



INJURY AND ILLNESS PREVENTION PROGRAM

REVO GROUP
A MULTI-STATE EMPLOYER



OCTOBER 2021



INJURY AND ILLNESS PREVENTION PROGRAM

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INJURY AND ILLNESS PREVENTION PROGRAM

1.0 INTRODUCTION AND PURPOSE

It is the policy of REVO Group to maintain a safe and healthy work environment for employees, and to comply with all applicable occupational health and safety regulations. Accidents/incidents create a no-win situation for everyone involved.

Employees with injuries as a result of accidents experience pain, suffering and incapacitation while our customers suffer from the loss of the injured person's contributions.

This *Injury and Illness Prevention Program (IIPP)* exists to establish a framework for identifying and correcting workplace hazards in order to prevent the occurrence of illness and injury.

REVO Group is committed to providing a safe workplace for all employees and has developed this program for injury prevention to involve management, supervisors, and employees in identifying and eliminating hazards that may develop during work processes.

It is a fundamental policy of REVO Group that no task is so important that an employee must violate a safety rule or take a risk of injury or illness in order to get the job done. Employees are required to comply with all REVO Group safety and health rules and are encouraged to actively participate in identifying ways to make REVO Group a safer place to work.



2.0 RESPONSIBILITIES

The designated Manager at REVO Group has primary authority and responsibility to ensure implementation of the *IIPP* and to ensure the health and safety of employees. This is accomplished by:

- Communicating REVO Group emphasis on health and safety
- Analyzing work procedures for hazard identification and correction
- Ensuring regular workplace inspections
- Providing health and safety training
- Adhering to safety and health regulations and laws
- Encouraging prompt employee reporting of health/safety concerns without fear of reprisal.

Safety Committee

The Safety Committee has responsibility to assist REVO Group management in:

- Maintaining and updating this IIPP
- Assessing departmental compliance with regulations and policies
- Evaluating reports of unsafe conditions
- Coordinating necessary corrective actions

The Safety Committee also submits suggestions to department supervisors for the prevention of future incidents and submits recommendations to assist department management in the evaluation of employee safety suggestions.

Membership: the Safety Committee membership rotates periodically at the direction of the designated manager. Vacancies are filled promptly. Safety Committee members may not be from every single department, however, each REVO Group employee has a designated representative on the committee.

Safety Committee members receive training on the following topics:

- REVO Group Injury and Illness Prevention Program
- Hazard identification
- Job Hazard analysis
- Principles of effective accident investigations
- Other REVO Group Safety Programs



Additional training is conducted as needed and is updated as rules change or when new hazard exposures are introduced into the workplace.

Meeting agendas are prepared and advanced to members ahead of each meeting.

Action items or tasks determined to be necessary by the Safety Committee are assigned to designated and qualified employees who strive to complete their assigned tasks by the next safety meeting. Those items and their status are discussed as “Old Business”.

Additional duties of Safety Committee members include:

- A quarterly self-inspection of the area they represent
- Communicating with the employees they represent on safety issues
- Encouraging safe work practices among co-workers

Safety Committee meetings are scheduled for _____ of each month from _____ to _____.

The day, time or place may change as needed.

- ✓ The Safety Committee Chair (or designee) keeps minutes using the form in Appendix B, “Safety Committee Meeting Documentation,” or a similar form.
- ✓ Meeting minutes are distributed to each Safety Committee member.
- ✓ A copy is posted on the employee bulletin board after each meeting. After being posted for one month, the minutes are filed for one year.

Supervisors

Supervisors play a key role in the implementation of the REVO Group IIPP. They are responsible for:

- Ensuring each employee supervised has received an initial safety orientation before beginning work.
- Ensuring each employee supervised is competent or receives training on safe operation of equipment or tasks before starting work on that equipment or project.
- Ensuring each employee receives required personal protective equipment (PPE) before starting work on a project requiring PPE.
- Ensuring periodic, documented inspection of workspaces under their authority including conducting a regular walk-around safety-check of the work area.
- Promptly correcting identified hazards
- Observing employees while working and promptly correcting any unsafe behavior, provide training and taking corrective action as necessary.
- Setting a good example for employees by following safety rules and attending required training.
- Investigate all incidents in assigned area and report your findings to management.
- Talk to management about changes to work practices or equipment which will improve employee safety.
- Communicating to their crew members and staff REVO Group strong emphasis on health and safety.
- Implementing measures to eliminate or control workplace hazards
- Stopping any employee’s work that poses an imminent hazard to either the employee or any other person
- Encouraging employees to report health and safety issues without fear of reprisal.



All employees

It is the responsibility of all employees to comply with all applicable health and safety regulations, REVO Group policies and established work practices. This includes but is not limited to:

- Observing health and safety-related signs, posters, warning signals and directions
- Understanding the building emergency action plan and assembly area
- Learning about the potential hazards of assigned tasks and work areas
- Taking part in appropriate health and safety training
- Following all safe operating procedures and precautions
- Using proper personal protective equipment
- Warning co-workers about defective equipment and other hazards
- Reporting unsafe conditions immediately to a supervisor
- Stopping work if an imminent hazard is present
- Cooperating in workplace safety inspections



When employees feel a particular situation is unsafe they have these options:

1. Approach the situation from a safer position
2. Notify their supervisor of the unsafe situation
3. When reasonable and capable, they may replace or repair defective equipment or safety device
4. Request that the area be evacuated until the risk is abated
5. In all questionable situations, employees are mandated to notify their supervisor immediately



Unsafe conditions that cannot be easily and promptly corrected by an employee or his/her supervisor are reported to a management person or any Safety Committee member by filling out a "Report of Unsafe Condition or Hazard" form (Appendix A). These forms are posted in the lunchroom for easy access. If it is a serious hazard then employees must verbally inform an REVO Group supervisor immediately.

3.0 IDENTIFYING WORKPLACE HAZARDS

Workplace Inspections

Annual and monthly workplace and work practices safety inspections are conducted at REVO Group facilities.

Additional inspections are done when:

1. New substances, processes, procedures, or equipment introduced into the workplace represent a new occupational safety and health hazard.
2. Supervisors are made aware of a new or previously unrecognized hazard that requires assessment.



For the annual and monthly inspections each department supervisor and the Safety Committee are responsible for hazard identification, documentation and correction. For newly introduced hazards, department supervisors are responsible for identification, documentation and correction.

At REVO Group, supervisors check for safe work practices constantly and provide immediate verbal feedback where hazards are observed. Safety Committee members are also qualified to conduct hazard inspections and accept hazard reports.

The "Report of Unsafe Condition" (Appendix A) is filled out when a referral is made by any employee, inspecting personnel or when a condition is discovered for which the responsible supervisor could not determine an immediate remedy. The "Report of Unsafe Condition" form can be obtained from REVO Group offices. It may be turned in anonymously.

Job hazard assessments (JHA) are also completed. See Appendix G for detailed information and forms.

Hazards can be classified and ranked based on severity of the risk associated with the task and work vicinity. The JHA will determine the need for, and proper selection of, personal protective equipment, training and operational procedures.



TRADITIONAL RISK ASSESSMENT CRITERIA AND RESPONSE RATINGS

OUTCOME SEVERITY					FREQUENCY PROBABILITY				
Severity	People	Assets	Environment	Historical	A	B	C	D	E
					N/A	Rarely	Once a week	Multiple Times a Week	Multiple Times a Day
0	No health effect	No damage	No effect	No impact	Light Green	Light Green	Light Green	Light Green	Light Green
1	Incidental health effect	Slight damage	Slight effect	Slight impact					
2	Medium health effect	Minor damage	Minor effect	Limited impact	Light Green	Light Green	Light Green	Yellow	Dark Grey
3	Major health effect	Localized damage	Localized effect	Considerable impact				Yellow	Dark Grey
4	Single fatality	Major damage	Major effect	Local area impact	Light Green	Yellow	Yellow	Dark Grey	Dark Grey
5	Multiple fatalities	Extensive damage	Massive effect	Regional impact					
Risk Response		Low Manage for continuous awareness and improvement		Intermediate Integrate active risk elimination and abatement practices			Excessive Cease Work Until Risk is Made Acceptable		

Known Routine Hazards



There are some inherent hazards at REVO Group that cannot be eliminated through alternative equipment or workplace designs. Consequently, work rules and requirements for wearing personal protection equipment have been instituted to protect employees.

