first-aid equipment and emergency medical services.

Any and all hazards identified will be corrected as soon as practical in accordance with the Pierre Sprinkler & Landscape Hazard Correction Policy.

If imminent or life threatening hazards are identified, which cannot be immediately corrected, all employees must be removed from the area, except those with special training required to correct the hazard, who will be provided necessary safeguards.

Documentation of Inspections

Safety inspections will be documented to include the following:

- Date on which the inspection was performed.

- The name and title of person who performed the inspection.
- Any hazardous conditions noted or discovered and the steps or procedures taken to correct them.
- Signature of the person who performed the inspection.

One copy of the completed form should be sent to the office. All reports shall be kept on file for a minimum of two (2) years.

HAZARD CORRECTION

The following procedures will be used to evaluate, prioritize and correct identified safety hazards. Hazards will be corrected in order of priority: the most serious hazards will be corrected first. If it is necessary to involve other contractors to correct hazards on a job site, they will be properly notified by the Foreman, Project Manager or other designated individual.

Hazard Evaluation

Factors which will be considered when evaluating hazards include:

- Potential severity - the potential for serious injury, illness or fatality
- Likelihood of exposure - the probability of the employee coming into contact with the hazard
- Frequency of exposure - how often employees come into contact with the hazard
- Number of employees exposed
- Possible corrective actions - what can be done to minimize or eliminate the hazard
- Time necessary to correct - the time necessary to minimize or eliminate the hazard

Techniques for Correcting Hazards

1. Engineering Controls: could include machine guarding, ventilation, noise reduction at the source, and provision of material handling equipment. These are the first and preferred methods of control.
2. Administrative Controls: the next most desirable method would include rotation of employees or limiting exposure time.
3. Personal Protective equipment: includes back support belts, hearing protection, respirators and safety glasses. These are often the least effective controls for hazards and should be relied upon only when other controls are impractical.

Documentation of Corrective Action

All corrective action taken to mitigate hazards should be documented. Depending on the circumstances, one of the following forms should be used:

- Safety Contact Report
- Safety Meeting Report
- Memo or letter
- Safety inspection form

All hazards noted on safety inspections will be rechecked on each subsequent inspection and notations made as to their status.

ACCIDENT INVESTIGATION

All work-related accidents will be investigated by the Foreman, Project Manager, Safety Coordinator or other designated individual in a timely manner. This includes minor incidents and "near accidents," as well as serious injuries. An accident is defined as any unexpected occurrence which results in injury to personnel, damage to equipment, facilities, or material, or interruption of normal operations, including automobile accidents.

Responsibility for Accident Investigation

Immediately upon being notified of an accident, the Foreman, Project Manager or other designated individual shall conduct an investigation. The purpose of the investigation is to determine the cause of the accident and corrective action to prevent future reoccurrence not to fix blame or find fault. An unbiased approach is necessary in order to obtain objective findings. Accident investigation forms are located in the glove box of each Company truck.

The Purpose of Accident Investigation:

- To prevent or decrease the likelihood of similar accidents.
- To identify and correct unsafe work practices and physical hazards. Accidents are often caused by a combination of these two factors.
- To identify training needs. This makes training more effective by focusing on factors that are most likely to cause accidents.

What Types of Incidents Do We Investigate?

- Fatalities
- Serious injuries
- Minor injuries
- Property damage
- Equipment damage or theft
- Automobile Accidents

Procedures for the Investigation of Accidents

Immediately upon being notified of an accident the Foreman or other designated individual will:

1. Visit the accident scene, as soon as possible, while facts and evidence are still fresh and before witnesses forget important details and to make sure hazardous conditions to which other employees or customers could be exposed are corrected or have been removed;
2. Provide for needed first-aid or medical services for the injured employee(s).
3. If possible, interview the injured worker at the scene of the accident and verbally "walk" him or her through a re-enactment. All interviews should be conducted as privately as possible. Interview all witnesses individually and talk with anyone who has knowledge of the accident, even if they did not actually witness it.

