



PALS Illness and Injury Prevention Program

(This program is placed on our agency website www.palsworks.com and may be downloaded free of charge at any time. All employees are provided with a hard copy or digital version).

Updated: 10/15/2024

The requirements for establishing, implementing and maintaining an effective written injury and illness prevention program are contained in Title 8 of the California Code of Regulations, Section [3203](#) (T8 CCR 3203) and consist of the following eight elements:

- Responsibility
- Compliance
- Communication
- Hazard Assessment
- Accident/Exposure Investigation
- Hazard Correction
- Training and Instruction
- Recordkeeping

This IIPP document is, created by, and for, the agency Per Ankh Life Skills, Inc., dba PALS, Inc., and contains the essential framework required for an Injury and Illness Prevention Program. Throughout this document, the above agency shall be referred to as PALS or PALS, Inc., and in each instance is referring to the responsible agency above. The injury and Illness Prevention Program (IIPP) is identified throughout the document as the IIPP.

Proper use of this model program requires the IIP Program administrator of your establishment to carefully review the requirements for each of the eight IIP Program elements found in this model program, fill in the appropriate blank spaces and check those items that are applicable to your workplace. The recordkeeping section requires that the IIP Program administrator select and implement the category appropriate for your establishment. Sample forms for hazard assessment and correction, accident/exposure investigation, and worker training and instruction are provided with this model program.

This model program is maintained by PALS to ensure a safe work environment for all.

RESPONSIBILITY

The Injury and Illness Prevention Program (IIP Program) Administrator has the authority and responsibility for implementing the provisions of this program.

PALS, Inc. implementation of the IIPP is led by the Chief Executive Officer, Otieno Okatch, and current designee, Maritza Ramirez, Human Resources Administrator

All managers and supervisors are responsible for implementing and maintaining the IIP Program in their work areas and for answering worker questions about the IIP Program. A copy of this IIP Program is available from each manager and supervisor.

COMPLIANCE

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

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

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

1. Informing workers of the provisions of our IIP Program.
2. Evaluating the safety performance of all workers.
3. Recognizing employees who perform safe and healthy work practices.
4. Providing training to workers whose safety performance is deficient.
5. Disciplining workers for failure to comply with safe and healthful work practices; and
6. Ensuring the completion of all required training and in-services provided by PALS for the benefit of the employee.
7. All employees are provided with a physical, paper copy of this policy. A digital version may be downloaded, when permitted. Additionally, this program is placed on our agency website www.palsworks.com and may be downloaded free of charge at any time.

COMMUNICATION

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

- ☐ New worker orientation includes a discussion of safety and health policies and procedures.
- ☐ Review of our IIP Program, Workplace safety and health training programs.
- ☐ Regularly scheduled safety meetings.
- ☐ Effective communication of safety and health concerns between workers and supervisors, including translation where appropriate.
- ☐ Posted distributed safety information so that IIPP policy can be located on PALS' website as well as distributed to each employee at the time of hire, time of adoption, anniversary of the document and/or any changes made to the document.
- ☐ A system for workers to anonymously inform management about workplace hazards.
- ☐ A labor/management safety and health committee that meets regularly, prepares written records of the safety and health committee's meetings, reviews results of the periodic scheduled inspections, reviews investigations of accidents and exposures and makes suggestions to management for the prevention of future incidents, reviews investigations of alleged hazardous conditions, and submits recommendations to assist in the evaluation of employee safety suggestion.

HAZARD ASSESSMENT

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

Competent Observer	Area
Management team member	Management work area
Mgmt/Safety committee member	PALS programming areas & building exterior: may consider other conditions, e.g., as "when in the community."

Periodic inspections are performed according to the following schedule:

1. Bi-monthly.
Frequency (Daily, weekly, monthly, etc.)
2. When we initially established our IIP Program.
3. When new substances, processes, procedures or equipment which present potential new hazards are introduced into our workplace.
4. When new, previously unidentified hazards are recognized.
5. When occupational injuries and illnesses occur.
6. When we hire and/or reassign permanent or intermittent workers to processes, operations, or tasks for which a hazard evaluation has not been previously conducted; and
7. Whenever workplace conditions warrant an inspection.

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

ACCIDENT/EXPOSURE INVESTIGATIONS

Procedures for investigating workplace accidents and hazardous substance exposures include:

1. Visiting the accident scene as soon as possible.
2. Interviewing injured workers and witnesses.
3. Examining the workplace for factors associated with accident/exposure.
4. Determining the cause of the accident/exposure.
5. Taking corrective action to prevent the accident/exposure from reoccurring; and
6. Recording the findings and corrective actions taken.