These include the following routinely encountered hazards and safeguards:

<p>Potential Hazard</p>	<p>Exposure Controls and Response</p>
<p>Non-Ergonomic Body Movements</p> 	<ul style="list-style-type: none"> • Most of the hazard exposures from poor ergonomic job design are from repetitive motion injuries e.g. carpal tunnel syndrome/tendonitis. • If ergonomic improvements might be a solution, employees are asked to request an ergonomic assessment by contacting their supervisor.
<p>Power Equipment</p> 	<ul style="list-style-type: none"> • ONLY TRAINED AND AUTHORIZED OPERATORS MAY OPERATE EQUIPMENT • Wear safety glasses and ear protection while operating equipment • Wear proper clothing: not loose-fitting, no jewelry, well-built shoes • Keep work area clean and uncluttered • Use the correct and proper working tools for the job
<p>Hazardous Materials</p> 	<ul style="list-style-type: none"> • Never use any chemical until you have read the label or the SDS and understand its hazards, and know how to protect yourself. • In the event of exposure to a hazardous material, first aid procedures should be administered immediately according to the SDS instructions. • Chemicals are all different. Treatment for one could be harmful for another. Don't guess or assume. Read the SDS first aid information for the chemical before you work with or around the chemical.
<p>Slips and Trips</p> 	<ul style="list-style-type: none"> • Slips and falls are more frequent in adverse weather conditions and when water or other kinds of liquid spills are not taken care of promptly. • Wear sturdy shoes or boots with good "traction" type soles. • Take the time to warn and protect others from slip and fall conditions.
<p>Biohazards</p> 	<p>Handling biohazard materials, exposures, and work environments:</p> <ol style="list-style-type: none"> 1. All employees are required to be trained and educated in dealing with bloodborne pathogen hazards and how to safety respond to exposures. 2. Assume all human blood and body fluids are infectious with HIV, HBV or other bloodborne pathogens.
<p>Handling Heavy Materials</p> 	<ul style="list-style-type: none"> • Handling heavy materials can lead to lifting hazards and foot crush hazards. • Employees are to wear adequate shoes/boots and body protection when handling heavy material, and use proper lifting techniques.

Known Routine Hazards (continued)

Potential Hazard	Exposure Controls and Response
<p style="text-align: center;">Falls</p> 	<p>Employees must be alert for fall hazards at heights four feet or higher and know how to be protected from getting injured.</p>
<p style="text-align: center;">Using Portable Ladders</p> 	<p>Required PPE:</p> <ul style="list-style-type: none"> Wear safe, flat heeled shoes while climbing or standing on ladders or stools. Never climb or use a ladder while wearing high heeled shoes or sandals. <p>Work Rules:</p> <ul style="list-style-type: none"> All ladders are required to be maintained in good condition at all times and if they are made out of wood they will be stored in a well-ventilated area and not be exposed to the elements. All ladders carried on or in vehicles are required to be properly secured during transit. No ladders may be used to gain access to a roof unless the top of the ladder extends to at least 3 feet above the point of support, eave, gutter, or roofline and be secured at the top and bottom. When working with a step ladder over 5 feet high an employee may not stand on a step higher than the third step from the top of the step ladder. Before you use a ladder check it for defects such as loose joints, grease on steps, or missing rubber feet. Do not paint a ladder! You may hide a defect. Do not use a ladder as a brace, workbench or for any other purpose than climbing. Do not carry objects up or down a ladder if it will prevent you from using both hands to climb. Always face the ladder when climbing up or down. If you must place a ladder at a doorway, barricade the door to prevent its use and post a sign. Only one person is allowed on a ladder at a time. Always keep both feet on the ladder rungs except while climbing. Do not step sideways from an unsecured ladder onto another object. Do not lean a step ladder against a wall and use it as a single ladder. Always unfold the ladder and lock the spreaders. Do not stand on the top step of a step ladder. Set a single or extension ladder with the base 1/4 of the working ladder length away from the support. All employees working at ladder heights above 4 feet must adhere to all REVO Group fall protection rules.

Unknown and Non-Routine Hazards

Supervisors are responsible for identifying and responding to non-routine hazards.

<p style="background-color: red; color: white; padding: 5px; text-align: center;">Unexpected or Non-Routine Hazard</p>	<p style="background-color: #d9ead3; padding: 5px; text-align: center;">Exposure Controls and Response</p>
<p style="text-align: center;">Fire</p> <div style="text-align: center;">   </div>	<p>S Sound the alarm: Sound the “alarm” by immediately notifying others nearby of the emergency situation, or call out to someone else to do this. This allows the emergency personnel to be on their way while other activities are being done. The fire alarm system is an audible, recognizable signal to evacuate the work area. It is loud enough to be heard in all areas and over all work noises. The manually operated alarm pulls are always kept unobstructed, visible and readily accessible.</p> <p>A Alert others: Quickly notify others in the emergency area in a calm, firm manner. Do not cause a panic. Secure the area for the emergency personnel. If the emergency is a fire, close doors and windows if you can to prevent the spread of smoke and flames.</p> <p>F Fight the fire: Do this only in the case of a manageable fire, one that you have the training and experience to fight. If possible, two people should fight the fire together using two fire extinguishers. If you have any doubt about your ability to safely fight the fire, then do not attempt to fight it.</p> <p>E Evacuate: If prudent, instruct the Evacuation Alarm to be issued.</p> <p>NOTE: Rescuing people, giving first aid, and remaining behind with a trapped or injured person is voluntary and is governed by the rules of common sense.</p>
<p style="text-align: center;">Workplace Violence</p> <div style="text-align: center;">  </div>	<ul style="list-style-type: none"> • What does workplace violence look like? • Behavior by a person that is irregular or abnormal for the circumstances is to be immediately reported to a supervisor in charge. This includes: <ul style="list-style-type: none"> ○ Threatening actions – verbal or physical abuse, or written threats. ○ Subtle or overt harassment or attacks of any kind. • Responding to potential or actual violence: <ul style="list-style-type: none"> ○ Treat all threats or acts of violence seriously. Leave the area if necessary to protect yourself. ○ Request help immediately! Notify any supervisor – or call 9-1-1. ○ Help calm or defuse the situation if you know how, but DO NOT place yourself in increased danger by doing so.

Continued...

