

**Great Hire, Inc.**  
**Injury and Illness Prevention Program**

**(updated 12/20/2021)**

## **Program Introduction**

At Great Hire, our most valued resources are our employees, our customers, and the communities we serve. We are dedicated to providing a safe and healthful environment for employees and customers. In order to achieve an accident free workplace, an organized and effective Safety Program must be adhered to throughout the entire organization to be effective.

Great Hire is a staffing agency, and we work in partnership with our client sites to practice safe work habits and to provide joint safety training where appropriate.

Injuries can be prevented. We want YOU the employee, to return home safely each day after your shift.

## **Company Safety Manager**

The Company Safety Manager(s) for Great Hire is:

Jason Bivins

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In accordance with GREAT HIRE 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 GREAT HIRE:

1. Develop and implement rules of safe practices for each function within the company.
2. Develop and implement safe operating rules for use of electrical and mechanical equipment consistent with manufacturer's recommendations and specifications.
3. Develop and implement a system to encourage employees to report unsafe conditions immediately.
4. Conduct a thorough investigation of each accident, whether or not it results in an injury, to determine the cause of the accident and to prevent recurrence.
5. Instruct supervisors in safety responsibilities.
6. Develop and implement a program of employee safety education.
7. Conduct scheduled and unscheduled inspections to identify and correct unsafe working conditions. Special attention shall be given to notice of serious concealed dangers.
8. Maintain records of training, periodic inspections, corrective actions and investigations.

## Compliance

All employees, including managers and supervisors, are responsible for complying with safe and healthful work practices. Our system of ensuring that all workers comply with these practices include one or more of the following checked practices:

- ✓ Informing workers of the provisions of our IIP Program (website provided and hardcopy available in Great Hire's office.)
- ✓ Evaluating the safety performance of all workers.
- ✓ Recognizing workers who perform safe and healthful work practices.
- ✓ Providing training to workers whose safety performance is deficient.
- ✓ Disciplining workers for failure to comply with safe and healthful work practices.

## Communication

All managers and supervisors are responsible for communicating with all permanent and intermittent workers about occupational safety and health in a form readily understandable by all workers. Our communication system encourages all workers to inform their managers and supervisors about workplace hazards without fear of reprisal.

Upon hiring, management will identify any intermittent workers with special communication needs. Management will ensure that such a worker understands the safety and health requirements before being assigned to duties exposing them to workplace hazards.

Our communication system includes one or more of the following checked items:

- ✓ New worker orientation including a discussion of safety and health policies and procedures. Completed at the assigned job site by a supervisor.
- ✓ Review of our IIP Program.
- ✓ Workplace safety and health training programs.
- ✓ Regularly scheduled safety meetings at assigned job site.
- ✓ Posted or distributed safety information.
- ✓ Employees are encouraged to contact company safety manager with concerns regarding workplace hazards.

## Hazard Assessment

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

- Each client site where temporary workers may be placed.
- Each company office location.

Periodic inspections are performed according to the following schedule:

1. When we initially established our IIP Program;
2. When new substances, processes, procedures or equipment which present potential new hazards are introduced into our workplace;
3. When new, previously unidentified hazards are recognized;
4. When occupational injuries and illnesses occur;
5. 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
6. 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. Interviewing injured workers and witnesses;
2. Examining the workplace for factors associated with the accident/exposure;
3. Determining the cause of the accident/exposure;
4. Taking corrective action to prevent the accident/exposure from reoccurring; and
5. 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; and
2. When an imminent hazard exists which cannot be immediately abated without endangering worker(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

### **Training and Instruction**

All permanent and intermittent workers, including managers and supervisors, shall have training and instruction on general and job-specific safety and health practices. Training and instruction can be provided through a brief on-site safety meeting. Any 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 construction industry occupational safety and health training program approved by Cal/OSHA;
3. To all workers given new job assignments for which training has not previously 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 worker's job assignment.

Workplace safety and health practices for all industries using intermittent workers 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. Prevention of musculoskeletal disorders, including proper lifting techniques.
4. Information about chemical hazards to which workers could be exposed and other hazard communication program information.
5. Availability of toilet, hand-washing and drinking water facilities.
6. Provisions for medical services and first aid including emergency procedures.