HAZARD CORRECTION

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

according to the following procedures:

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

TRAINING AND INSTRUCTION

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

1. When the IIP Program is first established.
2. To all new workers, except for construction workers who are provided training through a Cal/OSHA approved construction industry occupational safety and health training program.
3. To all workers given new job assignments for which training has not previously been provided.
4. Whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard.
5. Whenever the employer is made aware of a new or previously unrecognized hazard.
6. To supervisors to familiarize them with the safety and health hazards to which workers under their immediate direction and control may be exposed; and
7. To all workers with respect to hazards specific to each employee's job assignment.

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

1. Explanation of the employer's IIP Program, emergency action plan and fire prevention plan, and measures for reporting any unsafe conditions, work practices, injuries and when additional instruction is needed.
2. Use of appropriate clothing, including gloves, footwear, and personal protective equipment.

3. Information about chemical hazards to which employees could be exposed and other hazard communication program information.
4. Availability of toilet, hand-washing and drinking water facilities.
5. Provisions for medical services and first aid including emergency procedures.

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

RECORDKEEPING

We have checked one of the following categories as our recordkeeping policy.



Category 1. Our establishment is on a designated high hazard industry list. We have taken the following steps to implement and maintain our IIP Program:

1. Records of hazard assessment inspections, including the person(s) or persons conducting the inspection, the unsafe conditions and work practices that have been identified and the action taken to correct the identified unsafe conditions and work practices, are recorded on a hazard assessment and correction form; and
2. Documentation of safety and health training for each worker, including the worker's name or other identifier, training dates, type(s) of training, and training providers are recorded on a worker training and instruction form. We also include the records relating to worker training provided by a construction industry occupational safety and health program approved by Cal/OSHA.

Inspection records and training documentation will be maintained according to the following checked schedule:

For **one year**, except for training records of employees who have worked for less than one year that are provided to the worker upon termination of employment.

LIST OF TRAINING SUBJECTS

We train our workers about the following checked training subjects:

1. **The Employer's Code of Safe Practices. Confined spaces.**
2. **Good housekeeping, fire prevention, safe practices for operating any construction equipment. Safe procedures for cleaning, repairing, servicing and adjusting equipment and machinery.**

3. Safe access to working areas.
4. Protection from falls.
5. Proper use of powered tools.
6. Driver safety.
7. Slips, falls and back injuries.
8. Ergonomic hazards, including proper lifting techniques and working on ladders or in a stooped posture for prolonged periods at one time.
9. Personal protective equipment.
10. Hazardous chemical exposures. Hazard communication.
11. Physical hazards, such as heat/cold stress, noise, and ionizing and non-ionizing radiation.
12. Bloodborne pathogens and other biological hazards.
13. Emergency Intervention Procedures
14. First Aid/CPR

HAZARD ASSESSMENT CHECKLIST

GENERAL WORK ENVIRONMENT

- ☐ Are all worksites clean and orderly?
- ☐ Are work surfaces kept dry or appropriate means taken to assure the surfaces are slip-resistant?
- ☐ Are all spilled materials or liquids cleaned up immediately?
- ☐ Are the minimum number of toilets and washing facilities provided?
- ☐ Are all toilets and washing facilities clean and sanitary?
- ☐ Are all work areas adequately illuminated?
- ☐ Are “pits” and floor openings covered or otherwise guarded?

PERSONAL PROTECTIVE EQUIPMENT & CLOTHING

- ☐ Are protective goggles or face shields provided and worn where there is any danger of flying particles or corrosive materials?

- ☐ Are protective gloves, aprons, shields, or other means provided against cuts, corrosive liquids and chemicals?
- ☐ Is all protective equipment maintained in a sanitary condition and ready for use?
- ☐ Do you have eye wash facilities and a quickdrench shower within the work area where employees are exposed to injurious corrosive materials?
- ☐ Where special equipment is needed for electrical workers, is it available?
- ☐ When lunches are eaten on the premises, are they eaten in areas where there is no exposure to toxic materials or other health hazards?
- ☐ Is protection against the effects of occupational noise exposure provided when sound levels exceed those of the Cal/OSHA noise standard?

WALKWAYS

- ☐ Are aisles and passageways kept clear?
- ☐ Are wet surfaces covered with non-slip materials?
- ☐ Are holes in the floor, sidewalk or other walking surface repaired properly, covered or otherwise made safe?
- ☐ Are spilled materials cleaned up immediately?
- ☐ Are materials or equipment stored in such a way that sharp projectiles will not interfere with the walkway?
- ☐ Are changes of direction or elevations readily identifiable?

