

# **Ursa Information Systems**

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

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## Management Responsibilities

### ***Responsibilities***

**Management**—Responsible for implementation and maintenance of the Injury Illness and Prevention Program (IIPP) at Ursa Information Systems. Responsibilities include, but are not limited to the following:

1. Coordinate all IIPP program activities.
2. Verify that corrective measures on identified hazards are completed in a timely fashion.
3. Review incident investigation reports and verify that corrective actions have been completed.
4. Maintain an annual (OSHA 300A) safety bulletin board and verify that required insurance, safety, and other regulatory notices are posted.
5. Follow OSHA record keeping requirements and accident reporting requirements.
6. Act as a resource to employees on matters of safety and health.
7. Track safety and health legislation and regulatory requirements affecting company operations and programs.
8. Develop implementation plans for necessary IIPP enhancement.
9. Serve as a technical resource to company locations on matters of safety and health.
10. Monitor implementation of the IIPP.
11. Develop risk reduction strategies for high-risk exposures.
12. Act as the representative between the Company and outside safety agencies.
13. Develop a strong, positive attitude toward safety in all personnel.
14. Be familiar with hazards and safe work policies affecting employees and processes under their supervision.
15. Regularly inspect department for workplace hazards and report hazards immediately.

**Employees**—All employees are required to conduct themselves in a manner that is consistent with company policies and procedures. To fulfill this duty, each employee must act as follows:

1. Comply with all policies and procedures published by the Company and as described in the employee handbook.
2. Immediately report all workplace accidents, injuries, or illnesses.
3. Immediately report all hazards to their supervisor.

## **Incident Reporting and Investigation**

### ***Incident Reporting Policy***

Prompt and thorough reporting of employee injuries and illnesses is crucial in our efforts to control accident costs. Key points of the incident reporting policy for the Ursa Information Systems are as follows:

- Employees are required to immediately report all instances of injury or illness to their immediate supervisor.
- When an injury or illness is reported, the immediate supervisor is responsible for promptly reporting the injury to Senior Management and making sure the employee receives prompt medical attention. Medical attention must be offered to any injured employee, despite the severity of the injury.
- The employee and management will complete the incident investigation report and DWC1 (if applicable) or specific state forms and fax or mail them to the insurance company claims adjuster in a timely manner.
- Management review the incident investigation report and follow up to make sure the safety hazard has been reduced or eliminated.
- Upon returning to work, the employee must provide a doctor's release, including any limitations or work restrictions. Employees returning to work without a doctor's release will not be allowed to work until the doctor's release is provided.
- Serious injuries or fatalities must be reported **immediately** to Senior Management because such an occurrence may need to be reported to OSHA within eight hours of the serious injury or fatality.

### ***California Special Reporting Procedures***

In California, employers are required to give employees an Employee Claim for Workers' Compensation Benefits form (DWC1) within 24 hours of receiving notice or knowledge of the injury.

- After the employee completes their portion of the Employee Claim for Workers' Compensation Benefits form (DWC1), Management will complete and sign the employer portion.
- After both portions of the form are complete, the employee will be given a copy acknowledging the form has been completed by the employer.
- The insurer's copy will be sent to the insurance company claims adjuster for their file.

### ***Incident Investigation Policy***

All work-related injuries, illnesses, complaints, and near misses (unplanned events that do not result in injury, financial loss, or property damage) shall be reported by employees and investigated. Management will complete a thorough incident investigation using the incident investigation report. The investigation should be completed in a timely manner after acknowledgement of the incident.

Management will investigate all work-related accidents, injuries, and illnesses using the following procedures when applicable:

- Implement temporary control measures to prevent any further injuries to employees.
- Review the equipment, operations, and processes to gain an understanding of the accident situation.
- Identify and interview each witness and any other person who might provide clues to the accident's causes.
- Identify root causes of unsafe conditions and unsafe acts that contributed to the accident.
- Complete the incident investigation report.
- Provide recommendations for corrective actions.
- Indicate the need for additional or remedial safety training.

Senior Management will review the incident investigation report to ensure completeness and accuracy.