### **Personal Protective Equipment Policy (PPE)**

To ensure the greatest possible protection for employees in the workplace, both Great Hire and employees need to help each other in establishing and maintaining a safe and healthful workplace.

Great Hire's Responsibilities:

- Performing a 'hazard assessment' at each client site to identify if PPE is required in order to keep assigned employees from injury and illness.
- Identifying and providing appropriate PPE for employees.
- Training employees in the use and care of the PPE.
- Maintaining PPE, including replacing worn or damaged PPE.

Employees Responsibilities:

- Properly wear assigned PPE
- Care for, clean and maintain PPE
- Inform a supervisor if PPE needs to be repaired or replace
- Encourage fellow employees to wear their PPE appropriately

### **Foot Protection Program**

1. Each client job site is to be assessed to determine if specialized foot protection is needed.
2. Appropriate foot protection shall be required for employees who are potentially exposed to foot injuries from electrical hazards, hot, corrosive, poisonous substances, falling objects, crushing or penetrating actions, as well as those employees assigned to work in abnormally wet locations.
3. Crush Protective footwear (aka steel toe boots) is required for all employees operating a forklift, or who work in close to proximity to a forklift.

4. It is the responsibility of the employee to purchase and wear the footwear deemed necessary for each job site. Employees will be informed prior to assignment if specialized shoes are required. Employees are able to purchase protective footwear through our 'Shoes for Crews' program. This is an affordable option for everyone to be protected sufficiently.

## **Your Safety Rights**

You have several important rights concerning safety, which are protected by federal, state and local laws that you should be aware of. They are:

- The right to a safe work-place free from recognized hazards
- The right to request information on safety and health hazards in the workplace, precautions that may be taken, and procedures to be followed if an employee is injured or exposed to toxic substances.
- The right to know about the hazards associated with the chemicals you work with, and the safety procedures you need to follow to protect yourself from those hazards.
- The right to question any instruction which requires you to disobey a safety rule, which puts yourself or someone else in unnecessary danger of serious injury, or requires you to perform a task for which you have not been trained to safely perform.
- The right of freedom from retaliation for demanding your safety rights.
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## ***Covid-19 Infection Prevention Measures Interim Guidance***

To avoid infection and transmission of the Covid-19 virus we are establishing the following interim guidance to ensure our employees safety. Please note that guidance is constantly changing and evolving and that this is not an exhaustive list of all guidance. Please frequently visit the CDC website for updates: <https://www.cdc.gov/coronavirus>.

**\*\*Please note that CA mandatory masking requirements for vaccinated and un-vaccinated employees apply from 12/15/21 – 01/15/22. As these dates may and frequently do change mandatory masking for all employees will be required until further notice.**

- If you are sick or feeling sick please stay home and inform us of your reason for absence
- If you have a frequent cough, fever of over 100.4 degrees Fahrenheit, difficulty breathing, chills, muscle pain, headache, sore throat, cough, congestion or runny nose, nausea or vomiting, diarrhea or recent loss of smell please visit your local medical center or physician for Covid-19 testing.
- Please remain home and do not report to your work assignment for at least 3 full days have passed with no fever or acute respiratory symptoms and at least 10 days have passed since the symptoms have occurred
- Follow any mandatory medically advised or local ordinance quarantine if you test positive for Covid-19
- Promptly report any recurrence of symptoms after returning from work following an illness
- Practice physical distancing of at least 6 feet from co-workers at all times possible.
- Wear protective face coverings. Double layer required. If you do not have your own preferred face coverings we can provide one for you.
- Practice proper cough and sneeze etiquette
- Wash hands with soap and water for at least 20 seconds, after interacting with other persons and after contacting shared surfaces or objects.
- Avoid touching eyes, nose, and mouth with unwashed hands

Extra cleaning and sanitization is being conducted by us as well as our client worksites. If you feel at any time proper guidelines are not being followed or enforced contact us immediately so that we may address the issue and ensure you are being provided a safe work environment.

## **COVID-19 Prevention Program (CPP) for Great Hire Inc.**

This CPP is designed to control employees' exposures to the SARS-CoV-2 virus (COVID-19) that may occur in our workplace.