FLOOR & WALL OPENINGS

- ☐ Are floor openings guarded by a cover, guardrail, or equivalent on all sides (except at entrance to stairways or ladders)?
- ☐ Are *toe boards* installed around the edges of a permanent floor opening (where people may pass below the opening)?
- ☐ Are skylight screens of such construction and mounting that they will withstand a load of at least 200 pounds?
- ☐ the glass in windows, doors, glass walls that are subject to human impact, of sufficient thickness and type for the condition of use.

EXITING OR EGRESS

- ☐ Are all exits marked with an exit sign and illuminated by a reliable light source?
- ☐ Are the directions to exits, when not immediately apparent, marked with visible signs?
- ☐ Are exit signs provided with the word "EXIT" in lettering at least 5 inches high and the stroke of the lettering at least 1/2 inch wide?
- ☐ Are exit doors side-hinged?
- ☐ Are all exits kept free of obstructions?
- ☐ Are at least two means of egress provided from elevated platforms, pits or rooms where the absence of a second exit would increase the risk of injury from hot, poisonous, corrosive, suffocating, flammable, or explosive substances?
- ☐ Are there sufficient exits to permit prompt escape in case of emergency?
- ☐ Are special precautions taken to protect employees during construction and repair operations?
- ☐ Is the number of exits from each floor of a building, and the number of exits from the building itself, appropriate for the building occupancy load?
- ☐ When ramps are used as part of required exiting from a building, is the ramp slope limited to 1- foot vertical and 12 feet horizontal?
- ☐ Where exiting will be through frameless glass doors, glass exit doors, storm doors, and such are the doors fully tempered and meet the safety requirements for human impact?

EXIT DOORS

- ☐ Are doors that are required to serve as exits designated as such AND are broken or fractured handles on hammers, axes and similar equipment replaced promptly?
- ☐ Are appropriate handles used on files and similar tools?
- ☐ Are employees made aware of the hazards caused by faulty or improperly used hand tools?
- ☐ Are appropriate safety glasses, face shields, and similar equipment used while using hand tools or equipment that might produce flying materials or be subject to breakage?

- ☐ Are jacks checked periodically to assure they are in good operating condition?
- ☐ Are tool handles wedged tightly in the head of all tools?
- ☐ Are tool cutting edges kept sharp so the tool will move smoothly without binding or skipping?
- ☐ Are tools stored in dry, secure locations where they won't be tampered with?
- ☐ Are exit doors openable from the direction of exit travel without the use of a key or any special knowledge or effort, when the building is occupied?
- ☐ Where exit doors open directly onto any street, alley or other area where vehicles may be operated, are adequate barriers and warnings provided to prevent employees stepping into the path of traffic?

PORTABLE LADDERS

- ☐ Are all ladders maintained in good condition, joints between steps and side rails tight, all hardware and fittings securely attached, and moveable parts operating freely without binding or undue play?
- ☐ Are non-slip safety feet provided on each ladder?
- ☐ Are non-slip safety feet provided on each metal or rung ladder?
- ☐ Are ladder rungs and steps free of grease and oil?
- ☐ Are employees instructed to face the ladder when ascending or descending?
- ☐ Are employees prohibited from using ladders that are broken, missing steps, rungs, or cleats, broken side rails or other faulty equipment?
- ☐ Are employees instructed not to use the top 2 steps of ordinary stepladders as a step?
- ☐ Are portable metal ladders legibly marked with signs reading "CAUTION" "Do Not Use Around Electrical Equipment" or equivalent wording?
- ☐ Are employees prohibited from using ladders as guys, braces, skids, gin poles, or for other than their intended purposes?
- ☐ Are employees instructed to only adjust extension ladders while standing at a base (not while standing on the ladder or from a position above the ladder)?
- ☐ Are metal ladders inspected for damage?

- ☐ Are the rungs of ladders uniformly spaced at 12 inches, center to center?

HAND TOOLS & EQUIPMENT

- ☐ Are all tools and equipment (both company and employee-owned) used by employees at their workplace in good condition?
- ☐ Are hand tools such as chisels, punches, which develop mushroomed heads during use, reconditioned or replaced as necessary?

