



**HUNTER**  
E M P L O Y M E N T

# **Injury and Illness** **Prevention Program**

**Safety Manual Update**  
**January 2025**

**NOW COMPLIES WITH 29 CFR 1910**

Hunter Employment, LLC

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## I. COMMITMENT TO SAFETY AND HEALTH

### A. Safety and Health Policy

Hunter Employment, LLC (HE) is firmly committed to maintaining a safe and healthful work environment. To achieve this, we have implemented this comprehensive Injury and Illness Prevention Program (IIPP), designed to prevent workplace injuries, accidents, and illnesses. A complete copy of the Program is maintained in the HE offices and is always available for review.

*The success of any safety program depends on the safety consciousness and cooperation of everyone in the organization, including management, supervisors, and employees.*

Employees at all levels are expected to assist HE in the prevention of workplace accidents and injuries and to follow all safety and health rules. It is the duty of each employee to adhere to all work rules and to report any potential or actual safety hazards to his or her supervisor immediately.

**Any job-related injury, no matter how slight, must be reported toll-free immediately to HE personnel at 1-800-501-2794, as well as to the workplace supervisor.** Worker Compensation insurance is provided by HE in California and Arizona in accordance with state law for occupational injury or disease. The cost of this insurance is borne entirely by HE. Specific information regarding worker compensation insurance can be obtained from the HE office.

You are an important part of the HE organization. The IIPP will not be effective without the cooperation of all of our employees. Everyone on the job must be one hundred percent conscious of safety during job performance.

### B. Housekeeping Policy

Good housekeeping is an integral part of any effective safety program. Keeping all work areas neat and clean reduces the chances of accidents and injuries. Good work organization also increases the ability of employees to

perform their jobs well. Each supervisor and employee is responsible for ensuring that their work areas are clean and free of safety hazards.

C. Participation

I HEREBY CONFIRM WITH MY SIGNATURE BELOW THAT, AS A CONDITION OF EMPLOYMENT, I WILL FOLLOW ALL SAFETY AND HEALTH RULES, INCLUDING THOSE RELATING TO USE OF ALCOHOL AND CONTROLLED SUBSTANCES DURING OR REASONABLY PRIOR TO WORK HOURS. I WILL REFRAIN FROM VIOLENCE AGAINST THE WORKPLACE OR MY FELLOW EMPLOYEES AND I WILL PERFORM MY WORK SAFELY AT ALL TIMES:

Employee \_\_\_\_\_ Date \_\_\_\_\_

Witness \_\_\_\_\_ Date \_\_\_\_\_

## II. RESPONSIBILITY FOR SAFETY AND HEALTH

All employees at Hunter Employment (HE) are responsible for working safely and maintaining a safe and healthy work environment. Their responsibilities are shared as follow:

### A. Safety Manager

#### **Designated**

In accordance with Hunter Employment LLC Injury and Illness Prevention Program, the company **Safety Manager is the designated individual with responsibility and authority to do the following in the name of Hunter Employment LLC:**

1. Develop and implement rules of safe practices.
2. Develop and implement a system to encourage employees to report unsafe conditions immediately.
3. Instruct supervisors in safety responsibilities.
4. Develop and implement a program of employee safety education.
5. Conduct scheduled and unscheduled inspections to identify and correct unsafe working conditions with special attention given to find serious concealed dangers.
6. Maintain records of training, periodic inspections, corrective actions and investigations as required by law.

**The Safety Manager for Hunter Employment LLC is Gustavo Gomez and may be contacted at (928) 304-1552, or via email at [gustavo@hunteremployment.com](mailto:gustavo@hunteremployment.com).**

Hunter Employment LLC will inform every employee the name of the company Safety Manager and post this IIPP with the contact information where all other safety information is routinely maintained in both offices. Additionally, Gustavo's contact information is provided to each Host Client in our Standard Operating Procedure Letter or SOP.