Unknown and Non-Routine Hazards (continued)

<p>Unexpected or Non-Routine Hazard</p>	<p>Exposure Controls and Response</p>
<p style="text-align: center;">Building Evacuation</p> 	<ul style="list-style-type: none"> • An illustration of the department layout, emergency escape routes and assembly area must be kept posted in each REVO Group work area. • Whenever a serious fire or other emergency that warrants evacuation is announced, all employees and visitors must quickly leave in an orderly fashion by designated routes to the designated outside assembly area: <ul style="list-style-type: none"> ○ Stop what you are doing. ○ Those in the shop areas, TURN OFF power equipment ○ Walk to the nearest fire exit from the building. (If you don't know which exit to use at the time of the alarm, there are fire exit maps posted throughout the building.) ○ Meet at the designated assembly area. Move away from the exit doors of the building. Avoid congregating close to the building where you may hamper emergency operations. ○ Form into groups related to your work area. • Each <u>area supervisor</u> in charge will: <ul style="list-style-type: none"> ○ Direct an orderly evacuation including handicapped employees, guests, clients and other visitors. (Guests and clients should be with a producer, manager or other staff person and report to their group.) ○ Check all rooms/enclosed spaces and close all fire doors. ○ Assure the shutdown of powered and other automatic equipment. ○ Take headcount at the designated assembly area after 5 minutes from the evacuation alarm. ○ Notify the Manager and Meeting Area Commander of any person missing from your group. If someone is missing in the building, find out where that person was last seen to inform the rescue crews and Manager of their whereabouts. <u>Do not go back into the building to get them.</u> ○ Keep people in their assembly groups until further instructions arrive. ○ If the area supervisor is absent, meet your group and appoint someone to count heads and report to the Manager. • <u>Manager on Duty</u> will: <ul style="list-style-type: none"> ○ Coordinate between the Area Commander and any necessary emergency crews, such as the Fire Department. ○ Track missing persons and check the sign-in sheet for visitors and the phone log for notes on who might be out. • Upon the "All Clear" or "Re-entry OK" signal, people may return to the building unless given different instructions from an authorized person. • Once evacuation begins it is to be carried to completion even if it becomes known to be a false alarm. Re-entry is permitted only when the "All Clear" or "Re-entry OK" signal is sounded by the Manager.

4.0 COMMUNICATING WORKPLACE HAZARDS

REVO Group supervisors are responsible for knowing the hazards in their areas of control and promptly telling their employees, in a manner they can understand, about the hazards and how to not get injured or become ill.

REVO Group employees are required to communicate safety concerns to their supervisors or a Safety Committee member.

REVO Group posts all Safety Committee Minutes, Safety Bulletins and the First Aid/CPR/AED certified list on the bulletin board. Emergency phone numbers are displayed along with Escape Route Maps (evacuation routes) and the location of first-aid kits.

Information about health and safety hazards of tasks performed by employees is available from these sources:

- a) Safety data sheets (SDS) and hazardous chemical container labels
- b) Safety Training and Education
- c) Equipment operating manuals
- d) REVO Group *Safety Rules*
- e) Additional REVO Group written safety programs including: *Hazardous Communication, Bloodborne Pathogen Safety, Lockout/Tagout Safety, and Forklift Safety Programs*

The Safety Committee is another resource for communicating health and safety hazards. Safety Committee minutes are posted on bulletin boards. Occasionally, the Safety Committee may also sponsor seminars or speakers or coordinate other means to communicate with employees regarding health and safety matters.

Safety data sheets

Safety data sheets (SDS) provide information on the potential hazards of products and chemicals. Printed copies of SDSs for the chemicals used at REVO Group are available in each work area.

If an SDS for a particular product is found to be missing, a new one can be obtained by sending a request to the manufacturer. There are also several Internet websites that supply SDS information free or with nominal charges.

Container Labels

Every REVO Group supervisor is responsible for ensuring that every container of hazardous chemicals on REVO Group property is properly and clearly labeled, tagged, or marked with:

- The identity of the hazardous chemical(s) that it contains
- The appropriate hazard warnings
- The manufacturers name and address

The Purchasing Department is responsible for:

- Obtaining updated copies of Safety Data Sheets on all hazardous materials used, distributed, re-sold or purchased.



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- Providing Safety Data Sheets (current, updated and future) to the corporate Human Resource department for distribution to supervisors.
- Maintaining a file of hazardous chemical materials purchased for resale to our customers for incoming customer requests for such data.

The Receiving Department at each REVO Group location is responsible for:

- Checking incoming containers for appropriate labeling of hazardous substances prior to containers leaving the receiving area.

Hazardous Communication Training

All REVO Group employees who work with, near, or have the potential to be exposed to hazardous chemicals must receive training. The initial training is divided into two sessions.

The first session is a general session given during new hire training. It covers:

- General definitions
- Methods of detection
- SDSs
- Personal protective equipment
- Emergency procedures
- Storage
- Labeling



Annual refresher trainings are conducted on these same topics and are attended by all REVO Group employees. The human resources department keeps training records for each employee's initial and annual general safety orientation training.

The second training session is presented in the employee's department and it covers information associated with chemicals used in that department:

- Hazardous chemicals
- Required and optional personal protection equipment (PPE) measures
- Emergency response
- Storage
- Labeling



Equipment Operating Manuals

All equipment is to be operated according to the manufacturer's instructions as specified in the operating manuals. Copies of operating manuals are kept with each piece of equipment and with facility maintenance.



*****Only qualified and authorized REVO Group employees may operate equipment.*****

Before using equipment, training from an experienced operator must be completed and approved by the department's supervisor.

REVO GROUP

GENERAL SAFETY RULES

To achieve REVO Group goal of an accident-free work place, everyone is expected and required to perform work safely. As most accidents are caused by carelessness or absentmindedness, it takes constant alertness on the part of everyone to prevent accidents.

General Safety Rules

1. Observe all REVO Group safety and health rules, use common sense and apply the principles of safe work habits in my day-to-day duties.
2. If a hazard or unsafe condition is found report it immediately to your supervisor unless you can correct the condition safely yourself.
3. Understand your work assignments and make certain you learn and follow the safety rules that apply to your job. If you don't know or understand, ask your supervisor!
4. Never take shortcuts or chances. Refrain from conflict, horseplay, or distracting other people.
5. In the event of an injury on the job, immediately obtain first aid, report the injury to your supervisor, get additional medical treatment if needed and then report to your department supervisor to file injury paperwork.
6. Pedestrians:
 - a. Must use marked walkways when walking through areas with active vehicles and rolling stock.
 - b. Watch out for mobile traffic before crossing any mobile traffic lanes.
7. Personal Conduct:
 - a. Smoking is prohibited, except in designated areas.
 - b. Drug and alcohol use or possession is not permitted on Company property or at any Company activity.
 - c. Firearms and other weapons are not permitted on REVO Group property or on REVO Group worksites.
8. Vehicle operation:
 - a. Vehicles may be operated only by *authorized* REVO Group employees.
 - b. Drivers and passengers must wear their seatbelt.
 - c. All cargo and loads must be made secure before embarking.
 - d. Drivers must drive with courtesy and safety in mind at all times.
9. Know where emergency equipment is located, such as fire extinguishers, first aid kits, personal protective safety equipment, etc. Report the use of any first aid supplies or emergency equipment so it can be replaced.

Fire Extinguishers have signs and arrows displayed above each location.



Training and general familiarization is provided to every employee who is expected to respond to a fire. Fire extinguishers are monitored by the safety chairperson, checked monthly during the Safety Committee member’s inspection and the tag initialed. They are serviced and refilled annually.

10. Personal Protection: REVO Group employees are required to wear personal protective equipment (PPE) to reduce or eliminate risk of injury in all designated areas of the facility and worksites. If an employee is unsure about exactly what PPE is prudent or required to be used, he/she must consult a department supervisor.



11. Lockout / Tagout:
- a. Lockout and Tag energized equipment that is under repair or needs to be accessed – even for a short period of time.
 - b. Do not enter energized equipment unless that equipment has been locked with your lock and tagged “Do Not Use”.
 - c. Never use equipment that has been tagged “Do Not Use” and never remove a lock or tag unless you are authorized to do so.

12. When lifting heavy objects, lift carefully.
- a. Keep your back straight and lift with your legs.
 - b. Don’t try to be a hero or take shortcuts! Get help for lifting or moving bulky objects or too heavy to be safely handled by one person.

13. Housekeeping:
- a. Keep your immediate work area tidy and help out in common work areas.
 - b. Keep all aisles, stairways, and exits clear of pallets, boxes, air hoses, equipment and products improperly stored.