FLAMMABLE & COMBUSTIBLE MATERIALS

- ☐ Are all flammable liquids kept in closed containers when not in use (e.g. parts cleaning tanks, pans)?
- ☐ Do storage rooms for flammable and combustible liquids have explosion-proof lights?
- ☐ Are all solvent wastes and flammable liquids kept in fire-resistant covered containers until they are removed from the worksite?
- ☐ Is vacuuming used whenever possible rather than blowing or sweeping combustible dust?
- ☐ Are fuel gas cylinders and oxygen cylinders separated by distance, fire resistant barriers or other means while in storage?
- ☐ Are fire extinguishers selected and
 - ☐ provided for the types of materials in areas where they are to be used?
 - ☐ Class A: Ordinary combustible material fires. Class B: Flammable liquid, gas or grease fires. Class C: Energized-electrical equipment fires.
- ☐ Are appropriate fire extinguishers mounted within 75 feet of outside areas containing flammable liquids, and within 10 feet of any inside storage area for such materials?
- ☐ Is the transfer/withdrawal of flammable or combustible liquids performed by trained personnel?
- ☐ Are fire extinguishers mounted so that employees do not have to travel more than 75 feet for a class "A" fire or 50 feet for a class "B" fire?
- ☐ Are employees trained in the use of fire extinguishers?
- ☐ Are extinguishers free from obstructions or blockage?

- ☐ Are all extinguishers serviced, maintained and tagged at intervals not to exceed one year?
- ☐ Are all extinguishers fully charged and in their designated places?
- ☐ Is a record maintained of required monthly checks of extinguishers?

FIRE PROTECTION

- ☐ Does PALS have a fire protection and emergency plan?
- ☐ Does PALS' fire emergency plan include "fire drills" and are emergency evacuation routes posted?

HAZARDOUS CHEMICAL EXPOSURES

- ☐ Are employees trained in the safe handling practices of hazardous chemicals such as acids, caustics, and the like?
- ☐ Are employees aware of the potential hazards involving various chemicals stored or used in the workplace--such as acids, bases, caustics, epoxies, and phenols?
- ☐ Is employee exposure to chemicals kept within acceptable levels?
- ☐ Are eye wash fountains and safety showers provided in areas where corrosive chemicals are handled?
- ☐ Are flammable or toxic chemicals kept in closed containers when not in use?
- ☐
- ☐ Does your plan describe the type of fire protection equipment and/or systems?
- ☐ Have you established practices and procedures to control potential fire hazards and ignition sources?
- ☐ Are employees aware of the fire hazards of the material and processes to which they are exposed?
- ☐ Is your local fire department well acquainted with your facilities, location and specific hazards?
- ☐ If you have a fire alarm system, is it tested at least annually?
- ☐ If you have a fire alarm system, is it certified as required?

- ☐ If you have interior standpipes and valves, are they inspected regularly?
- ☐ If you have outside private fire hydrants, are they flushed at least once a year and on a routine preventive maintenance schedule?
- ☐ Are fire doors and shutters in good operating condition?
- ☐ Are fire doors and shutters unobstructed and protected against obstructions, including their counterweights?
- ☐ Are fire door and shutter fusible links in place?
- ☐ Are automatic sprinkler system water control valves, air and water pressures checked weekly/periodically as required?
- ☐ Is maintenance of automatic sprinkler system assigned to responsible persons or to a sprinkler contractor?
- ☐ Are sprinkler heads protected by metal guards, when exposed to physical damage?
- ☐ Is proper clearance maintained below sprinkler heads?
- ☐ Are portable fire extinguishers provided in adequate number and type?
- ☐ Are fire extinguishers mounted in readily accessible locations?
- ☐ Are fire extinguishers recharged regularly and noted on the inspection tag?
- ☐ Are employees periodically instructed in the use of extinguishers and fire protection procedures?

ELECTRICAL

- ☐ Are all outlets checked routinely to ensure electrical connections are safe and secure?

TIRE INFLATION

- ☐ Is correct tire pressure maintained and checked for all employees and program vehicles on a regular basis?

EMERGENCY ACTION PLAN

Is PALS required to have an emergency evacuation plan?

- ☐ Does the emergency action plan comply with the requirements of T8CCR 3220(a)?
- ☐ Have emergency escape procedures and routes been developed and communicated to all employees?
- ☐ Do employees, who remain to operate critical plant operations before they evacuate, know the proper procedures?
- ☐ Does the employee alarm system that provides a warning for emergency action recognizable and perceptible above ambient conditions?
- ☐ Are alarm systems properly maintained and tested regularly?
- ☐ Is the emergency action plan reviewed and revised periodically?
- ☐ Do employees know their responsibilities:
 - ☐ For reporting emergencies?
 - ☐ During an emergency?
 - ☐ For conducting rescue and medical duties?
 - ☐ electrical work?
- ☐ Are all employees required to report as soon as practicable any obvious hazard to life or property observed in connection with electrical equipment or lines?
- ☐ Are electrical appliances such as vacuum cleaners, polishers, vending machines grounded?
- ☐ Do the extension cords being used in the program have a grounding conductor?
- ☐ Are multiple plug adapters prohibited?
- ☐ Is the use of metal ladders prohibited in areas where the ladder or the person using the ladder *could come in contact with* energized parts of equipment, fixtures or circuit conductors?