4. Report the accident to the office at (818) 373-0023. Accidents will be reported to the office immediately and to the insurance carrier within 24 hours. All serious accidents will be reported to the carrier as soon as possible.
5. Consider taking signed statements in cases where facts are unclear or there is an element of controversy.
6. Thoroughly investigate the accident to identify all accident causes and contributing factors. Document details graphically. Use sketches, diagrams and photos as needed. Take measurements when appropriate.
7. All accidents involving death, disfigurement, amputation, loss of consciousness or hospitalization for more than 24 hours will be reported to Cal/OSHA immediately by the Safety Coordinator.
8. Focus on causes and hazards. Develop an analysis of what happened, how it happened, and how it could have been prevented. Determine what caused the accident itself, not just the injury.
9. Every investigation must also include an action plan. How can such accidents be prevented in the future?
10. In the event a third party or defective product contributed to the accident, save any evidence as it could be critical to the recovery of claim costs.

Accurate & Prompt Investigations

- Ensures information is available
- Causes can be quickly corrected
- Helps identify all contributing factors
- Reflects management concern
- Reduces chance of recurrence

Investigation Tips

- Avoid placing blame
- Document with photos and diagrams, if needed
- Be objective, get the facts
- Reconstruct the event
- Use open-ended questions

Questions to Ask

When investigating accidents, open-ended questions such as “who?,” “what?,” “when?,” “where?,” “why?,” and “how?” will provide more information than closed-ended questions such as “were you wearing gloves?”.

Examples include:

- How did it happen?
- Why did it happen?
- How could it have been prevented?
- Who was involved?
- Who witnessed the incident?
- Where were the witnesses at the time of the incident?
- What was the injured worker doing?
- What was the employee working on?
- When did it happen?
- When was the accident reported?
- Where did it happen?
- Why was the employee assigned to do the job?

The single, most important question that must be answered as the result of any investigation is:

“What do you recommend be done (or have you done) to prevent this type of incident from recurring?”

Once the accident investigation is completed:

- Take or recommend corrective action
- Document corrective action
- Management and the Safety Coordinator will review the results of all investigations
- Consider safety program modifications
- Information obtained through accident investigations can be used to update and improve our current program

PROGRAM RECORDS/RETENTION

The Safety Coordinator will ensure the maintenance of all Safety Manual and IIPP records, for the listed periods, including:

- | | |
|---|----------------------------------|
| 1. New Employee Safety Orientation forms | <i>length of employment</i> |
| 2. Code of Safe Practices Receipt | <i>length of employment</i> |
| 3. Disciplinary actions for safety | <i>1 year beyond termination</i> |
| 4. Safety inspections | <i>2 years</i> |
| 5. Tailgate or toolbox meeting reports | <i>2 years</i> |
| 6. Safety Contact Reports | <i>2 years</i> |
| 7. Accident investigations | <i>5 years</i> |
| 8. Cal/OSHA log of injuries | <i>5 years</i> |
| 9. Inventory of Hazardous Materials | <i>forever</i> |
| 10. Employee exposure or confidential medical records | <i>forever</i> |

Records are available for review, as appropriate, at the Human Resources Department

16140 Raymer Street,
Van Nuys, CA 91406
(818) 373-0023

EMERGENCY MEDICAL SERVICES AND FIRST-AID

Pierre Sprinkler & Landscape will ensure the availability of emergency medical services for its employees at all times. We will also ensure the availability of a suitable number of appropriately trained persons to render first-aid. Where more than one employer is involved in a construction project on a given site, we may agree to work with other contractors to ensure employee access to emergency medical services for the combined work force. The Safety Coordinator will maintain a list of trained individuals and take steps to provide training for those that desire it.