14. Equipment operation:
- a. All tools and equipment must be used in accordance with OSHA safety requirements.
 - b. Use the safety equipment guards and devices provided for your protection.
 - c. Make sure equipment is in proper working condition. Never try to repair machinery or electrical circuits, or oil or clean equipment, without being qualified and authorized.
 - d. Only operate equipment that you are trained and authorized to operate.
 - e. Report defective equipment to your supervisor before continuing work.
15. Disregarding safe work practices, any of these rules or other safety instructions, is cause for disciplinary action up to and including termination of employment.

Hazardous Materials Safety Rules

While doing work you could be exposed to many different materials that have been determined to be hazardous substances. *They must be handled in a safe manner.*

These are the rules you must follow when using hazardous chemicals.

1. Never use any hazardous substance until after reading its label and SDS and know its hazards.
2. If you have questions or have not been instructed on the safe use of hazardous substances ask your supervisor and do not touch it.
3. In order to protect yourself it is important that you know what information on hazardous substances is available and how to use it. As required, a Safety data sheet (SDS) for each hazardous material is located in the work area in which it is used so that emergency response information is available quickly when needed.
4. In the event of exposure to a hazardous material, first aid procedures should be administered immediately according to the chemical’s exposure instructions.
5. *Chemicals are all different. Treatment for one could be harmful for another. Don’t guess or assume. Read the SDS first aid information for the chemical first.*

HMIS	
<input type="checkbox"/>	HEALTH
<input type="checkbox"/>	FLAMMABILITY
<input type="checkbox"/>	REACTIVITY
<input type="checkbox"/>	PPE

First Aid

At least one employee in each REVO Group work area or work crew is trained and currently certified in first aid medical response and CPR. A list of the trained employees is posted on the Safety Bulletin Board. These employees are responsible for assisting in the treatment of injured or ill employees until more qualified medical professionals arrive. Documentation of certified employees is kept on file.



Employees are trained in First-Aid bi-annually, and trained for CPR every two (2) years and can demonstrate and use their skills in the following subject areas:

- Know the warning signs, how to respond and who to call for any ill or injured employees.
- How to isolate and handle any bloodborne pathogens or hazardous situation.
- Perform an emergency move or how to put an ill/injured person in a safe recovery position.
- Provide rescue breathing, open and manage an obstructed airway until help arrives.
- Perform CPR, recognize and care for shock victims, control external bleeding.

REVO Group ensures the workplace has the proper amount of First-Aid Stations that are well marked and properly supplied. Kits are located throughout the facility.

Bloodborne Pathogens

Employees are required to use Universal Precautions when in circumstances that introduce the possibility of transmitting bloodborne pathogens. These include:

- ✓ Properly clean/sterilize tools. etc., which may have come in contact with hazardous/bio-hazardous materials.
- ✓ Personal protection and proper disposal of blood stained medical treatment materials.



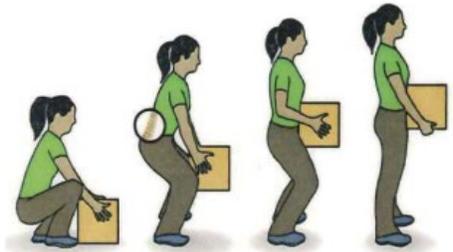
Safe Lifting

Heavy Materials

Handling heavy materials and products can lead to lifting hazards and foot crush hazards.



- Size up the load. Test it to see if you can lift it safely. Can you grasp it securely? Good handhold will make the load easier. Ensure the load is balanced in your hands.
- Test the load before doing the lift.
- Get as close to the load as possible before lifting it. If possible, slide the load towards you before picking it up. If the load is large and cannot be placed between your knees as they are bent, bend at the hips and waist with your knees relaxed. Or better yet, get a dolly or cart.
- Ensure your footing is secure. Do not lift objects that obscure vision and footing.
- Do not lift on slippery surfaces.
- Do not twist while lifting! Move your feet so they point in the direction of the lift as you turn. Turn and take a step. Lift smoothly and slowly. Do not jerk the load.
- Do not lift while in an awkward position.
- Try to avoid carrying the load more than 10 feet without getting mechanical assistance.
- Use a mechanical device such as a forklift, hoist, hand truck or elevating table whenever possible to do the lifting.
- Get help if the load is too heavy or awkward to lift alone.
- Break the load down into smaller components if possible to provide a safe lift.
- Do not overexert!
- Do not jerk the load or speed up. Lift the load in a smooth and controlled manner.
- Avoid long forward reaches to lift over an obstruction.
- Avoid bending your back backwards to lift or place items above your shoulder. Use a step stool or platform
- If you have a lot of lifting to do during the day, try not to do it all at once. Alternate lifting tasks with lighter work to give your body a chance to recover.
- Back injury claims are painful for the worker and expensive. Lift safely!



Hand Power Tools

1. All hand and power tools will be used only for the purpose for which they are intended and will be maintained in safe working condition.
2. All required guards and safety devices will be in place and functioning properly.
3. The non-current-carrying metal parts of electric tools will be grounded. When electrical tools are connected to a temporary power source, personnel will be protected by ground fault circuit interrupters or a ground fault testing program.
4. Only trained and certified personnel will use power-actuated tools.
5. Power-actuated tool will be service and maintained only by qualified and authorized personnel.
6. The connections of compressed air hose with a one inch inside diameter or larger must be chained or secured to prevent whipping in the event of separation. Compressors must be equipped with an in line pressure reducer that will reduce line pressure in the event of hose failure.



Slips, Trips and Falls Prevention

Slips: Slips happen where there is too little friction or traction between the footwear and the walking surface. Common causes of slips are:

- ✗ Wet or oily surfaces
- ✗ Occasional spills and spill clean-up absorbent
- ✗ Weather hazards
- ✗ Loose, unanchored rugs or mats
- ✗ Flooring or other walking surfaces that do not have same degree of traction in all areas



Trips: Trips happen when your foot collides (strikes, hits) against an object causing you to lose your balance and fall. Common causes of tripping are:

- ✗ Obstructed view
- ✗ Poor lighting
- ✗ Clutter in your way
- ✗ Wrinkled carpeting
- ✗ Uncovered cables, hoses and cords
- ✗ Bottom drawers not being closed
- ✗ Uneven (steps, thresholds, sidewalks) walking surfaces



Preventing Slips and Trips

- ✓ Look for substances on floor such as water, food, grease, absorbent, soap, or debris.
- ✓ Wipe foot on door mats in snowy/rainy weather. Walk slowly to avoid slips and falls.

- ✓ Be aware of tripping hazards. Watch for trash, objects and supplies in hallways. Extension cords, tools, work carts and other items should be removed or barricaded.
- ✓ Keep passageways clean and put trash into proper containers.
- ✓ Stay on walkways and use handrails on stairs and ramps. Keep them free of obstacles.
- ✓ Clean up all spills immediately. Mark all spills and wet areas until they are cleaned up.
- ✓ Securing (tacking, taping, etc.) mats, rugs and carpets that do not lay flat.
- ✓ Always close file cabinet or storage drawers completely.
- ✓ Keeping working areas and walkways well lit.
- ✓ Replace burned-out light bulbs and faulty switches.
- ✓ **Flooring:** changing or modifying walking surfaces is the next level of preventing slip and trips. Recoating or replacing floors, or installing mats, pressure-sensitive abrasive strips or abrasive-filled paint-on coating can further improve safety and reduce risk of falling.
- ✓ **Footwear:** in workplaces where floors may be oily or wet or where workers spend considerable time outdoors, prevention of fall accidents should focus on selecting proper footwear with anti-slip properties.

