

Chapter 1 IF A JOB INJURY/ILLNESS OCCURS

EMPLOYEE RESPONSIBILITY:

1. You are required to notify your immediate supervisor and the Personnel Department immediately or as soon as reasonably possible.
2. You are required to complete a form called "EMPLOYEE'S CLAIM FOR WORKERS' COMPENSATION BENEFITS".
3. You are required to cooperate with your immediate supervisor and / or Director of Safety to investigate and determine the cause of your loss and how it will be prevented from occurring again.

WORKERS' COMPENSATION BENEFITS INCLUDED.....

You are automatically protected by Workers' Compensation Insurance. California law provides certain benefits to employees who are injured or become ill because of their job.

MEDICAL CARE:

All medical treatment required to cure your injury or illness is provided without any deductible or dollar limit to you, the employee. You should never see a bill, since all bills are paid directly to the medical providers.

Your employer will arrange for medical care, usually by a specialist for the particular injury. If you want to change doctors, please ask your supervisor. Thirty days after reporting the injury, you can be treated by a doctor of your choice or you can be treated by your own personal physician if you have notified your employer in writing before the injury.

PAYMENT FOR LOST WAGES:

Employees disabled by job injuries or illness receive tax-free income while unable to work. The payments are two-thirds of your average weekly pay, up to the maximum set by state law. Payments are not made for the first three days, however, if you are hospitalized, the three day waiting period does not apply or if you are not able to work more than 21 days, you will be compensated for the first three day waiting period.

PERMANENT OR PARTIAL DISABILITY:

Additional payments will also be made after your recovery if the injury or illness results in permanent handicap.

REHABILITATION:

If the injury or illness prevents you from returning to your usual job, you may be eligible for vocational rehabilitation.

DEATH:

If a death occurs, arising out of your job, a death benefit is paid to your surviving dependents, if any. The amount of death benefit is set by state law.

EMPLOYER WORKERS' COMPENSATION COSTS:

Workers' Compensation Insurance, which provides the Workers' Compensation benefits, is paid for by our company. This protection for you is very expensive and the cost of the insurance will vary by safety record of this company. There are substantial, additional direct costs to this company if you are injured. In addition to your personal safety and health, the safe operations of this company affect the success or failure of this company and your ability to maintain stable employment.

OUR INJURY AND ILLNESS PREVENTION PROGRAM

AUTHORITY AND RESPONSIBILITY FOR OUR PROGRAM:

- A. The Safety Director is responsible for implementing, managing and controlling our Injury and Illness Prevention Program. The enclosed information will be enhanced and explained where needed.
- B. Management and all employees are responsible through every activity of this company to prevent any injury or illness to themselves, to other employees and to the public. It is expected that every employee will perform every operation in a safe manner so that they do not injure themselves, other employees or members of the public.
- C. At every job location away from the main location, involving more than one employee, one specific employee will be designated responsible for our Injury and Illness Prevention Program.
- D. A copy of our Injury and Illness Prevention Program will be available at every job location.

OUR PROCEDURES FOR ENSURING EMPLOYEE COMPLIANCE:

- E. All new employees will be trained and re-trained as follows:
 - 1. Each new employee will be indoctrinated and properly informed of the safety prevention program of this company.
 - 2. Each new employee and existing employee will sign a statement declaring that they have read our Injury and Illness Prevention Program, and that they understand the program and agree to adhere to its provisions, including the penalties and disciplinary actions that will be taken if the program is violated.
 - 3. Each new employee will be trained by their immediate supervisor in the safe operations of all activities that they will be involved in.
 - 4. Each employee will have an annual review of the safe operations of activities that they are involved in by their immediate supervisor. Additional reviews will be done as needed.
 - 5. Management will provide an “Employee Suggestion Box” whereby all employees are encouraged to:
 - a. Anonymously report the unsafe actions, conditions or operations of any other employee involving the operations of this company.
 - b. Anonymously, or otherwise, make recommendations for other ways to improve the operations, morale, safety and profit of this company.
- B. Disciplinary action for not adhering to our Injury and Illness Prevention Program:

1. If an employee has caused or contributed to any injury to themselves, another employee or member of the public, including bodily injury and /or property damage, is observed not following verbal or written safety procedures, guidelines, rules, engaging in horse play, failure to wear selected personal protective equipment, abuse of selected personal protective equipment, or any other unsafe action, they will:
 - a. First observed unsafe act or operation by any employee: A verbal discussion of the cause, the rule that was violated and the corrective action to be taken.
 - b. Second or subsequent observed unsafe act or operation by an employee: A verbal discussion of the cause, the rule that was violated and the corrective action to be taken, and a **written report** in the employee's personnel file.
 - c. First time total loss under \$500 - -A verbal discussion of the cause, the rule that was violated and the corrective action to be taken with a report filed in employee's personnel file.
 - d. Any employee with two or more written reports on unsafe acts, operations or actual injuries or losses that they caused or contributed to, will be subject to one day off without pay subject at the discretion of management concerning the seriousness and potentiality for loss resulting from the unsafe act or operation.
 - e. A second occurrence involving time off without pay and possible termination at the discretion of management.
 - f. A third situation involving time off without pay will result in termination.
 - g. Physical inspections by Sign Designs, Inc. management that indicates violations showing overall lack of commitment to company safety goals will be under the sale level of disciplinary actions.

DRUG AND ALCOHOL POLICY

Any employee reporting to work, during work and /or performing any company operation under the influence of drugs or alcohol will be subject to automatic termination. If employee has identified that they have any kind of a problem that interferes with safe efficient and effective operations of this company, management will work with that employee within the "reasonable" means of the company to prevent the problem from existing. However, if the problem interferes or has the potential of interfering with safe, effective and efficient operations of this company, termination is at the discretion of management.

Reasonable Suspicion - Sign Designs has a trained Reasonable Suspicion Officer (RSO) who can initiate a drug and alcohol test if there is a reasonable suspicion that an employee is under the influence of a substance. The RSO will observe behavior including, but not limited to:

- observing the employee consume the prohibited substance
- erratic behavior, absenteeism, tardiness or poor performance
- contributing to a workplace accident
- observing physical indicators, such as dilated pupils, a staggered walk or an odor

Random Testing – All employees are subject to random drug and alcohol testing. There are 2 categories of testing, DOT and Non-DOT.

The Department of Transportation (DOT) requires Sign Designs to enroll all regulated drivers in a random consortium through an authorized drug testing center. Drivers are chosen randomly from among several companies for periodic testing of substances according to Federal regulations. The company results are compiled immediately, and reported annually.

All non-DOT employees are randomly selected for 10-Panel drug, and alcohol breath testing through an authorized testing center. The results are reported to Sign Designs HR department, where results are kept confidential and separate from the regular personnel file.

Any employee testing positive for a tested substance is subject to disciplinary action, up to and including termination.

OSHA 300 Reporting - Sign Designs records all work-related injuries, illnesses, and fatalities upon occurrence. Each recordable injury or illness is be entered on an OSHA 300 Log and 301 Incident Report within seven (7) calendar days of receiving information that a recordable injury or illness has occurred.

An annual summary of work-related incidents will be recorded on the OSHA 300 log. The log will be certified by a corporate officer stating that they reasonably believe, based on their knowledge of the process by which the information was recorded, that the annual summary is correct and complete.

A copy of the annual summary will be posted by the time clock in the Production Office beginning February 1 of each year following the year covered by the records and will remain posted until April 30. Sign Designs or its employees are prohibited from posting any other notices over the annual summary.

The OSHA 300 Log, the privacy case list (if one exists), the annual summary, and the OSHA 301 Incident Report forms will be saved for five (5) years following the end of the calendar year that these records cover.

Company Organization - Sign Designs is divided into departments as follows:

- Administration
- Sales
- Production
- Installation/Service

Each employee fits within an area on the company organizational chart with a specific set of duties to accomplish projects through an established workflow.

Every function requires a different skill set that is obtained through education and work experience. This skill set must meet the minimum qualifications to perform a function safely, with high quality results.

Upon hiring or transfer to a new position the department manager will provide the training necessary to safely accomplish specific tasks. This includes the use of machinery in some highly safety sensitive positions. Upon hiring or transfer the employee is responsible to provide documents demonstrating competence in their job function. Documents would include Welding Certifications, Driving Records, Forklift Certifications, Painting Certifications, Testing Results, etc. This documentation is maintained in the personnel file.

Each piece of machinery can only be safely operated after training has been completed. A plaque that is posted at each piece of machinery displays the names of all authorized users. Employees whose names are not on the plaque are prohibited from using the machinery.

The install supervisor is responsible for training employees in driving and crane safety, including fall protection. Employees must be trained on each piece of equipment. Training to drive a particular vehicle does not authorize an employee to drive all vehicles, or operate its equipment.

No work is to be performed until the department manager has trained, and verified that an employee is competent to perform the required duties of the job working independently.