Duties: Overall responsibilities and authority for implementing the IIPP rests with the company safety manager with management full support. The company safety manager will supplement the written Injury and Illness Prevention Program by:

- Working with all government officials in both accident investigation and safety inspection procedures.
- Maintaining safety and individual training records.
- Encouraging reporting of unsafe conditions.
- Promoting a safe workplace.

## B. Supervisors

All supervisors are responsible for the safety and health of the employees under their direction or control at the work site, and for the safety and health of others who enter their departments or work areas. To fulfill this duty, each supervisor must:

1. Become familiar with all applicable safety and health laws and regulations, and with HE rules and policies;
2. Ensure that all employees, while under his or her supervision, are properly trained in general safe work practices, as well as in specific instructions with respect to the hazards that may be associated with each job;
3. Ensure that all employees, while under his or her supervision, perform their work in a safe and healthful manner consistent with HE rules and policies;
4. Take all reasonable steps necessary to avoid unsafe working conditions, accidents, injuries, and illnesses;
5. Regularly inspect his or her department for workplace hazards and submit a timely and complete safety inspection report of any unsafe workplace condition or hazard;
6. Ensure that unsafe and unhealthful working conditions are corrected properly;
7. Immediately report all workplace accidents, injuries, or “near misses” to workplace management and to Hunter Employment.

## C. EMPLOYEES

All employees are required to conduct themselves in a manner that is consistent with Hunter Employment (HE) safety rules and policies. To fulfill this duty, each employee must:

1. Attend all required meetings, including safety meetings;
2. Comply with all HE safety rules, policies, and procedures found in this manual as well as those required by supervisors and management at the workplace;
3. Immediately report to the workplace supervisor as well as to Hunter Employment personnel any job-related accidents, injuries, or illnesses involving the employee or to which the employee is a witness;
4. Immediately report all unsafe conditions or hazards to his or her supervisor and to the HE office. Employees may report such conditions or hazards anonymously, without fear of negative reaction.

### **III. COMMUNICATION WITH EMPLOYEES**

We at Hunter Employment believe that communicating with employees concerning workplace hazards and the methods to control them will help create the safest possible work environment. The HE system for communicating safety and health issues include:

#### **A. THIS INJURY AND ILLNESS PREVENTION PROGRAM MANUAL**

A copy of this Injury and Illness Prevention Program (IIPP) Manual is made available to all new employees to read and review during their initial orientation and training. A copy is available for each HE client workplace and our IIPP can be accessed on the HE website at [www.hunteremployment.com](http://www.hunteremployment.com).

#### **B. SAFETY MEETINGS**



Safety meetings will be conducted by workplace supervisors or HE personnel every two weeks. During these meetings, each safety instructor will discuss with all employees such issues as:

1. New or potential hazards that have been introduced or discovered in the workplace;
2. Causes of any recent accidents or injuries and the methods adopted by HE and workplace management to prevent similar incidents in the future;
3. Any health or safety issues deemed by safety instructors, workplace supervisors, or the HE Operations Manager to deserve reinforcement.

#### C. POSTERS

Hunter Employment personnel or workplace supervisors will post all mandatory safety and health posters in a conspicuous place where all employees can read them.

#### D. ANONYMOUS COMMUNICATION

A system of anonymous communication has been established wherein HE employees may contact the HE Safety Officer, Tony Zuniga, at 1-800-501-2794, Option 1. This toll-free number may be used to discuss any issues that concern the employee.

#### E. MEMORANDA

Hunter Employment often distributes memoranda containing health and safety tips and other useful information to HE workers.

#### F. OSHA REGULATIONS

This safety manual now incorporates Code of Federal Regulations (CFR) Title 29, Part 1910, Occupational Safety and Health Standards, by reference as though stated in full herein. The CFR part numbers discussed below are 29 CFR 1910.1200, 29 CFR 1910.1030, 29 CFR 1910.132, and 29 CFR 1910.38.

## 1. Hazard Communication and GHS Plan—29 CFR 1910.1200

Hunter Employment (HE) does not produce or import chemicals and, therefore, this section focuses only on those parts of the OSHA rules that deal with establishing a workplace program and communicating information to our workers.