First-Aid Kits

Every job site shall have access to at least one first-aid kit in a weatherproof container. The first-aid kit will be inspected regularly to ensure that it is well stocked, in sanitary condition, and any used items are promptly replaced. The contents of the first-aid kit shall be arranged to be quickly found and remain sanitary. First-aid dressings shall be sterile and in individually sealed packages. The following minimum first-aid supplies shall be kept:

Type of Supply Required by Number of Employees, as Follows:

	<u># of Employees Working at Site</u>			
	<u>1-5</u>	<u>6-15</u>	<u>16-200</u>	<u>200+</u>
Dressings in adequate quantities consisting of:				
Adhesive dressings	X	X	X	X
Adhesive tape rolls, 1-inch wide	X	X	X	X
Eye dressing packet	X	X	X	X
1-inch gauze bandage roll or compress		X	X	X
2-inch gauze bandage roll or compress	X	X	X	X
4-inch gauze bandage roll or compress		X	X	X
Sterile gauze pads, 2-inch square	X	X	X	X
Sterile gauze pads, 4-inch square	X	X	X	X
Sterile surgical pads suitable for pressure dressings		X	X	
Triangular bandages	X	X	X	X
Safety pins	X	X	X	X
Tweezers and scissors	X	X	X	X
Cotton-tipped applicators*			X	X
Forceps*			X	X
Emesis basin*			X	X
Flashlight*			X	X
Magnifying glass*			X	X
Portable oxygen and its breathing equipment*				X
Tongue depressors*				X
Appropriate record forms*	X	X	X	X
First-aid textbook, manual or equivalent*	X	X	X	X

*To be readily available but not necessarily within the first-aid kit.

Drugs, antiseptics, eye irrigation solutions, inhalants, medicines, or proprietary preparations shall not be included in Pierre Sprinkler & Landscape first-aid kits unless specifically approved, in writing, by an employer-authorized, licensed physician. Other supplies and equipment, if provided, shall be in accordance with the documented recommendations of an employer-authorized licensed physician upon consideration of the extent and type of emergency care to be given based upon the anticipated incidence and nature of injuries and illnesses and availability of transportation to medical care.

First-Aid

Prior to the commencement of work at any site, the Job Project Manager will locate the nearest preferred medical facility and establish that transportation or communication methods are available in the event of an employee injury

1. A Company authorized physician or medical clinic, and at least one alternate if available.
2. Hospitals.
3. Ambulance services.
4. Fire-protection services.

.Each employee shall be informed of the procedures to follow in case of injury or illness through our new employee orientation program, Code of Safe Practices, and tailgate safety meetings.

Accident Procedures

These procedures are to be followed in the event of an employee injury in the course of employment.

1. **For severe accidents call nearest hospital paramedic service and request assistance.** Stay on the line until told otherwise.
2. **Employees must report all work related injuries to their Project Manager immediately – even if they do not feel that it requires medical attention.** Failure to do so may result in a delay of Workers' Compensation benefits and disciplinary action.
3. The Foreman, employee, and first-aid person should determine whether or not outside medical attention is needed. When uncertainty exists on the part of any individual, the employee should be sent for professional medical care.
4. If medical attention is not desired or the employee refuses treatment, you must still fill out a "Pierre Sprinkler & Landscape Accident Report" in case complications arise later.
5. In all cases, if the employee can not transport themselves for any reason, transportation should be provided.
6. In the event of a serious accident involving hospitalization for more than 24 hours, amputation, permanent disfigurement, loss of consciousness or death, phone contact should be made with the office at 818 373-0023. Contact must also be made with the nearest Cal/OSHA office. This contact will be completed by the Safety Coordinator



FLEET AND DRIVING SAFETY

Motor vehicle accidents are the third leading cause of fatalities in the landscaping industry. Pierre Sprinkler & Landscape has established the following guidelines and procedures for our drivers and vehicles to protect the safety of individuals operating any motor vehicle on Company business. Protecting our employee drivers and the public is of the highest priority. The commitment of management and employees is critical to the success of this program. Clear communication of, and strict adherence to, the program's guidelines and procedures are essential.

Our primary goal is to maintain a high level of safety awareness and foster responsible driving behavior. Driver safety awareness and responsible driving behavior will significantly decrease the frequency of motor vehicle accidents and reduce the severity of personal injuries and property damage.