## **Hazard Identification and Correction**

### ***Safety and Health Inspection Policy***

Effective identification and correction of workplace hazards is imperative to the success of our safety efforts. Our program does not limit hazard identification responsibilities to the management/supervisory level but encourages and requires employee involvement to help maintain a safe work environment by reporting hazards to management. **To this end, there will be no retaliation against any employee who reports a workplace hazard.** Our definition of a workplace hazard includes not only unsafe conditions or processes but also unsafe work practices by employees or others.

**Ongoing Workplace Review**—Employees are encouraged to inspect and monitor their work areas. Any potential safety or health concerns that cannot be immediately corrected should be reported to management.

### ***Hazard Abatement***

When the corrective action for a workplace hazard involves multiple steps or cannot be completed promptly, an action plan will need to be developed. It is the intention of the company to attempt to abate all hazards and unsafe work practices immediately, if possible.

When an imminent hazard cannot be abated immediately without endangering employees and/or property, all exposed personnel will be removed from the area of potential exposure, except those necessary to correct the hazardous condition. All employees involved in correcting the hazardous condition will be provided the necessary training and safeguards.

## ***Hazard Reporting***

All employees have the right and responsibility to report unsafe conditions or work practices that represent an exposure to injury or illness to themselves or other employees. Such reports by an employee should normally be made to the immediate supervisor. The report may be verbal or written and should include adequate information to accurately locate and correct the hazard.

## **Safety Guidelines**

Ursa Information Systems has established safety guidelines for the safety of all employees. These guidelines exist to provide a safe working environment and to prevent accidents and injuries. As a condition of employment and continued employment, employees are expected to observe and comply with all company policies and procedures, both general and specific to the department and/or job.

The safety guidelines can be reviewed via the Ursa Information Systems Employee Handbook.

## ***Ergonomic Guidelines***

### **Purpose**

The purpose of the ergonomic guidelines is to assist employees in understanding how to work in a safe manner. Ursa Information Systems is and has always been concerned about the health of its employees. When it comes to job-related medical conditions, a repetitive motion injury (RMI) is one area in which we wish to emphasize preventive measures. Ursa Information Systems goal is to create a safe work environment that maximizes efficiency through proper ergonomics.

To eliminate or reduce the potential for discomfort, knowledge of proper techniques is necessary. Getting "computer fit" is designed to help prevent possible injuries as well as achieve proper ergonomics at employees' workstations. It is important that employees take responsibility for their own well-being and the proper adjustment of their work environment. Through proper ergonomics, potential discomfort and injuries may be reduced, prevented, and even eliminated.

### **Promoting Safe Work Practices**

There are several ergonomic factors associated with achieving proper ergonomic position:

- Proper alignment while working at the computer workstation
- Achieving a neutral, comfortable posture
- Proper positioning of equipment while working
- Being aware of the duration of certain activities
- Understanding the repetition of activities
- Proper pressure and force while working

- Being aware of personal activities outside of work that could affect proper ergonomics

### **Specific Prevention Strategies and Support Elements**

Cooperation and communication are required from all segments of Ursa Information Systems to develop and maintain a safe work environment for employees. Over a period of time, consistent application of the principles, policies, and procedures discussed in this document will reduce lost time and provide a more productive and motivated workforce.

The following link provides an e-Tool for you to evaluate your workstation.

<https://www.osha.gov/SLTC/etools/computerworkstations/index.html>

If potential work-related injuries arise, employees are expected to report the injury or discomfort as soon as possible. Management will follow up with appropriate action to assist.

## **Employee Communication**

**Open door policy**—This informal communication policy encourages employees to report safety concerns without fear of reprisal.

**Posters**—Posters will be supplied by Management to maintain safety awareness and reinforce key safety and health issues.

**Ursa Information Systems Google Drive**—All safety guidelines are posted on Ursa Information Systems Google Drive systems for viewing.

**Hazard reporting**—Employees are encouraged to report workplace hazards to their supervisors immediately. Reported workplace hazards will be reviewed by Management and corrected. A representative from Management will then respond to the employee once the hazard has been corrected.