Common sense is the key phrase. Please use it when handling any chemicals. For those in doubt, all hazardous chemicals are properly labeled and accompanied by material safety data sheets (MSDS) when manufactured. For any such chemicals which a HE employee discovers not to be properly labeled, or if there is an incident involving such chemicals, please immediately report this information to our Safety Officer, Tony Zuniga at 800-501-2794, Option 1.

If there are any hazardous chemicals used in companies staffed by HE, a list should be posted or otherwise available at that company. The HE Safety Officer will inspect all facilities staffed by HE to ensure that such lists are accessible as appropriate. Following inspection, MSDS will be provided as needed to HE workers. If the staffed organization has no list, HE helps them create one.

The GHS (Globally Harmonized System of Classification and Labelling of Chemicals) was developed by the United Nations as a way to bring into agreement the chemical regulations and standards of different countries. This system is a supplement to OSHA's HazCom Standard that extends hazard classifications into hazard categories that identify both the hazardous effects of chemicals as well as degrees of severity. The GHS safety labels must have six standardized categories: Product Identifier, Manufacturer Contact Information, Hazard Pictograms, Signal Word (DANGER or WARNING depending on severity), Hazard Statements (sentences describing level of hazard), and Precautionary Statements (steps employees can take to protect themselves). Read these labels carefully as they may save your life.

Communicating OSHA safety rules and regulations is provided by the HE Safety Officer during training (see below). Follow-up occurs quarterly. See also Section VI, Hazard Evaluation and Control, below.

## 2. Blood-Borne Pathogen Plan—29 CFR 1910.1030

Each organization with occupational exposure that is staffed by HE has an Exposure Control Plan accessible to employees in accordance with 29 CFR 1910.20(e). The HE Safety Officer inspects each such premise to ensure a plan is in place. If such a plan does not exist, HE helps a company create one.

Universal precaution is the approach used to enable infection control. All blood and certain body fluids are handled as if known to be infectious for HIV, HBV, and other blood-borne pathogens. Having established a universal precaution, it is still necessary to create an exposure determination. This determination includes a list of all job classifications in which all employees in those jobs have occupational exposure, those jobs in which some employees have exposure, and a list of all tasks and procedures in which occupational exposure occurs without the use of protective equipment.

Plans posted by organizations with occupational exposure include the exposure determination, a schedule for methods of compliance, means of communication of hazards to employees, recordkeeping, and procedure for evaluation of circumstance surrounding exposure incidents. Plans are readily accessible by HE employees.

The HE Safety Officer is responsible for ensuring that plan directives are complied with and that protective equipment, containers, potentially infected substances, blood products, regulated waste, decontamination, and other aspects of the individual staffed company's plan are in operational order and proper use in accordance with 29 CFR 1910.1030.

### 3. Personal Protective Equipment Plan—29 CFR 1910.132

Personal protective equipment is normally provided by the staffed company or organization as required in accordance with their safety plan. Because 29 CFR 1910.132 does not require employers to provide selected protective gear that might be of use to the HE workers, HE often provides it to our employees. These items may include safety boots and hats, gloves, safety harnesses and belts, back braces, eye protection, masks, face shields, and the like. Need for these items is always based on a hazard assessment by the HE Safety Officer.

Training (see below) regarding proper use of safety equipment is always provided to workers by HE during job orientation.

Advances in technology and manufacture are kept up to date by our Safety Officer, who applies what he has learned in numerous OSHA class room sessions to his on-the-job inspections and training.

#### 4. Emergency Action Plan—29 CFR 1910.38

Procedures to be followed during fire or other emergencies are well-established in the HE Safety manual (see Sections VI through IX below). Staffed companies always have fire evacuation routes posted.

Following any emergencies, reports are submitted to the HE safety Officer who reviews them for compliance and appropriateness in accordance with 29 CFR 1910.38.

## IV. TRAINING

Hunter Employment (HE) is committed to instructing employees in safe and healthful work practices. To accomplish this, HE provides training to employees regarding general safety matters and specific safety procedures for each employee's job as well as covering OSHA safety rules. In addition, we have available on staff a certified forklift trainer and we can also provide certified training in first aid, CPR, and AED.