Drivers must follow the requirements outlined in this program. Violations of this program may result in disciplinary action up to, and including, suspension of driving privileges or dismissal.

Our program consists of the following elements:

- Driver Alert - **1 (800) 827-SAFE**
- Driver selection
- Driver training
- Vehicle use policy
- Vehicle inspection & preventive maintenance
- Accident investigation

Driver Selection

Only Company authorized and assigned employees are allowed to drive Company vehicles at any time. Prior to being authorized to drive and assigned a vehicle, the Company will check that the potential driver has the following items:

- A valid un-restricted drivers license.
- A current MVR driving record that is acceptable to the Company and it's insurance carrier

Pierre will also check driving records of all employees authorized to drive on Company business on an annual basis.

Employees that do not meet these requirements are not authorized or allowed to drive Company vehicles or drive their own vehicle for Company business.

Driver Training

All employees driving either Company vehicles, or personal vehicles on Pierre business, will be given a copy of the Driving Safety Rules and Company Vehicle Use Policy and will be

required to read and sign for them. Safe driving will also be periodically covered at Company safety meetings.

Vehicle Inspection and Preventive Maintenance

All Pierre vehicles must be inspected by the driver prior to each use (daily). Mechanical defects will be repaired immediately. The Safety Coordinator will periodically spot check Company vehicles to validate their condition.

Vehicle inspections will include:

- Lights
- Turn signals
- Emergency flashers
- Tires
- Horn
- Brakes
- Fluids
- Windshield condition and wiper condition
- Mirrors

All vehicles will also be maintained in accordance with the manufacturers' recommendations. It is the responsibility of the individual assigned the vehicle to ensure proper maintenance and repairs are performed. If your vehicle is not safe, do not drive.

Accident Investigation

All accidents in Pierre vehicles will be investigated by the Project Manager and/or the Safety Coordinator. Where possible, witness statements will be obtained and photos used to document the scene of the accident and the damage. Police reports will also be obtained whenever possible. The following guidelines will be used to help determine preventability.

An Accident Review Board will review the Accident Investigation Reports and will interview the driver involved. The Board will include the President, Vice President and Safety Coordinator.

The Accident Review Board will ascertain whether our driver could have prevented the accident. An accident is preventable if the driver could have done something to avoid it. Drivers are expected to drive defensively. Which driver was primarily at fault, which received a traffic citation, or whether a claim was paid has no bearing on preventability. If there was anything our driver could have done to avoid the collision, then the accident was preventable.

An accident was non-preventable when the vehicle was legally and properly parked, or when properly stopped because of a highway patrol officer, a signal, stop sign/light, or traffic condition. When judging accident preventability, here are some general questions to be considered:

1. Does the investigation indicate that the driver considers the rights of others, or is there evidence of poor driving habits?
2. Does the investigation indicate driver awareness? Such phrases as "I did not see," "I didn't think," "I didn't expect," or "I thought" are signals indicating there probably was a lack of awareness, and the accident was preventable. An aware driver should think, expect, and see hazardous situations in time to avoid collisions.
3. Was the driver under any physical stresses that could have been contributory? Did the accident happen near the end of a long day or long drive? Did overeating contribute to fatigue? Did the driver get prior sufficient sleep? Is the driver's vision faulty? Was the driver feeling ill?
4. Was the vehicle defective without the driver's knowledge? Was a pre-trip inspection done, and would it have discovered the defect? A car which pulls to the left or right when the driver applies the brakes, faulty windshield wipers, and similar items are excuses, and a driver using them is trying to evade responsibility. Sudden brake failure, loss of steering, or a blowout might be defects beyond the driver's ability to predict. However, pre-trip inspections and regularly scheduled maintenance should prevent most of these problems. If either of these are the cause of the accident, then the accident was probably preventable by the driver.
5. Could the driver have exercised better judgment by taking an alternate route through less congested areas to reduce the hazardous situations encountered?
6. Could the driver have done anything to avoid the accident?
7. Was the driver's speed safe for conditions?
8. Did the driver obey all traffic signals?
9. Was the driver's vehicle under control?