## **Disciplinary Program**

### ***Disciplinary Action Policy***

Our commitment to providing a safe work environment requires that our safety program include enforcement procedures to ensure employee compliance with company policies and procedures.

Violations of, or failure to comply with, company policies and procedures may result in corrective action up to and including termination of employment.

The appropriate Management staff member is to be consulted prior to taking any disciplinary action following any violation of company policy.

## Record Keeping

### ***IIPP Record Keeping Requirements***

OSHA regulations require that records be kept of the steps taken to establish and maintain the Injury and Illness Prevention Program. Following are the minimum record keeping requirements adopted by the company:

A. Injury and Illness Prevention Program Records

Owners will retain the following records on file for at least **three (3) years**:

1. Master copy of the IIPP (with all changes and revisions). A copy of the current IIPP will be available to all employees at each location via Ursa Information Systems Google Drive.
2. Documents that verify that Ursa Information Systems has maintained ongoing two-way communication with employees, including, but not limited to, the following:
  - Communications to employees on safety and health issues
  - Employee suggestions and responses
3. All records of inspections/investigations including date, name of person who performed the inspection/investigation, the unsafe conditions and work practices identified, and the corrective measures taken and date(s) of correction. Records covered under this section include the following:
  - Restricted access to incident investigation reporting by Management

## Additional Safety Guidelines

**Whenever substances, processes, procedures, or equipment are introduced to the workplace or whenever management is made aware of a new or previously unrecognized hazard—** Management is responsible for promptly reporting to Senior Management whenever a new substance (e.g., chemical), new work procedure or technique, and/or new equipment is introduced that may pose a safety risk. Reporting means include written memo or company email.

Senior Management will document introduction of the new chemical, work procedure/technique, and/or new equipment including Safety Data Sheet (SDS) for safety reporting. It is Senior Management's responsibility to maintain all related information after implementing an inspection and perform any follow-up necessary on corrective action(s) to minimize or eliminate the hazard.

### ***Ladders and Step Ladders***

1. Do not use a chair as a ladder.



2. Do not use ladders that have loose rungs, cracked or split side rails, missing rubber footpads, or other visible damage. Report such damaged equipment immediately.
3. Do not use a metal ladder when working around electricity (e.g., changing light bulbs).
4. Do not place a ladder in a passageway or doorway without posting warning signs or cones that detour employee traffic away from the ladder.
5. Only one person may stand on the ladder at a time.
6. Face the ladder when climbing up or down and do not lean backward or sideways from the ladder.
7. Maintain a three-point contact by keeping both hands and one foot or both feet and one hand on the ladder at all times when climbing up or down.
8. Do not move a rolling ladder while someone is on it.
9. Do not place ladders on an unstable base.
10. Do not carry items in your hands while climbing up or down a ladder.
11. Do not try to "walk" a ladder by rocking it. Climb down the ladder, then move it.

### ***Electrical***

12. Never tamper with electrical equipment.
13. Inspect electrical cords before use and report any electrical problems, frayed cords, or exposed wiring immediately.
14. All electrical equipment should be plugged into appropriate wall receptacles or into an extension of only one cord of similar size and capacity.
15. All cords running into or across walk areas must be taped down or covered with rubber protectors to preclude them from becoming tripping hazards.
16. Keep papers and other combustible materials away from electrical cords.
17. Only licensed electricians are to make electrical repairs, modifications, or equipment installations.

### ***Fire Protection and Hazardous Materials***

18. Towels used to clean up flammable liquids or chemicals are to be deposited in specified metal containers with fire-safe metal covers.
19. Always keep cleaning solvents, flammable liquids, or toxic chemicals in appropriate closed containers when not in use.
20. Always store flammable liquids in approved flammable-liquid cabinets. Ensure such cabinets are properly grounded.
21. Do not store any combustible material(s) in flammable liquid cabinets.
22. Do not store more than one gallon of flammable liquid outside a flammable liquid cabinet at any given time.
23. Keep firefighting equipment and fire exits clear and ready for immediate use.
24. Know the evacuation routes from your work area.
25. Do not eat in areas where hazardous chemicals are present.