### A. TRAINING OCCURS

1. Upon hiring;
2. Whenever an employee is given a new job assignment for which training has not previously been provided;
3. Whenever new substances, processes, procedures, or equipment which may represent a new hazard are introduced into the workplace;
4. Whenever HE personnel are made aware of a new or previously unrecognized hazard;

5. Whenever HE personnel, any workplace supervisor, or any individual employee believes that some additional training may be necessary.

#### B. SUPERVISOR TRAINING

Supervisors are provided appropriate training and instruction regarding safety and health hazards to which employees under their immediate direction and control may be exposed. To train supervisors, HE will:

1. Conduct sessions for all supervisors, informing them of any new substances, processes, procedures, or equipment that has been introduced into the workplace;
2. Distribute written safety and health communication to supervisors whenever HE believes that it is necessary to inform them of particular hazards or concerns;
3. Update HE safety rules, procedures, and policies on a regular basis, and distribute the updates to all supervisors;
4. Take all other actions necessary to keep HE supervisors informed about hazards that may affect their employees.

#### C. EMPLOYEE TRAINING

All employees are trained during orientation and at regular intervals, as discussed in this Manual, to adhere to the general and specific safety rules and work practices of HE. **Safety is job number one.**

### **TRAINING ATTENDANCE**

I, \_\_\_\_\_, hereby certify that the HE employees signed in below have been trained on safety in the following subject areas:

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METHOD OF TRAINING:

\_\_\_\_\_ Video \_\_\_\_\_ Lecture \_\_\_\_\_ Other \_\_\_\_\_

Printed Name:

Signature:

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_____	_____
_____	_____
_____	_____
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## V. ACCIDENT INVESTIGATION

All work-related accidents and illnesses are investigated in a timely manner. “Near misses” are also assessed for lessons learned. A near miss is an incident which, although not serious, could have resulted in a serious injury or significant property damage.

### A. RESPONSIBILITY FOR ACCIDENT INVESTIGATION

Hunter Employment (HE) as well as workplace supervisors investigate all work-related accidents involving HE employees. After investigating an accident, the supervisor completes an accident report, a copy of which is provided to HE. The HE staff will follow up with the HE employee to ensure that investigation has uncovered all aspects of the accident and that proper action has been taken to avoid similar accidents in the future.

### B. PROCEDURE FOR INVESTIGATING ACCIDENTS

All accidents are investigated as promptly as possible. The workplace supervisor and/or HE personnel proceed as follows:

1. GO to the scene of the accident and conduct a careful inspection of conditions, procedures, and outcomes of the accident;
2. TALK with the injured employee if feasible. Stress facts, not personal blaming;
3. TALK to nearby workers. Find out what they saw, never ask what they think;
4. LISTEN for clues in the conversation (unsolicited information often has merit);
5. STUDY possible causes, including unsafe conditions or unsafe acts;
6. WRITE a report that responds to questions to be answered in paragraph C, below;

7. FOLLOW UP to make sure that unsafe conditions or acts are corrected;

8. ENCOURAGE personnel to present their ideas on how to prevent accidents.

### C. QUESTIONS TO BE ANSWERED

Providing answers to the following questions guide the supervisor's actions in helping to prevent any reoccurrence and in writing a report of the accident:

1. WHAT was the employee doing just prior to being injured and at the time of the accident?

2. WAS the job being done safely?

3. DID the action or lack of action by some other employee contribute to the occurrence of the accident?

4. HOW is the same type of work done by the other employees?

5. WHAT is a SAFER WAY of doing the job?

6. IS the EQUIPMENT used on the job in good condition?

7. IS PROTECTIVE EQUIPMENT required?

8. WHAT are the details regarding accident site inspection?

9. HOW can this type of accident be PREVENTED in the future?

10. WHAT CONCLUSIONS can be drawn regarding the accident?

11. WHAT CORRECTIVE ACTION was taken?



## **VI. HAZARD EVALUATION AND CONTROL**

The Hazard Evaluation and Control Program at Hunter Employment (HE) includes the following:

### **A. PERIODIC SCHEDULED REVIEWS AND INSPECTIONS**

Hunter Employment will conduct regularly scheduled safety reviews and inspections. These inspections will be performed once per month and whenever HE enters a new work environment. The purpose of these inspections is to establish and maintain a collaborative effort with workplace management and supervisors to ensure that all identified hazards are corrected or controlled and to identify, correct, and control any new hazards that may have arisen.