**Date:** 12/20/2021

### **Authority and Responsibility**

**Jason Bivins** has overall authority and responsibility for implementing the provisions of this CPP in our workplace. In addition, all managers and supervisors are responsible for implementing and maintaining the CPP in their assigned work areas and for ensuring employees receive answers to questions about the program in a language they understand.

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

### **Identification and Evaluation of COVID-19 Hazards**

We implement the following in our workplace:

- Conduct workplace-specific evaluations using the **Appendix A: Identification of COVID-19 Hazards** form.
- Document the vaccination status of our employees by using **Appendix E: Documentation of Employee COVID-19 Vaccination Status**, which is maintained as a confidential medical record.
- Evaluate employees' potential workplace exposures to all persons at, or who may enter, our workplace.
- Develop COVID-19 policies and procedures to respond effectively and immediately to individuals at the workplace who are a COVID-19 case to prevent or reduce the risk of transmission in the workplace . **Social distancing when practical, use of masks, frequent hand washing, and not reporting to work when sick or symptomatic are included but not limited to precautions taken to minimize the spread of Covid-19 at our work-sites.**
- Review applicable orders and general and industry-specific guidance from the State of California, Cal/ OSHA, and the local health department related to COVID-19 hazards and prevention.
- Evaluate existing COVID-19 prevention controls in our workplace and the need for different or additional controls.
- Conduct periodic inspections as needed to identify and evaluate unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with our COVID-19 policies and procedures.

### **Employee participation**

Employees and their authorized employees' representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards by reporting any conditions that they believe are not in the best interest of their health at any particular work-site to their designated Great Hire representative.

### **Employee screening**

We screen our employees and respond to those with COVID-19 symptoms by: **Working with individual client work-sites where our employees have job-assignments to ensure safety precautions are being taken based on their individual facility set-up and work flow.**

## Correction of COVID-19 Hazards

Unsafe or unhealthy work conditions, practices or procedures are documented on the **Appendix B: COVID-19 Inspections** form, and corrected in a timely manner based on the severity of the hazards, as follows:

## Control of COVID-19 Hazards

### Face Coverings

We provide clean, undamaged face coverings and ensure they are properly worn by employees that are not fully vaccinated when they are indoors or in vehicles, and where required by orders from the California Department of Public Health (CDPH). **We work with work-site company supervisors to make sure their site requirements are consistent with local face covering ordinances while at the work-site.**

Employees required to wear face coverings in our workplace may remove them under the following conditions:

- When an employee is alone in a room or a vehicle.
- While eating or drinking at the workplace, provided employees are at least six feet apart and outside air supply to the area, if indoors, has been maximized to the extent feasible.
- Employees are required to wear respirators in accordance with our respirator program that meets section 5144 requirements.
- Employees who cannot wear face coverings due to a medical or mental health condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person. Such employees will wear an effective, non-restrictive alternative, such as a face shield with a drape on the bottom, if their condition permits it.
- Specific tasks that cannot feasibly be performed with a face covering. This exception is limited to the time in which such tasks are being performed.

Any employee not wearing a required face covering or allowed non-restrictive alternative, will be at least six feet apart from all other persons unless the unmasked employee is either fully vaccinated or tested at least weekly for COVID-19.

We will not prevent any employee from wearing a face covering when it is not required unless it would create a safety hazard, such as interfering with the safe operation of equipment.

Face coverings will also be provided to any employee that requests one, regardless of their vaccination status.

- **Air and ventilation systems that adhere to Applicable orders and guidance from the State of California and your local health department related to COVID-19 hazards and prevention, including CDPH's Interim Guidance for Ventilation, Filtration, and Air Quality in Indoor Environments.**
- **Frequent temperature screening.**

### **Cleaning and disinfecting**

We implement the following cleaning and disinfection measures for frequently touched surfaces and objects, such as doorknobs, elevator buttons, equipment, tools, handrails, handles, controls, phones, headsets, bathroom surfaces, and steering wheels:

- **Ensuring adequate supplies and adequate time for frequent hand washing**
- **Informing the employees and authorized employee representatives of the frequency and scope of cleaning and disinfection.**
- **Reference section 3205(c)(7)(B) for details]**

Should we have a COVID-19 case in our workplace or work-site, we will implement the following procedures:

#### **Enhanced professional cleaning and sanitization**

**Working with specific work-sites to ensure enhanced cleaning and sanitization exist**

### **Hand sanitizing**

To implement effective hand sanitizing procedures, we:

- **Encouraging and allowing time for employee handwashing.**
- **Encouraging employees to wash their hands for at least 20 seconds each time.]**

### **Personal protective equipment (PPE) used to control employees' exposure to COVID-19**

We evaluate the need for PPE (such as gloves, goggles, and face shields) as required by section 3380, and provide and ensure use of such PPE as needed.