Fall Protection Rules

1. REVO Group has implemented *Fall Protection* rules for specific work tasks that expose employees to fall hazards of four (4) feet or more.
2. The Fall Protection Work Plan accomplishes these goals:
 - a. Identify all fall hazards in the work area.
 - b. Describe the method of fall arrest or fall restraint to be provided.
 - c. Describe the correct procedures for the assembly, maintenance, inspection, and disassembly of the fall protection system to be used.
 - d. Describe the correct procedures for the handling, storage, and securing of tools and materials.
 - e. Describe the method of providing overhead protection for workers who may be in or pass through the area below the work site.
 - f. Describe the method for prompt, safe removal of injured workers.
 - g. Be available on the jobsite for inspection by the department.
3. Prior to permitting employees into areas where fall hazards exist, REVO Group:
 - a. Ensures that its workers are trained and instructed in Fall Protection.
 - b. Inspects fall protection devices and systems to ensure compliance.
 - Training of employees is required by this section; this training will be documented.



Control Strategies for Preventing Ergonomics Injuries

Learning and understanding the various control measures that help eliminate or reduce identified ergonomic hazards in the workplace will reduce pain and injury costs.

It is the responsibility of all employees to identify ergonomics hazards and work together to eliminate or reduce those hazards so that they do not result in a musculoskeletal disorders ("MSD").

REVO Group uses several approaches to preventing MSD injuries.

1. Engineering controls
2. Work practice controls
3. Administrative controls
4. Personal Protective Equipment controls

All of the approaches can be considered as options after a Job Hazard Analysis is completed (see App. F).

Engineering Controls

Ergonomic engineering controls are used to help fit the workplace to the worker. These controls eliminate or reduce an ergonomic hazard itself through equipment redesign, replacement, or substitution. This is the most effective strategy and the preferred approach by REVO Group to prevent and control SDS. Examples include:

- Changing the way materials, parts, and products can be transported. For example, using mechanical assist devices instead of lifting heavy objects.
- Changing workstation layout. For example, using height-adjustable workbenches.
- Changing the way parts, tools, machinery and materials are to be manipulated. For example, using fixtures (clamps, vise-grips, etc.) to hold work pieces.
- Changing tool designs. Example, pistol handle grips or wrist support pads for computer mice.



Administrative Work Practice Controls

Work practice controls deal with how work is structured. They reduce exposure to the hazard by controlling behaviors through design of safety rules and safe work practices and procedures.

- **Proper housekeeping:** proper housekeeping can reduce or eliminate awkward posture associated with extended reaches, bending or twisting when handling materials, tools or other objects. Floor surfaces should be kept free of slipping or tripping hazards.
- **Job rotation and enlargement:** this involves rotating employees when possible through different jobs or enlarging jobs to rest the different muscle groups of the body, reduce repetition, and vary mental concentration demands.
- **Work practices:** work practices focus on the way work is performed. Examples of work practice controls include modifying work procedures and practices to ensure that neutral working posture and safe work techniques are used, gradual introduction to work for new



and returning employees, worker controlled pace and organization to reduce worker fatigue and exposure to risk factors.

- **Work scheduling:** work scheduling helps avoid excessive overtime or extended workdays. It takes into account the possibility that extended work schedules can cause muscle, tendon, joint and ligament fatigue and therefore increase the risk of ergonomic related injury.
- **Sufficient breaks:** instituting work-rest cycles with adequate recovery time can reduce fatigue and risk of ergonomic related injury. Short work/break cycles are best to reduce fatigue.
- **Training:** training in safe working postures and techniques is important, along with monitoring to make sure that modified work practices are being used.
 - Broadening or varying the job content to offset certain risk factors (e.g. repetitive motions, static and awkward postures)
 - Training in the recognition of risk factors for MSD and instruction in work practices that can ease the task demands or burden such as pre-work and during-shift stretching exercises.
 - Adjusting the work pace to relieve repetitive motion risks and allow more control of the work process.



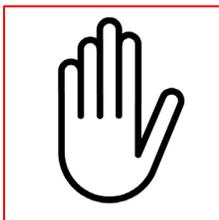
5.0 CORRECTING WORKPLACE HAZARDS

Hazards discovered either as a result of an inspection or during normal operations must be **promptly** corrected. Supervisors direct the correction of unsafe conditions as quickly as possible after discovery of a hazard, based on the severity of the hazard.

Actions used to correct hazards include:

- a) Locking the energy control, Tagging unsafe equipment “*Do Not Use Until Repaired,*” and providing alternatives for employees to use until it is repaired.
- b) Stopping unsafe work and providing retraining on proper procedures before work resumes.
- c) Reinforcing and explaining the need for proper personal protective equipment and making sure it is available to employees and visitors.
- d) Barricading areas that have chemical spills or other hazards and reporting the hazardous conditions to an REVO Group supervisor or manager.

Use the "Hazard Correction Report" (Appendix C) to document corrective actions. If necessary, seek assistance in developing appropriate corrective actions by submitting a "Report of Unsafe Condition" (Appendix A) to management or the Safety Committee.



If a **serious imminent hazard exists**, stop all work in the area and notify the appropriate supervisor immediately. If the hazard cannot be immediately corrected without endangering employees or property, all employees are to be removed from the area except those qualified and necessary to correct the condition. These qualified individuals must be equipped with necessary safeguards before addressing the situation.

6.0 INVESTIGATING INJURIES AND ILLNESSES

Injury Reporting and Returning to Work

REVO Group employees who are injured at work **MUST** report ALL injuries immediately to their supervisor.

If more than first aid is needed, call 9-1-1.

The supervisor of the injured REVO Group employee ensures that the injury/illness incident is promptly investigated (see Appendix A-2) and a "Workers' Compensation Claim Form" is completed properly and submitted to management in a timely manner.



Injury Investigation

The REVO Group injury and illness investigation process has six (6) steps:

Gather All Pertinent Information

- 1.** Secure the accident scene
- 2.** Collect facts about what happened

Analyze the Facts

- 3.** Develop the sequence of events
- 4.** Determine the causes

Implement Solutions

- 5.** Recommend improvements
- 6.** Write the report



STEP 1: SECURE THE ACCIDENT SCENE

The accident/incident scene needs to be first secured in order to preserve the physical attributes of the environment in which the accident/incident occurred. Standard REVO Group policy, procedure and training are accident scene preservation. Use physical barriers or post a responsible person to prevent entry by persons uninvolved in the investigation.

STEP 2: COLLECT FACTS ABOUT WHAT HAPPENED

At REVO Group, accident investigation is “fact-finding” not “fault-finding”.



- Collect as much information about the circumstances of the incident as possible.
 - Direct cause of injury.
 - Hazardous conditions and unsafe actions (surface causes) that may have had a part in causing the accident.
 - Underlying “system” weaknesses (root causes) that may have contributed to the surface causes occurring.
- Take photographs with the objective of providing data for later analysis.

- c) Obtain on-the-spot information from eyewitnesses whenever possible. Interview the people who were directly involved and others with information that might be useful. The interviews should be conducted privately and individually so that the comments of one witness will not unduly influence the responses of others. Interviews should be completed and documented as soon after the accident/incident as possible.
- d) Determine which incident-related items, if any, should be preserved. When a first-look analysis reveals that equipment or a tool may have failed to operate correctly, was damaged, etc., take measures to either preserve the item or carefully document any subsequent repairs or modifications.
- e) Carefully document the sources of information contained in the incident report. This is a step never to be neglected.

Gaining as much information as possible about an accident is extremely important. Interviewing witnesses is both a “science and an art”, and can make the difference between a failed or a successful accident investigation. Remember to communicate a message of cooperation, not intimidation.

STEP 3: DEVELOP THE SEQUENCE OF EVENTS

An accident is the final event in an accident process.

In this step, use the information gathered in step 2 to determine the sequence of events prior to, during and after the accident/incident. Examine and document each event for hazardous conditions and/or unsafe behaviors. Developing the sequence of events is critical in the accident “analysis” process so that the root causes can be fixed. [Note: this step is only to assemble the events (what happened) in order of their occurrence. The reasons for the accident are in Step 4.]