### **B. UNSCHEDULED INSPECTIONS**

In addition to scheduled inspections and on-going review, HE will collaborate with workplace management in arranging for unscheduled inspections.

### **C. DAILY MONITORING**

On a daily basis, every HE supervisor and employee must continually monitor safety and health conditions of the workplace areas in which HE employees are engaged. Any potential safety and health concerns must be reported to the workplace supervisor and to the HE office at 1-800-501-2794.

### **D. REVIEW OF OSHA REGULATIONS**

Hunter Employment personnel have reviewed and are familiar with the provisions of OSHA safety orders relevant to HE client workplaces. Copies of these safety orders and OSHA regulations are kept in the HE offices. All HE supervisors must review, comply with, and train their employees regarding those portions of the safety orders that apply to their particular operations. See Section III.F—OSHA Regulations, above.

### **E. NEWLY DISCOVERED SAFETY AND HEALTH CONCERNS**

Hunter Employment responds to new workplace safety and health concerns as soon as they are discovered. Arrangements are made to inspect and investigate any new substance, process, procedure, or equipment introduced into the workplace, as well as when HE is made aware of a new or previously unrecognized hazard.

#### F. EMPLOYEE REPORTING OF HAZARDS

Employees are required to immediately report to the workplace supervisor AND to the HE office at 1-800-501-2794 any unsafe condition or hazard that they discover in the workplace. There will be no discrimination or disciplinary action against any employee who reports unsafe working conditions or workplace hazards. On the contrary, there will be appropriate recognition of employees who report hazardous work conditions.

Employees who wish to remain anonymous may report unsafe conditions or hazards by reporting without identifying themselves.

The employee who reported the hazard, if known, will be informed of the action that was taken to correct the hazard or the reasons why the condition was determined not to be hazardous.

#### G. HAZARDS THAT MAY CAUSE IMMINENT HARM

It is the intent of HE to cooperate fully in immediately abating hazards that give rise to a risk of imminent harm. When such a hazard exists that cannot be abated immediately without endangering employees or property, all exposed HE personnel will quickly remove themselves from the area of potential exposure, except those necessary to correct the hazardous condition or those who may be unavoidably involved in it.

Normally, HE employees will not be involved in correcting hazardous conditions that may cause imminent harm. The HE worker will, however, always protect himself or herself as well as company property should the need arise whatever the situation, including violence and harassment.

### **JOB SITE INSPECTION**

Work Site \_\_\_\_\_

Date of Inspection \_\_\_\_\_ Inspected By \_\_\_\_\_

**HAZARD NUMBER AND BRIEF DESCRIPTION:**

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**CORRECTIVE ACTION TO BE TAKEN, BY HAZARD NUMBER:**

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**CORRECTIVE ACTION ASSIGNED TO, BY HAZARD NUMBER:**

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DATE CORRECTED, BY HAZARD NUMBER:

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NOTES:

**HAZARD REPORT**

UNSAFE CONDITION OR UNSAFE ACT:

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DATE DISCOVERED: \_\_\_\_\_

LOCATION: \_\_\_\_\_

REPORTED TO: \_\_\_\_\_ DATE: \_\_\_\_\_

THIS HAZARD CAN BE CORRECTED BY DOING THE FOLLOWING:

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COMMENTS OR SUGGESTIONS:

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## VII. ENFORCEMENT

It should be noted that employees of Hunter Employment (HE) are employed at-will. This means that employees may resign at any time with or without notice and that employees can be dismissed at any time with or without cause.

Violation of HE safety rules, policies and procedures may result in disciplinary action, up to and including termination.