Intersection Collisions

Failure of our driver to yield the right-of-way, regardless of who has the right of way, as indicated by stop signs or lights, is preventable. The only exception to this is when the driver is properly proceeding through an intersection protected by lights or stop signs and the driver's vehicle is struck in the extreme rear side of the vehicle. Regardless of stop signs, stoplights, or right-of-way, a defensive driver recognizes that the right-of-way belongs to anyone who assumes it and should yield accordingly.

Questions to consider:

1. Did the driver approach the intersection at a speed safe for conditions?
2. Was the driver prepared to stop before entering the intersection?
3. At a blind corner, did the driver pull out slowly, ready to apply the brakes?
4. Did the driver look both ways before proceeding through the intersection?

Sideswipes

Sideswipes are often preventable. Defensive drivers do not get into a position where they can be forced into another vehicle or another vehicle can be forced into them. Defensive drivers continuously check for escape routes to avoid sideswipes. For two lane roads, this means a driver should pass another vehicle only when absolutely certain that he or she can safely complete the pass. A driver should also be ready to slow down and let a passing vehicle that has failed to judge safe passing distance back into the lane. A driver should make no sudden moves that may force another vehicle to swerve. If a driver sideswipes a stationary object while taking evasive action to avoid striking another car or a pedestrian, such an accident may not be preventable. However, you should consider what the driver could have done or failed to do immediately preceding the evasive action to be in the position of no other options.

A driver is also expected to anticipate the actions of an oncoming vehicle. Sideswiping an oncoming vehicle is often preventable. Again, evasive action, including leaving the roadway, may be necessary if an oncoming vehicle crosses into the driver's lane. Drivers are expected to allow merging vehicles to merge smoothly with them, and to merge smoothly on controlled access highways. Drivers are expected to be able to gauge distances properly when leaving a parking place and enter traffic smoothly.

Questions to consider:

1. Did the driver look to front and rear for approaching and overtaking traffic immediately before starting to pull away from the curb?
2. Did the driver signal before pulling away from the curb?
3. Did the driver look back rather than depend only upon rear-view mirrors?
4. Did the driver start into traffic only when this action would not require traffic to change its speed or direction in order to avoid his or her vehicle?

Head-on Collisions

A head-on collision with a vehicle traveling in the wrong lane may be preventable if the driver could have pulled off the road or taken other evasive action to prevent a collision. However, the driver should never drive into the other lane to avoid the oncoming vehicle. If the driver swerved off the road to avoid a head-on collision, the accident is non preventable. The driver in this case made a good defensive driving decision, taking the lesser of two evils.

Many skidding conditions are caused by rain, freezing rain, fog, and snow, which all increase the hazard of travel. Oily road film, which builds up during a period of good weather, causes an especially treacherous condition during the first minutes of a rainfall. Loss of traction can be anticipated, and these accidents usually are preventable. Driving too fast for conditions is the most common reason why these types of accidents are preventable.

Questions to consider:

1. Was the driver operating at a safe speed considering weather and road conditions?
2. During inclement weather, was the driver keeping at least twice the safe following distance used for dry pavement?
3. Were all actions gradual?
4. Was the driver anticipating ice on bridges, in gutter, ruts, and near the curb?
5. Was the driver alert for water, ice or snow in shaded areas, loose gravel, sand, ruts, etc.

If a driver goes off the road or strikes another vehicle because of skidding, the accident is preventable.

Pedestrian Accidents

All types of pedestrian accidents, including collisions with pedestrians coming from between parked cars, are usually considered preventable. There are few instances where the action of pedestrians is so unreasonable that the operator could not be expected to anticipate such an occurrence.

