

J&J Acoustics, Inc.

Since 1977

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J&J ACOUSTICS

LIC. #469448

INJURY AND ILLNESS PREVENTION PROGRAM

June 2023

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PROGRAM APPROVAL

1. The policies and procedures outlined in this document are strictly enforced at J&J Acoustics and are to be adhered to at all times.
2. The Safety Program Administrator for J&J has the authority and responsibility for implementing this Injury and Illness Program and establishing Safety Programs and Committees.
3. The Safety Program Committee must approve any changes to the methods stated herein before they are put into practice.
4. The Safety Program Committee for J&J Acoustics with the authority and responsibility for implementing this Injury and Illness Prevention Program is designated as:

J&J Acoustics - Safety Program Committee:

Safety Coordinator/Loss Control – **Fabio Correia** - fabio@jjacoustics.com
Cell 408-639-0793

HR Supervisor/Claims Manager – **Peggy Morgan** - peggy@jjacoustics.com
Cell 408-655-6540

General Superintendent – **Jim Caruso** - jimCaruso@jjacoustics.com
Cell 408-639-3602

Field Superintendent/Safety Manager – **Rick Wood** - rick@jjacoustics.com
Cell 408-639-3957

Vice President/CFO – **Jim Hansell** - jimhansell@jjacoustics.com
Cell 408-390-0526

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APPROVED BY: Safety Program Administrator - Fabio Correia

TITLE: Safety Coordinator - Certified of Safety and Health Official - CSHO

SIGNATURE: _____

DATE: _____

FIELD SAFETY COMMITTEE

We have established a Field Safety Committee made up of our employees in the field. This committee will include 3-6 workers based on the criteria below. Members of this committee will be determined by the Safety Program Committee.

1. OSHA 10 or OSHA 30 trained
2. Supports the Safety Culture

Some of the duties will include:

- Review Safety polices – help establish new guides for the IIPP
- Upgrade new hire orientation/procedures
- Review and tryout new safety products.
- We will establish safety for the future – help reduce incidents.
- You are leaders in this company – your input will help create a great safety culture.
- Serve 2 years on the committee
- Meet with the Safety Program Committee periodically.
- The meetings will be during work hours (Zoom at jobsite) or in J&J conference room.
- You will attend safety seminars live or online.

The current members of the Field Safety Committee are:

General Foreman – Priciliano Chacon - priciliano@jjacoustics.com
Cell 408-640-0060

General Foreman – Jose M Garcia - josegarcia@jjacoustics.com
Cell 408-639-1208

General Foreman – Chris Chambers - chrischambers@jjacoustics.com
Cell 408-639-2480

Field Superintendent – Osvaldo Gonzales - osvaldo@jjacoustics.com
Cell 408-639-2819

SAFETY VISION

“We are committed to protecting the health and safety of each employee through prevention, understanding and compliance.”

SAFETY POLICY

1. It is the policy of J&J Acoustics to maintain a safe and healthy working environment for all employees.
2. J&J Acoustics holds safety in all operations and activities to be of primary importance.
 - A. J&J Acoustics policy is to take every reasonable precaution in the performance of work to protect the health and safety of employees, the public and the environment, as well as the prevention of property damage.
 - B. We will establish and maintain programs to assure that all applicable local, state, and federal regulations are reviewed and complied with.
 - C. Accordingly, employees will be trained in the safe performance of their jobs, be prepared for emergency situations, and encouraged to be aware of health and safety issues.
3. The employees of J&J Acoustics are an important asset of the Company and issues regarding their safety, health, and security will receive management's highest attention.
 - A. It is our duty to do the best job possible to provide employee with a safe and healthful workplace.
 - B. We offer the work environment, the training, and the equipment, but you must learn to work safely and help recognize and control unsafe conditions.
 - C. You need to ensure that you do not hurt yourself or others.
 - D. Your foreman or superintendent will evaluate your performance in the area of safety based on your work habits and involvement in the area of safety.
4. It is impossible to completely eliminate all workplace hazards.
 - A. Therefore, it is the intent of our Injury and Illness Prevention Program (IIPP) herein, referred to as the IIPP, to reduce and or eliminate those hazards that pose an immediate risk of injury or illness to our employees, contractors and clients.
5. The primary channel for delivery of safety training and equipment is through the Safety Program Committee or designee.
6. The basic safety guideline is: Safety is everyone's job.

SAFETY GOALS

- Zero Recordable Injuries in current year
- 100% participation in daily Stretch and Flex
- 100% Participation in weekly safety “Tailgate” meeting on the jobsite
- Provide and attend Safety Trainings
- Create a positive Safety Culture

SAFETY OBJECTIVE

1. The objective of J&J Acoustics Injury and Illness Prevention Program is to minimize work-related illness and injuries as well as equipment and facility damage.
2. The J&J Acoustics IIPP has been developed, implemented and is being maintained in compliance with the requirements of the California Injury and Illness Prevention Program regulation as stated in Title 8 of the California Code of Regulations, General Industry Safety Orders (GISO), Section 3203.
3. The objectives of J&J Acoustics IIPP are reached through the following:
 - A. Management involvement
 - B. Employee involvement
 - C. Training
 - D. Inspections
 - E. Injury and illness investigation
 - F. Program evaluation
4. If you have any question or comments regarding the IIPP, please feel free to discuss these with your Foreman or the Superintendent, the Safety Program Committee or any other member of management.