To ensure compliance with this Injury and Illness Prevention Program, HE has established the following in case of need:

### A. DISCIPLINARY PROCEDURES

1. **COUNSELING:** The supervisor counsels the employee, explaining what rules have been violated and what is expected from him or her in the future regarding safety.
2. **VERBAL WARNING:** The supervisor gives the employee a verbal warning. No formal written record is maintained at this point, but the supervisor may keep personal documentation of the verbal warning for future reference.
3. **REPRIMAND:** The supervisor gives the employee a written reprimand. A copy is given to the employee and the original will go into his or her personnel file.
4. **SUSPENSION:** The supervisor informs the employee in writing concerning a temporary suspension from work, when the suspension becomes effective, and how long it will last.
5. **TERMINATION:** Termination is the last resort of the disciplinary procedure. Before taking this final step, the supervisor makes sure that all facts regarding the case have been properly documented. Every effort is made to retain employees, but for those who refuse to conform to the HE safety rules, there is often no remedy but termination.

### B. GENERAL SAFETY RULES

Hunter Employment has established general safety rules that are to be followed by all employees. Violation of any of the rules in this section may result in disciplinary action, up to and including termination. These general rules are supplemented by specific safety rules for each job an employee may perform:

1. ACCIDENTS AND INCIDENTS – All accidents and incidents must be reported to your supervisor and to HE personnel at 1-800-501-2794 immediately.
2. HOUSEKEEPING – Maintain good housekeeping at all times, keeping equipment, tools, materials, and work areas clean and orderly.
3. CLOTHING – Wear appropriate clothing and shoes or boots. Eliminate loose fitting or dangling garments, loose clothing, or any article that has loose ends. Never wear jewelry when working with or near machinery.
4. PERSONAL PROTECTIVE EQUIPMENT – Wear personal protective equipment when required. Goggles, face shields, respirators, and such may be provided at the workplace when required for the job.
5. WALK, NEVER RUN – Watch your step. Wet floors are slippery. Concrete may seem to provide a good grip for your feet, but be diligent anyway when moving around in the workplace.
6. LIFTING AND CARRYING OBJECTS – Learn to lift the right way (see below). Heavy lifts are heavy. A 70-pound box of wet lettuce leaves is a two-man lift. If you think you need help, ask for it.
7. SAFETY SIGNS – Safety signs are posted throughout the workplace to remind everyone of safe practices. Observe and obey these instructions; they offer excellent advice.
8. FIRE AND EMERGENCY PROCEDURES – In case of fire or explosion, KNOW WHAT TO DO. Know what action to take. Know where to go.



9. HORSEPLAY – Horseplay is prohibited. Each year throughout the Nation many workers are seriously injured only because somebody wanted to laugh at them.

10. SEEK ADVICE – Do not hesitate to consult your supervisor when in need of safe working instructions.

11. MEDICAL AID – Report all injuries immediately, no matter how slight.

12. DRUGS OR ALCOHOLIC BEVERAGES – You will not be permitted to work when under the influence of drugs or alcohol. These items are strictly prohibited on the job or on the premises. If you come to work under the influence, you will be sent home. Two strikes and you are out. The workplace is not a ball park.

13. DEFECTIVE EQUIPMENT – Report any unsafe or broken tools or equipment to your supervisor immediately. Do not use defective equipment until after it has been repaired or replaced.

14. BOTTLES OR TRASH – Do not throw bottles and other trash on the floor. Use trash containers.

15. HAIR – Hair that hangs below the top of the shoulders must be tied back, covered, or put up when working around moving parts or machinery.