Questions to consider:

1. Did the driver go through congested areas expecting that pedestrians would step in front of the vehicle?
2. Was the driver prepared to stop?
3. Did the driver keep as much clearance between his or her vehicle and parked vehicles, as safety permitted?
4. Did the driver stop when other vehicles had stopped to allow pedestrians to cross?
5. Did the driver wait for the green light or stop for the caution light?
6. Was the driver aware of children and prepared to stop if one ran into the street?
7. Did the driver give all pedestrians the right-of-way?
8. Did the driver stop for a school bus which was stopped and properly signaling that passengers were loading or unloading?

Backing Accidents

Backing a vehicle into another vehicle, an overhead obstruction, or a stationary object is normally preventable. The fact that someone was directing the driver in backing does not relieve the driver of the responsibility to back safely.

Questions to consider:

1. Was it necessary to back?
2. Did the driver plan ahead so that he or she could have pulled forward out of the parking space instead of backing?
3. Was it necessary to drive into the narrow street, dead-end alley, or driveway from which he or she backed?
4. If the driver could not see where he or she was backing: Did the driver try to get someone to guide him or her?
5. Did the driver look all around the vehicle before backing? Did the driver back immediately after looking?
6. Did the driver use the horn while backing? Were the back-up lights working?
7. Did the driver look to the rear without relying totally on the rear-view mirror?
8. If the distance was long, did the driver stop, get out, and look around occasionally?
9. Did the driver back slowly?
10. Did the driver judge clearances accurately?

Parking Accidents

Doors on our driver's parked vehicle that are damaged when opened on the traffic side are considered preventable accidents. The driver is responsible to see that the traffic side is clear of traffic, before any doors on that side are opened.

In most cases, if our driver, while driving, strikes a parked vehicle's opening door it is considered preventable. Usually our driver can see from a sufficient distance that the parked vehicle is occupied, and should therefore, be prepared to stop, should move closer to the center line or change lanes.

It is a driver's responsibility to park the vehicle so that it will remain stationary. A runaway type accident is preventable and blaming such a collision on defective parking brakes or other holding devices are inadequate excuses. A good pre-trip inspection, and maintenance program will eliminate most opportunities for this type of accident being the result of mechanical failure.

Accidents occurring when vehicles are properly and legally parked are considered non preventable. Accidents occurring while the vehicle was double parked or in a "No Parking" zone are preventable.

Questions to consider:

1. Was the vehicle parked on the proper side of the road?
2. Was it necessary to park there or was there a safer, only slightly less convenient place nearby?
3. Did the driver have to park on the traveled part of the highway, on the curve, or on the hill?
4. When required, did the driver warn traffic by emergency warning devices?
5. Did the driver park parallel to the curb?
6. Was it necessary to park so close to an alley or directly across from a driveway?

Collision With Obstructions

Obstructions can be avoided if the driver knows the height and width of the vehicle, pays attention to posted clearances, and takes the time to properly judge clearances.

Cargo Accidents

The accident should be considered preventable if the investigation shows a mechanical defect of which the driver was aware, a defect the driver should have found by inspecting the vehicle, or the driver caused the accident by rough and abusive handling. It is a driver's responsibility to secure cargo properly to prevent shifting, loss, or damage. Cargo should be safely stowed to prevent flying objects that can strike or distract the driver.

COMPANY VEHICLE USE POLICY

Pierre has established the following policies pertaining to Company vehicles:

1. **Personal and off-duty use of Pierre vehicles is prohibited.**
2. Only authorized employees may drive Pierre vehicles. These vehicles may include pickups, dump trucks, tractor-trailers, all-purpose trailers, bulldozers, and trailers with permanently mounted equipment. They may also include garden tractors with tilling, scraper, excavating and pesticide dispenser attachments.
3. Non-employee passengers are not permitted in Company vehicles at any time unless they are involved in business related matters. Spouses, significant others, friends or children are **NOT permitted in Company vehicles.**
4. No employee is permitted to drive Pierre vehicles while impaired by alcohol, illegal or prescription drugs, or over the counter medications.
5. All accidents involving Pierre vehicles must be reported to the office immediately.
6. Employees with two or more preventable accidents in a three year period, or that obtain three points on their driving record, will be subject to a loss of their driving privileges or have their driving privileges restricted.