Identify the events leading up to and including the injury event. Be sure that you include only one “actor” and one “action” in each event. Decide where you want to start the sequence; then simply ask “*What happened next?*”

Initial Event _____

Next Event _____

Next Event _____

Next Event _____

Final Event _____

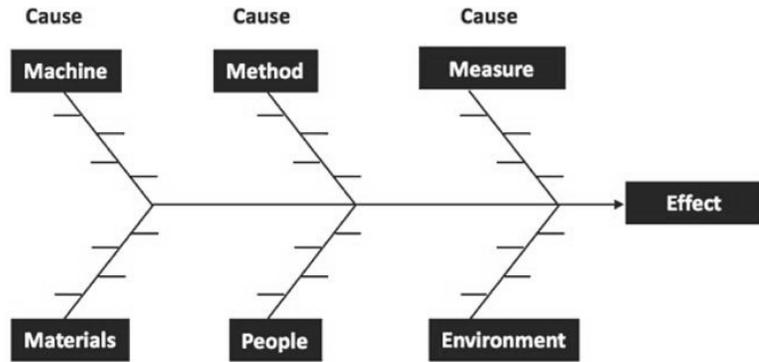
STEP 4: DETERMINE THE CAUSE(S)

Behind every accident there are many contributing factors, causes, and sub-causes. This step’s analysis aims to identify all these causes and assemble them in “causal order” (the order in which they occurred and/or affected the accident).

For a serious accident to occur, often an investigator finds at least three “minor” contributing causes that combine to cause the serious accident.

Steps in cause analysis:

1. Analyze the injury event to identify and describe the direct cause of injury.
2. Analyze events occurring just prior to the injury event to identify those conditions and behaviors that caused the injury (primary surface causes) for the accident.

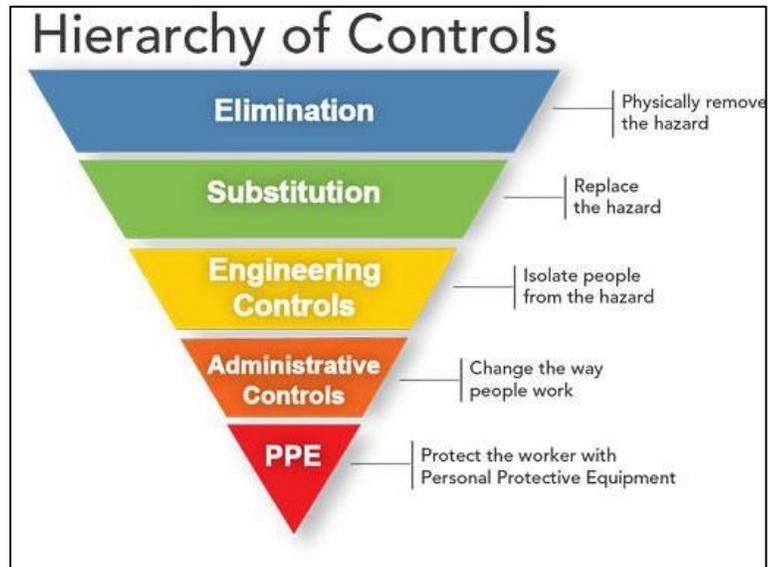


3. Analyze conditions and behaviors to determine other specific conditions and behaviors (contributing surface causes) that contributed to the accident.
4. Analyze each contributing condition and behavior to determine if weaknesses in carrying out safety policies, programs, plan, processes, procedures and practices (inadequate implementation) exist.
5. Determine implementation flaws to determine the underlying design weaknesses.

STEP 5: RECOMMEND CORRECTIVE ACTIONS AND IMPROVEMENTS

To complete this step, the “hierarchy of controls” is used as a guide:

1. Hazard elimination.
2. Substitution of materials and alternative practices to abate hazards.
3. Engineering controls - remove or reduce the hazard
4. Management controls - remove or reduce the exposure
5. Personal protective equipment (PPE) – place a barrier between the hazard and the person



Recommending Corrective Actions

Make recommendations to improve REVO Group workplace policies, programs, plans, processes, and procedures in one or more of the following elements of the safety and health management system:

- ✓ Management commitment
- ✓ Workplace characteristics
- ✓ Accountability
- ✓ Employee involvement
- ✓ Hazard identification/control
- ✓ Incident/accident analysis
- ✓ Training

STEP 6: WRITE THE INVESTIGATION REPORT

All key items are included in the REVO Group Investigation Report including:

- a) Description of accident/incident, actions at the time of the injury, body part and nature of injury;
- b) Causal analysis and conclusions;
- c) Recommended corrective actions and system improvements;
- d) Review and necessary follow-up actions including people responsible for follow-up.



Incident investigators are thoroughly trained so that an investigation report “stands on its own” – meaning that anyone independently reading the report will fully understand the “what, when, where, and why” of the accident/incident. See Appendix A-2 for the investigation form.

7.0 EMPLOYEE HEALTH AND SAFETY TRAINING

Employee safety training is provided at no cost to REVO Group employees and is conducted on REVO Group time. Safety training is presented by a knowledgeable supervisor or manager, other expert, or by representatives from other organizations. Regardless of the instructor, all safety training is documented using the “Safety Training Attendance Record” (Appendix D) or an equivalent record that includes all the information required on Appendix D. This documentation is retained for at least one year.



Initial IIPP Training

When first hired, employees are trained on the goals of the IIPP, including individual responsibilities under the program, and the availability of the written program. Training was also provided on how to report unsafe conditions, how to access members of the Safety Committee, and where to obtain information on workplace safety and health issues.

Individual training sessions are documented using the “Individual employee Safety Training Record” (Appendix E), or the equivalent. This document is kept for at least one year.

Training on Specific Hazards

Supervisors are trained on the hazards to which employees under their immediate control may be exposed. This training aids a supervisor in understanding and enforcing proper protective measures.



All REVO Group supervisors ensure that the employees they supervise receive precautions for protection against those hazards. Training is particularly important for new employees and whenever a new hazard is introduced into the workplace, or when employees are given new job assignments on which they have not previously been trained.

Specific training topics include, but are not limited to, the following:

- a) Health and safety for jobs that require repetitive motions of specific body parts
- b) Back care, body mechanics, lifting techniques, and other ergonomic injury prevention
- c) Mandatory and optional personal protective equipment (PPE)

- d) Right-To-Know hazard communication, including training on SDSs, chemical hazards and container labeling
- e) Proper housekeeping

8.0 ENSURING COMPLIANCE

All REVO Group employees have the responsibility for complying with safe and health work practices, including applicable regulations, policies, and REVO Group safety procedures.

Overall performance in maintaining a safe and healthy work environment is recognized by the supervisor and noted in performance evaluations. At no time will REVO Group employees be discriminated against for work-related injuries, and injuries are not included in performance evaluations. Unsafe acts are included in evaluations.

Standard disciplinary measures using REVO Group disciplinary policies are issued when employees fail to comply with safety regulations, policies or instructions.

Disciplinary Policy

Employees are expected to use good judgment when doing their work and to follow established safety rules. REVO Group has established a disciplinary policy to provide appropriate consequences for failure to follow safety rules. This policy is not to punish; it is to protect employees and visitors from injury and illness and to bring any unacceptable behavior to the employee's attention in a way that the employee will be motivated to make corrections.

Employees will be disciplined for unsafe practices.

For offenses that are not serious enough to warrant immediate termination of employment, employees are given instruction and an opportunity to correct unsafe behavior.

Repeated failure to comply or willful and intentional non-compliance result in disciplinary measures up to and including termination.

9.0 RECORD KEEPING

The master copy of the REVO Group *IIPP* is stored in the office for safekeeping. It includes:

- ✓ Records of scheduled and periodic workplace inspections, including the persons conducting the inspection, any identified unsafe conditions or work practices, and corrective actions.
- ✓ Employee safety training records, including the names of all attendees and instructors, the training date, and material covered.
- ✓ Reports of Unsafe Conditions or Hazards (Appendix A)
- ✓ Safety Committee Meeting Documentation (Appendix B)
- ✓ Accident, Injury or Illness Investigation Reports (Appendix D)

APPENDIX B

MEETING MINUTES FORM

REVO GROUP

Date: _____

Address: _____

Time meeting started: _____ **AM PM**

Members Present:

Members Absent:

Minutes of previous meeting dated _____ were read and corrected/approved.