16. NO SMOKING – NO SMOKING IS ALLOWED IN WORK AREAS. NO EXCEPTIONS!

## VIII. MAKING SAFETY WORK FOR YOU

### A. HOW TO LIFT

Lifting and moving items from one place to another does not need to be complicated, but if it is done incorrectly, it may cause you injury. You can wrench your back or pull a muscle, or crush or pinch your hands or feet. Learn how to lift properly and protect yourself by lifting as follows:

1. Check the items or material to be lifted for nails, splinters, or rough strapping that might injure your hands.
2. Face the load.
3. Put one foot alongside the load and one foot behind.
4. Bend at the knees. Let your legs do the work.
5. Keep your back straight and your body as close to the load as possible.
6. Get a good, firm grip with the palms of your hands, and then lift by straightening your legs.
7. Avoid twisting as you turn with a load. Shift your feet instead.
8. Do not try to lift something above waist level in one motion. Set the load on a table or bench, then change your grip for lifting higher.
9. To put the object down, follow the lifting procedure in reverse.
10. If a load is too big or awkward or heavy for you to handle alone, get help. It's your back—protect it.

## B. HOW TO CARRY

1. Take the object with a firm grip. Watch out for tripping or slipping hazards in your path.
2. Take extra care on a platform, loading dock, or ramp because of the danger of falling off.
3. Be sure you can see where you are going. Use extra care on steps.
4. When carrying a load through a doorway, see that you have proper clearance so that you do not scrape or crush your hands.
5. Do not let a light load make you careless. A sudden move or twist can still cause you to pull a muscle.
6. Carry pipe, bar stock, rail, lumber, or any other long object on your shoulder. Keep the front end high so that you do not hit someone who is not watching where he or she is going, or who gets to a corner at the same time you do.
7. If the object to be carried is a long one and requires two people to carry it, each person should carry it on the same side of his or her body.
8. If two or more people carry a load, decide ahead of time how to handle it. One person, normally the one to the rear of the load, should act as leader and watch and coach the other.
9. When you hand an object to another person, be sure he or she has a good grip on it before you let go. Always use care in handling objects.

## C. EQUIPMENT AND MACHINERY

1. Do not operate any machine or equipment until you have received instructions.
2. Keep all guards in place when a machine is in operation.
3. Turn off machines prior to oiling, cleaning, or adjusting them.

4. Make sure everyone is clear before starting any machine.
5. Lock out electric power before performing maintenance or service on any machinery.
6. If you do not know how to do a job or operate a piece of machinery, do not operate it. Ask your supervisor.
7. Never use gasoline or diesel fuel to clean equipment or machinery.
8. Do not wear loose or torn clothing or tattered gloves near moving machinery.
9. Do not step on or over or crawl under moving belts.
10. Report all unsafe or broken tools or equipment immediately.
11. Keep switch panel areas clear at all times.
12. Know lockout rules regarding the particular piece of equipment or machinery you are operating.
13. Pay strict attention to safety labels attached to equipment and machinery.
14. Do not leave a repair job until all safety guards have been replaced.

## **IX. VEHICLE SAFETY**

The success of any vehicle safety program depends largely on capabilities of the drivers who operate motor vehicles as part of their jobs. It is the policy of Hunter Employment (HE) to create an atmosphere for safe vehicle operation by requiring HE drivers to follow the practices and rules in this section of our Safety Manual.

### **A. SAFE WORK PRACTICES**

1. All HE employees who operate motor vehicles as part of their jobs, whether the vehicles are owned, leased, or rented, must possess a valid and appropriate driver license.
2. All HE operators of motor vehicles must be familiar with, and abide by, all local, state, and federal transportation regulations.
3. All HE operators of motor on the job will be subject to a periodic Motor Vehicle Records review.
4. All vehicles must be equipped with seat belts and all HE operators are required to wear them at all times during vehicle operation.
5. It is strictly against HE company policy for employees to use or be under the influence of alcohol or drugs at work. Usage of these substances on the job will result in immediate dismissal. Vehicle operators under a doctor's care or who is taking prescription medicine must inform their supervisor prior to operating motor vehicles.

### **B. SAFETY RULES**

When operating vehicles on workplace property:

1. Operate all vehicles in a safe manner. Maintain slow speed and watch for pedestrians and other hazards that may be in the way of your intended route.

2. Watch where you are going. Be aware of your surroundings, especially in the vicinity of trees, poles, or other vehicles that may pose a hazard.