Upon request, we provide respirators for voluntary use to all employees.

We provide and ensure use of respirators in compliance with section 5144 when deemed necessary by Cal/OSHA if applicable to any work-site.

We also provide and ensure use of eye and respiratory protection when employees are exposed to procedures that may aerosolize potentially infectious material such as saliva or respiratory tract fluids if applicable to any work-site.

### **Testing of symptomatic employees**

We make COVID-19 testing available at no cost to employees with COVID-19 symptoms, during employees' paid time.

## **Investigating and Responding to COVID-19 Cases**

We have developed effective procedure to investigate COVID-19 cases that include seeking information from our employees regarding COVID-19 cases, close contacts, test results, and onset of symptoms.

We also ensure the following is implemented:

**Verbal or written communication of known close contact will be communicated to employees based on practical remote work-site capabilities. Expediency will be priority in determining this method.**

- **Employees that had a close contact are offered COVID-19 testing at no cost during their working hours, excluding:**
- **The information on benefits described in Training and Instruction, and Exclusion of COVID-19 Cases, below, will be provided to employees.**
- **Written or verbal notice within 1 day of your knowledge of a COVID-19 case that people at the worksite may have been exposed to COVID-19. This notice will be provided to all employees (and their authorized representative), independent contractors and other employers at the worksite during the high-risk exposure period.**

## **System for Communicating**

Our goal is to ensure that we have effective two-way communication with our employees, in a form they can readily understand, and that it includes the following information:

- Who employees should report COVID-19 symptoms, possible close contacts and hazards to, and how. **Report to your site-supervisor and/or Great Hire representative.**
- Employees can report symptoms, possible close contacts and hazards without fear of reprisal.
- Employees with medical or other conditions that put them at increased risk of severe COVID-19 illness can request accommodations by communicating these conditions to their Great Hire representative verbally or in writing at any time.
- Access to COVID-19 testing when testing is required. Based on your geographic location your Great Hire representative can direct you to a local testing site if you have not already sought out testing on your own

## Training and Instruction

We provide effective employee training and instruction that includes:

- Our COVID-19 policies and procedures to protect employees from COVID-19 hazards, and how to participate in the identification and evaluation of COVID-19 hazards.
- Information regarding COVID-19-related benefits (including mandated sick and vaccination leave) to which the employee may be entitled under applicable federal, state, or local laws.
- The fact that:
  - COVID-19 is an infectious disease that can be spread through the air.
  - COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth.
  - An infectious person may have no symptoms.
- The fact that particles containing the virus can travel more than six feet, especially indoors, so physical-distancing, face coverings, increased ventilation indoors, and respiratory protection decrease the spread of COVID-19 and are most effective when used in combination.
- The right of employees that are not fully vaccinated to request a respirator for voluntary use, without fear of retaliation, and our policies for providing the respirators. Employees voluntarily using respirators will be trained according to section 5144(c)(2) requirements:
  - How to properly wear them.
  - How to perform a seal check according to the manufacturer's instructions each time a respirator is worn, and the fact that facial hair can interfere with a seal.
- The importance of frequent hand washing with soap and water for at least 20 seconds and using handsanitizer when employees do not have immediate access to a sink or hand washing facility, and that hand sanitizer does not work if the hands are soiled.
- Proper use of face coverings and the fact that face coverings are not respiratory protective equipment. Since COVID-19 is an airborne disease, N95s and more protective respirators protect the users from airborne disease, while face coverings primarily protect people around the user.
  - The conditions where face coverings must be worn at the workplace.
  - That face coverings are additionally recommended outdoors for people who are not fully vaccinated if six feet of distance cannot be maintained.
  - Employees can request face coverings and can wear them at work regardless of vaccination status and without fear of retaliation.
- COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.
- Information on our COVID-19 policies and how to access COVID-19 testing and

vaccination, and the fact that vaccination is effective at preventing COVID-19, protecting against both transmission and serious illness or death.