Comments about last meeting minutes: _____

Unfinished business and old recommendations: _____

Recommendations completed since last meeting: _____

INJURY AND ILLNESS PREVENTION PROGRAM



New Business: _____

New Recommendations: _____

The following accidents occurred and have been investigated since last meeting:

Date of Injury	Prevention Recommendations
_____	_____
_____	_____
_____	_____

Other Committee remarks: _____

Meeting ended at: _____ am pm

Next meeting to be held:
Where: _____ When: _____

Signed: _____

Date Posted: _____

APPENDIX C

HAZARD CORRECTION REPORT

REVO GROUP

NOTE: This Form is used in conjunction with the "Report of Unsafe Condition" form (Appendix A), when appropriate in order to track the correction of identified hazards. All hazards are to be corrected as soon as possible, based on the severity of the hazard. If a serious imminent hazard cannot be immediately corrected, remove personnel from the area and restrict access until the hazard is addressed and abated.

Department:	
Supervisor/Safety Person Name:	Date:
Description and Location of Unsafe Condition:	
Date Discovered:	
Required Action:	
Responsible Person(s):	
Completion Date (Projected and Actual):	
Supervisor/Safety Person Signature:	



APPENDIX D

INCIDENT / ACCIDENT REPORT

Work Related Accidents and Incidents Only

Area/Location _____ Date of this report _____

Prepared by _____ Title _____

Investigation reports need to be filled out immediately following an accident/incident.

INJURED OR ILL EMPLOYEE INFORMATION

Name _____ Job Title _____
LAST FIRST

Home Address _____ City _____ State _____ Zip _____

Best Phone () _____ Years of Service _____ ID # _____

Department _____ Shift _____

FACTS AND CAUSES OF ACCIDENT/INCIDENT

Circle all that apply:

Illness Injury Property Incident Safety Violation Fatality? Yes No

Date of Incident _____ Time of Occurrence ____:____ a.m./p.m. Date Reported _____

Did accident/incident occur on facility premises?

Yes Where on premises did the incident occur? _____

No If not on premises, address where incident occurred: _____

City _____ State _____ Zip _____

What was the employee doing when the accident/incident occurred? (Be specific. If employee was using tools or equipment or handling materials, name them and tell what employee was doing with them.)

Describe how the accident/incident occurred. List events that resulted in injury or illness, what happened, how it happened and name objects and how they were involved (use a separate sheet if necessary):

First Event: _____

Next Event: _____

Next Event: _____

Final Event: _____

Describe the specific cause(s) of the accident/incident.



NATURE OF INJURY/ILLNESS/INCIDENT

Describe injury/illness and indicate the part of body affected (e.g. strained right index finger, etc.). _____

Name object or substance which directly injured the employee. _____

Has any prior injury/illness of the same area of body occurred at any time? Yes No

WITNESS INFORMATION (Attach all signed witness reports.)

1. Name _____ Department _____ Shift _____

Home City _____ State _____ Zip _____ Best Phone (_____)

2. Name _____ Department _____ Shift _____

Home City _____ State _____ Zip _____ Best Phone (_____)

MEDICAL ATTENTION

First-Aid given by _____ Date _____ Time ____:____ am/pm

Phone: _____ Address _____ City _____ State/Zip _____

Doctor's Name _____ Date _____ Time ____:____ am/pm

Phone: _____ Address _____ City _____ State/Zip _____

Hospital/Clinic _____ Date _____ Time ____:____ am/pm

Phone: _____ Address _____ City _____ State/Zip _____

Date Employee reported back to work: _____ Released to Restricted Duty? Yes__ No__

REVIEW AND RECOMMENDATIONS

Describe corrective action(s) to be taken including preventive measures to ensure accident does not reoccur. _____

(use additional sheets if needed)

- Management commitment needs reinforcement
- Workplace characteristics need reassessment
- Accountability for safety needs to be reinforced
- Employee involvement in hazard awareness recommended
- Hazard identification/control recommended
- Incident/accident analysis recommended
- Training recommended

ATTACHMENTS? (photos, sketches, interview notes, etc.)

Yes No

Safety Committee Review (name) _____ **Date** _____

Supervisor Signature _____ **Date** _____



APPENDIX E

SAFETY TRAINING ATTENDANCE RECORD

REVO GROUP

Department: _____

Topic of Training Session: _____
(Attach a copy of the training session materials)

Instructor(s) _____

Attendee's Name (Please Print)	Department	Signature
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		



APPENDIX F

NEW/TRANSFER/ANNUAL EMPLOYEE SAFETY TRAINING RECORD

REVO GROUP

Department: _____

Instructor/Supervisor: _____

NOTE: This completed form is to be retained in the individual's personnel file as evidence of initial training required under REVO Group Injury and Illness Prevention Program. Follow-up training covering more specific topics can also be documented by completing the space provided below.

Employee Name: _____

Please Circle: New Hire Transfer Annual Other

I, _____ (Training Instructor) hereby certify that this employee has been trained on the following: (Check appropriate boxes.)

- My right to ask any question, or report any safety hazards, either directly or anonymously without any fear of reprisal
- The location of departmental safety bulletins and safety postings
- Disciplinary procedures that may be used to ensure compliance with safe work practices
- Accessing the department Safety Committee representative
- Reporting occupational injuries and illnesses
- Emergency evacuation procedures
- Pedestrian safety practices in areas in which forklifts, cranes, or hoists are used
- Electrical safety including lockout/tagout rules and procedures
- PPE requirements
- Bloodborne Pathogens (for all employees at new hire and annually)
- Fire extinguisher safety (for all employees who are authorized to respond to fire emergencies)
- Safe Lifting (for any employee who lifts more than 20 pounds)
- Forklift Training (for employees who operate a forklift)
- Hazard Communication Training
 - The potential occupational hazards in the work areas of my job assignment
 - The safe work practices and personal protective equipment required for my job
 - The location and availability of SDSs
 - The hazards of any materials to which I may be exposed, and my right to the information contained on Safety data sheets (SDSs) for those materials

Other Safety Training Describe Subject Covered: (Attach documentation)

I understand the above items and agree to comply with safe work practices in my work area.

Employee Signature: _____

Date: _____

APPENDIX G

HAZARD ASSESSMENT FOR PERSONAL PROTECTIVE EQUIPMENT

Position/Task	Department
----------------------	-------------------

LIFTING/BENDING/TWISTING:



*** Is lifting required?** _____

If yes, what is the maximum weight? _____

If yes, what is being lifted? _____

If yes, what is the frequency of lifting? _____

Engineering control? _____

Administrative rule? _____

Required PPE? _____

*** Is bending required?** _____

If yes, what is the frequency of bending? _____

Engineering control? _____

Administrative rule? _____

Required PPE? _____

*** Is twisting required?** _____

If yes, what is the frequency of twisting? _____

Engineering control? _____

Administrative rule? _____

Required PPE? _____

HANDLING BIOHAZARDS:



Identify Exposure: _____

*** To eliminate and minimize hazard exposures from biohazards:**

Engineering control? _____

Administrative rule? _____

PPE as required by Ross Island Brewery policy?

Eye protection: _____

Hand protection (gloves): _____ YES _____

Ingestion protection: _____

Respiratory protection: _____

Special precautions: _____



HAZARDOUS CHEMICALS:

Chemical #1 Name:

*** To eliminate and minimize chemical hazard exposure:**

Chemical Engineering control? _____

Administrative rule? _____

PPE as required by SDS?