FUELING

- ☐ Is it prohibited to fuel an internal combustion engine with a flammable liquid while the engine is running?

- ☐ Are fuel tank caps replaced and secured before starting the engine?
- ☐ Is it permissible to fuel a vehicle while program participants are inside?

TRANSPORTING EMPLOYEES & MATERIALS

- ☐ Do employees who operate vehicles on public thoroughfares have valid operator's licenses?
- ☐ When seven or more employees and/or program participants are regularly transported in a van, is the operator's license appropriate for the class of vehicle being driven?
- ☐ Is each van used regularly to transport participants equipped with an adequate number of seats?
- ☐ Are vehicles used to transport participants, equipped with lamps, brakes, horns, mirrors, windshields and turn signals in good repair?
- ☐ Are employee transport vehicles equipped at all times with at least two reflective type flares?

SANITIZING EQUIPMENT & CLOTHING

- ☐ Is personal protective clothing or equipment that employees are required to wear or use, of a type capable of being easily cleaned and disinfected?
- ☐ Are machines and equipment, which processes, handle or apply materials that could be injurious to employees, cleaned and/or decontaminated before being overhauled or placed in storage?
- ☐ Are employees prohibited from smoking or eating in any area where contaminants are present that could be injurious if ingested?

INFECTION CONTROL

- ☐ Are employees potentially exposed to infectious agents in body fluids?
- ☐ Have occasions of potential occupational exposure been identified and documented?
- ☐ Has a training and information program been provided for employees exposed to or potentially exposed to blood and/or body fluids?

- ☐ Have infection control procedures been instituted where appropriate, such as ventilation, universal precautions, workplace practices, and personal protective equipment?
- ☐ Are employees aware of specific workplace practices to follow when appropriate? (Hand washing, handling sharp instruments, handling of laundry, disposal of contaminated materials, reusable equipment.)
- ☐ Is personal protective equipment provided to employees and in all appropriate locations?
- ☐ Are facilities/equipment to comply with workplace practices available, such as hand-washing sinks, biohazard tags and labels, needle containers, detergents/disinfectants to clean up spills?
- ☐ Is all equipment, and environmental and working surfaces cleaned and disinfected after contact with blood or potentially infectious materials?
- ☐ Is infectious waste placed in closable, leak proof containers, bags or puncture-resistant holders with proper labels?
- ☐ Has medical surveillance including HBV evaluation, antibody testing, and vaccination been made available to potentially exposed employees?
- ☐ Training on universal precautions?
- ☐ Training in personal protective equipment?
- ☐ Training in workplace practices, which should include blood drawing, room cleaning, laundry handling, cleanup of blood spills?
- ☐ Training on needlestick exposure/management?
- ☐ Hepatitis B vaccinations?

ERGONOMICS

- ☐ Can the work be performed without eyestrain or glare for the employees?
- ☐ Does the task require prolonged raising of the arms?
- ☐ Do the neck and shoulders have to be stooped to view the task?
- ☐ Are accommodations to stress positions made and breaks provided to reduce chance of injury for repetitive motion activities?

PALS, Inc. Injury and Illness Prevention Policy is updated routinely and one method for improving this document is by obtaining feedback from employees and from the community. PALS welcomes all feedback on both the checklist and the plan of action. **A copy of this document is provided to each employee, and it is posted as well on the PALS, Inc. website at <http://www.palsworks.com>.** Input may be provided in whichever manner is convenient. You are welcome to contact the CEO directly at 562-426-5444, Ext 403, or one may reach the HR Administrator at 562-426-5444 Ext 408. You may also reach us through other means, and you may choose to leave comments anonymously if you choose.

You may reach us via:

Online: info@palsworks.com

Telephone 562-426-5444, Ext 403 (CEO); or the HR Administrator (Ext. 408).

Or you may reach us via mail by writing to:

**PALS, Inc.
ATTN: HR ADMINISTRATOR
16700 Bellflower Blvd, Suite B
Bellflower CA 90706**

The Signature below represents the author and person responsible for implementation of this plan:

Otieno Okatch, MA
President/CEO
IIPP Administrator