**Regular on-site training and education is provided in addition to your initial orientation. Our IIPP is updated as necessary and can be found online 24/7 at the following link or you can scan the QR code below with your phone for easy access. If a paper copy is desired please request from your Great Hire representative. <http://bit.ly/iipp2>**



## **Exclusion of COVID-19 Cases and Employees who had a Close Contact**

Where we have a COVID-19 case or close contact in our workplace, we limit transmission by:

**Ensuring that Covid-19 cases are excluded from the workplace until our return to work requirements are met.**

Excluding employees that had a close contact from the workplace until our return-to-work criteria have been met, with the following exceptions:

- Employees who were fully vaccinated before the close contact and who do not develop COVID-19 symptoms.
- COVID-19 cases who returned to work per our return-to-work criteria and have remained free of COVID-19 symptoms, for 90 days after the initial onset of COVID-19 symptoms, or for COVID-19 cases who never developed COVID-19 symptoms, for 90 days after the first positive test.
- For employees excluded from work, continuing, and maintaining employees' earnings, wages, seniority, and all other employees' rights and benefits.
- Providing employees at the time of exclusion with information on available benefits.

## **Reporting, Recordkeeping, and Access**

It is our policy to:

- Report information about COVID-19 cases and outbreaks at our workplace to the local health department whenever required by law, and provide any related information requested by the local health department.
- Maintain records of the steps taken to implement our written COVID-19 Prevention Program in accordance with section 3203(b).
- Make our written COVID-19 Prevention Program available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.
- Keep a record of and track all COVID-19 cases in conjunction with our job-assignment company locations.

## **Return-to-Work Criteria**

- **COVID-19 cases with symptoms** will not return to work until all the following have occurred:
  - At least 24 hours have passed since a fever of 100.4 °F. or higher has resolved without the use of fever-reducing medications, and
  - COVID-19 symptoms have improved, and
  - At least 10 days have passed since COVID-19 symptoms first appeared.

- **COVID-19 cases who tested positive but never developed symptoms** will not return to work until a minimum of 10 days have passed since the date of specimen collection of their first positive COVID-19 test.
- A negative COVID-19 test will not be required for an employee to return to work once the requirements for “cases with symptoms” or “cases who tested positive but never developed symptoms” (above) have been met.
- Persons who had a close contact may return to work as follows:
  - Close contact but never developed symptoms: when 10 days have passed since the last known close contact.
  - Close contact with symptoms: when the “cases with symptoms” criteria (above) have been met, unless the following are true:
    - The person tested negative for COVID-19 using a polymerase chain reaction (PCR) COVID-19 test with specimen taken after the onset of symptoms; and
    - At least 10 days have passed since the last known close contact, and
    - The person has been symptom-free for at least 24 hours, without using fever-reducing medications.
- If an order to isolate, quarantine, or exclude an employee is issued by a local or state health official, the employee will not return to work until the period of isolation or quarantine is completed or the order is lifted.

## **Recordkeeping**

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 illness prevention training. Documentation of Human Resources Related training (i.e. sexual harassment prevention, dispute resolution.)

Inspection records and training documentation will be maintained for one year, except for training records of workers who have worked for less than one year.

**Injury and Illness Prevention Program  
Review & Updates**

**DATE: 12/1/2017**

**DESCRIPTION: Manual review**

**SIGNATURE: Jason A. Bivins (President)**

**DATE: 3/1/2018**

**DESCRIPTION: Manual Review / update**

**SIGNATURE: Jason A. Bivins (President)**

**DATE: 4/1/2019**

**DESCRIPTION: Review**

**SIGNATURE: Hugo Villalpando (Safety Mgr)**

**DATE: 5/8/2020**

**DESCRIPTION: Covid Update**

**SIGNATURE: Jason A. Bivins (President)**

**DATE: 10/14/2020**

**DESCRIPTION: Covid Update**

**SIGNATURE: Jason A. Bivins (President)**

**DATE: 07/01/2021**

**DESCRIPTION: Covid Update**

**SIGNATURE: Jason A. Bivins (President)**

**DATE: 12/20/2021**

**DESCRIPTION: Covid Update**

**SIGNATURE: Jason A. Bivins (President)**

**DATE:**

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