Eye protection: _____

Inhalation protection: _____

Ingestion protection: _____

Hand/Feet/Skin protection: _____

Special precautions: _____

Chemical #2 Name:

*** To eliminate and minimize chemical hazard exposure:**

Chemical Engineering control? _____

Administrative rule? _____

PPE as required by SDS?

Eye protection: _____

Inhalation protection: _____

Ingestion protection: _____

Hand/Feet/Skin protection: _____

Special precautions: _____

Chemical #3 Name:

*** To eliminate and minimize chemical hazard exposure:**

Chemical Engineering control? _____

Administrative rule? _____

PPE as required by SDS?

Eye protection: _____

Inhalation protection: _____

Ingestion protection: _____

Hand/Feet/Skin protection: _____

Special precautions: _____



APPENDIX H

REVO GROUP

SUBCONTRACTOR SAFETY REQUIREMENTS AND EVALUATION CHECKLISTS

Name of Subcontractor:		DATE:				
List key personnel planned for this project.						
Do you have a written safety program?					Yes <input type="checkbox"/>	No <input type="checkbox"/>
<i>If yes, does it have written procedures and employee instruction (pre-employment and refresher) on the following topics?</i>						
		Written Procedures		Instruction		
		Yes	No	Yes	No	
a)	Head protection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
b)	Eye protection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
c)	Hearing protection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
d)	Respiratory protection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
e)	Safety belts and lifeline	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
f)	Scaffolding	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
g)	Perimeter guarding	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
h)	Housekeeping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
i)	Fire protection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
j)	First aid facilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
k)	Emergency procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
l)	Toxic substances	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
m)	Trenching, shoring, excavation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
n)	Signs, barricades, flagging	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
o)	Electrical safety	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
p)	Rigging and crane safety	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
q)	Confined space entry	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Continues...



Do you have a safety training program for newly hired or promoted foremen?			Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, does it include instruction on the following:		Yes	No	
a)	Safe work practices	<input type="checkbox"/>	<input type="checkbox"/>	
b)	Safety supervision	<input type="checkbox"/>	<input type="checkbox"/>	
c)	Toolbox meetings	<input type="checkbox"/>	<input type="checkbox"/>	
d)	Emergency procedures	<input type="checkbox"/>	<input type="checkbox"/>	
e)	First aid procedures	<input type="checkbox"/>	<input type="checkbox"/>	
f)	Accident investigation	<input type="checkbox"/>	<input type="checkbox"/>	
g)	Fire protection and prevention	<input type="checkbox"/>	<input type="checkbox"/>	
h)	New worker orientation	<input type="checkbox"/>	<input type="checkbox"/>	
i)	Written safety procedures review	<input type="checkbox"/>	<input type="checkbox"/>	
Do you hold craft "toolbox" safety meetings?			Yes <input type="checkbox"/>	No <input type="checkbox"/>
How often?	Weekly <input type="checkbox"/>	Bi-weekly <input type="checkbox"/>	Monthly <input type="checkbox"/>	
Other <input type="checkbox"/> (describe)	_____.			
Do you have any other employee safety or safety related programs now in place such as drug/substance testing/assistance, employee problem assistance, exercise/health and wellness, etc.?			Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, please describe:				
Do you plan to have a special Safety Incentive Program for this project?			Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, please describe:				
Person Completing Form:			Date:	
Title:				

End

REVO GROUP

INJURY REPORTING AND RETURNING TO WORK

All REVO Group employees who are injured at work MUST report the injury immediately to their supervisor BEFORE the end of the shift in which the injury or illness occurred. If more than first aid is needed, call 9-1-1.

The supervisor of the injured REVO Group employee makes sure that the injury/illness incident is promptly investigated (see Appendix A-2) and a "Workers' Compensation Claim Form" are completed properly and submitted to management in a timely manner.



EMPLOYEE STEPS FOR RETURNING-TO-WORK (RTW) AFTER AN INJURY, ILLNESS OR OTHER MEDICAL ABSENCE

REVO Group is very concerned about injured or ill employees missing work, losing pay, and the effects that even one absence has on work schedules and keeping customer satisfaction high.

It is the policy and practice of REVO Group to offer eligible injured or ill employees modified work when it is available, and to return eligible injured or ill employees back to their regular jobs, when they become capable of performing them without unreasonable risk of re-injury.

1. Light/Modified Duty: If the employee’s injury or illness is so serious that it prevents the employee from doing his/her regular job, the employee is required to ask their doctor for permission to perform “modified work.” REVO Group has several jobs that require varying degrees of physical actions and can almost always find useful work for an injured or ill employee. The employee’s supervisor has the paperwork for the employee to take with them to the doctor’s office for this purpose.

Remember that if working in a modified job is not permitted by the doctor and the doctor authorizes time away from work completely, there is at least a three-day waiting period before workers’ compensation time-loss benefits begin.

To avoid loss of income, tell your doctor that modified work is available at REVO Group and ask your physician to complete the modified duty paperwork. REVO Group is prepared to complete whatever paperwork a physician may need in order for him/her to authorize modified work.

2. Returning to Work: After seeing a doctor (or other medical provider) and before their next regularly scheduled work shift begins, an injured or ill employee is required to inform his/her supervisor what the doctor said about their injury or illness in terms of their ability to work.

Each and every time an employee goes to the doctor (or other medical provider), he/she is required to ask the provider to complete the modified work paperwork and then bring it back with them to give to their supervisor. Employees must always report for their next regularly scheduled shift once the doctor releases them to any kind of work.

The paperwork that the doctor completes to allow an employee to do modified work (called the Work Release/Physical Capacities form) is also to be given to the employee’s supervisor after the medical provider completes it.

I understand and agree to follow all of these responsibilities, and agree that not following them may (1) cause a delay or denial of worker’s compensation benefits, and (2) result in disciplinary warnings up to and including termination of employment.

Employee Signature

Date



URGENT FAX

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ATTN: Dr. _____ **at** _____

Date: _____

Dear Dr. _____ :

Thank you for treating our employee _____ with the injury of _____.

Employee _____ and REVO Group are requesting that he/she return to work as soon as possible. REVO Group has many less physically demanding jobs available for employees to return to if a full duty return is not immediately possible. However, it is important that the return to work not aggravate the injury or improperly inhibit the healing process.

Attached are the job descriptions for available jobs (and physical capability summaries) that this employee can return to right away.

Please review these descriptions and authorize work for the most appropriate position.

Thank you!

Administrator
REVO GROUP
<contact telephone number>

JOB PHYSICAL CAPABILITIES DESCRIPTION

JOB TITLE _____ DATE: _____

Dress Code: _____

Overall Job Function: _____

Essential Duties:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____

ENVIRONMENTAL EXPOSURES

EXPOSURES	RARE (0-6%)	OCCAS. (7-33%)	FREQ. (34-66%)	REG. (67-100%)	COMMENTS
Dust	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Fumes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Mist	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Gases	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Odors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Noise & Vibration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Extreme Conditions (Machines, Tools, Equip.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Extreme Environment (Heat, Cold, Humidity, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

...CONTINUED

JOB TITLE _____ DATE: _____

PHYSICAL DEMANDS

ACTIVITIES	RARE (0-6%)	OCCAS. (7-33%)	FREQ. (34-66%)	REG. (67-100%)	COMMENTS
Standing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sitting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Walking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Lifting & carrying	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Pushing/Pulling/	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Bending/Twisting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Vehicle Operation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Stairs/Climbing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Stoop/Kneel/Crouch	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Speaking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Hearing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Max. Wt. Carried # ____ lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Avg. Wt. Carried # ____ lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sustained Visual Concentration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sustained Mental Concentration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Repetitive Motion	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Beginning _____, 20____, Employee (name) _____

may perform the following job: _____.

Comments/Special Instructions: _____

Signed: _____ **Date:** _____

Physician