3. Reduce speed around turns and when driving through wet, muddy areas.

4. Do not permit unauthorized riders in the vehicle you are operating. Do not allow others to ride on or hang onto the exterior of the vehicle.

5. Do not let children ride on or play around vehicles.

6. Apply the parking/emergency brake when the vehicle is parked.

7. Use or operation of vehicles under repair is strictly limited to on-going repair work on the premises. All road test driving must be acknowledged and authorized by your supervisor. Do not use company vehicles to pull, push, tow, or jumpstart personal vehicles.

When operating vehicles on public roadways:

1. Make sure all vehicle safety equipment such as horn, mirrors, reflectors, signals, brakes, and so forth are functioning properly prior to use.

2. When operating agricultural equipment, make sure a “Slow Moving Vehicle” sign is attached. Use flashers and keep to the right shoulder where possible. Use turn signals and watch blind spots prior to turning.

3. Do not move any vehicle until clear of pedestrians, workers, bystanders, or children. Check around the vehicle to be certain there is adequate clearance prior to backing up.

4. If the vehicle breaks down while on the road, activate emergency flashers or place hazard markers at recommended intervals and seek a safe place to wait for assistance.

5. Do not attempt to make repairs on the road without the proper tools or equipment. Never work under a vehicle using a bumper jack to elevate and support it.

### C. INSPECTIONS AND MAINTAINANCE

1. All vehicles operated by HE employees on the job will be inspected on a regular basis and maintained by the HE client company. Necessary repairs are to be made by qualified mechanics.
2. Vehicles found to be unsafe or in disrepair are not to be used by HE employees until repaired.
3. Do not attempt to repair vehicles unless trained to do so and then only with instruction from your supervisor and using the proper tools and equipment.

### D. MOTOR VEHICLE ACCIDENTS

1. If involved in an accident, render assistance to any injured person as appropriate. If injured, stay in the vehicle. Do not attempt to get out unless there is a fire.
2. Remain at the scene of the accident unless seeking emergency assistance. Return to the scene immediately and wait for law enforcement and emergency personnel.
3. Provide the other driver and law enforcement officials with driver and insurance information. Valid and current insurance documents must be carried in the vehicle at all times.
4. Contact HE at 1-800-501-2794 immediately after reporting the accident to the proper authorities. Employees involved in accidents, no matter how slight, must file an accident report with HE.
5. Employees found to be responsible for motor vehicle accidents may be subject to disciplinary action as outlined in this safety manual under Section VII—Enforcement.

## **X. DOCUMENTATION**

### **A. RECORD KEEPING**

Hunter Employment (HE) keeps records regarding this Injury and Illness Prevention Program (IIPP) for 5 years. These records will include, but not necessarily be limited to, the following:

1. Safety Policy Statement
2. Periodic Employee and Supervisor Safety Meetings
3. Workplace Inspections
4. Employee Safety Training
5. Accident Investigation Reports
6. Supervisor Reports of Injury
7. Vehicle Safety Violations
8. Material Safety Data Sheets
9. OSHA Logs
10. Emergency Response Records
11. Employee Affidavits

### **B. EMPLOYEE AFFIDAVIT**

The Employee Affidavit is found on page 31 of this IIPP. It is an acknowledgement that the employee has been given a copy of this IIPP for review and explanation during HE orientation. By his or her signature, the employee agrees to comply with all of the HE work rules and safety procedures as a condition of employment.



**ACKNOWLEDGEMENT OF REVIEW AND ACCEPTANCE**

I, \_\_\_\_\_, ACKNOWLEDGE THAT I HAVE REVIEWED AND HAVE HAD EXPLAINED TO ME THE HUNTER EMPLOYMENT SERVICES (HE) INJURY AND ILLNESS PREVENTION PROGRAM. I UNDERSTAND ALL OF THE HE WORK RULES AND SAFETY PROCEDURES AND, AS A CONDITION OF EMPLOYMENT, I AGREE TO COMPLY WITH ALL OF THEM WITHOUT RESERVATION.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
HE Witness Signature

\_\_\_\_\_  
Date