REFERENCES

1. This program is written with the intent to comply with the following documents:

FEDERAL

- A. Federal Occupational Safety and Health Act
- B. Occupational Safety and Health Administration (Fed/OSHA) Title 29 of the Federal Code of Regulations.

CALIFORNIA

- A. California Occupational Safety and Health Act of 1973
 - 1) California Labor Code
- B. California Code of Regulations, Title 8 - General Industry Safety Orders,
 - 1) Section 1508 - Injury and Illness Prevention Program

- a) Every employer shall establish, implement and maintain an effective Injury and Illness Prevention Program in accordance with Section 3203 of the General Industry Safety Orders.
- b) Every employer shall adopt a written Code of Safe Practices which relates to the employer's operations. The Code shall contain language equivalent to the relevant parts of Plate A-3 of the Appendix.
- c) The Code of Safe Practices shall be posted at a conspicuous location at each job site office or be provided to each supervisory employee who shall have it readily available.
- d) Periodic meetings of supervisory employees shall be held under the direction of management for the discussion of safety problems and accidents that have occurred.
- e) Supervisory employees shall conduct "toolbox" or "tailgate" safety meetings, or equivalent, with their crews at least every 5 working days to emphasize safety.

C. California Occupational Safety and Health Administration (Cal/OSHA) Policies and Procedures

RESPONSIBILITIES

GENERAL

1. The responsibility for safety belongs to everyone at J&J Acoustics
2. J&J Acoustics will create a positive safety culture through the development of on-the-job and off-the-job safety programs and trainings.
3. Safety programs shall be aimed at the development and integration of positive safety attitudes, and promotion and participation of safety programs and objectives.

COMPANY

1. It is the responsibility of J&J Acoustics to:
 - A. Maintain a place of employment that is safe and healthful for employees.
 - B. Comply with occupational safety and health standards, rules, regulations, and orders.
 - C. Ensure that employees are provided training according to the Safety Training section of the IIPP.
 - D. Post the appropriate OSHA posters (Safety and Health Protection on the Job) to inform employees of their rights and employer obligations under OSHA regulations.
 - E. Provide and ensure that the safety devices and safeguards are used which are adequate to ensure a safe place of employment.
 - F. Schedule quarterly safety meetings for Foremen & Leads.
 - G. Prepare and maintain records and reports required by state occupational safety and health regulations.
 - H. Notify any employee who has been or is being exposed to toxic substances or harmful physical agents in concentrations that exceed those prescribed by OSHA standards (Permissible Exposure Limits).
 - I. Prominently post any citation (or copy of a citation), if any, issued for safety and health violations at or near each place where the violation occurred per directions of the agency inspector issuing the citation.

EMPLOYEES

1. Expectation of every employee is:
 - Actively support safe work procedures in their area, and to participate in safety programs.
 - Adhere to the guidelines of the J&J Acoustics IIPP and Code of Safe Practices.
 - Obey all occupational safety and health standards, rules, regulations, and orders issued by J&J Acoustics.
 - Do not remove, displace, damage, destroy, tamper with, or carry off safety devices, safeguards, notices, or warnings.
 - Do not interfere with the use of safeguards by others.
 - Use all personal protective equipment, safety devices (i.e. fall protection, equipment guards, safety interlocks), methods, or procedures adopted for employee protection.
 - Immediately inform their Foreman or Lead of any hazards or suspected hazards such as an unsafe condition or unsafe behavior in the workplace.
 - Immediately report any accident or illness to their Foreman or Lead.
 - 1) Events involving “near-misses” or “close calls” must also be reported.
 - I. Attend weekly Safety Meetings at the Jobsite.
 - J. Participate in Daily Stretch & Flex at the Jobsite.
 - K. Make sure you are properly trained in any activities that require safety trainings to perform your work. Notify your foreman if you need any safety trainings.
 - L. **If you are injured or have a near miss, you must notify your foreman immediately.**

FOREMEN / LEADS

1. It is the responsibility of Foremen & Leads to:
 - Provide active leadership by participation, example, and a demonstrated interest in the Injury and Illness Prevention Program and Code of Safe Practices.
 - Set job-site policies in regards to matters of safety and health.
 - Conduct job site tailgate meetings on a weekly basis.
 - Perform Stretch & Flex at the job site on a daily basis.
 - Correct any unsafe condition immediately upon discovery or as reported on Job Site or Area Safety Inspection reports.
 - 1) Ensure that all tools and equipment are used in accordance with manufacturer’s directions.
 - If an unsafe condition cannot be corrected, then effective steps to protect people from shall be taken to prevent injury. Ensure that employees are adequately trained to perform their jobs safely.
 - 1) This includes specific training with regard to the hazards unique to their job assignment.
 - Monitor employee compliance with the safety training provided to the employees.
 - Attend J&J Foremen’s Safety Meetings as scheduled by J&J Acoustics.

- Review and evaluate results of the overall safety program / IIPP.
 - 1) Review training programs for applicability to known hazards and the effect on accident statistics.
 - 2) Make recommendations for program improvement.
 - 3) If nominated participate in the Field Safety Committee.
- Report to the Superintendent & Safety Program Committee on matters of Safety and Health.
- In the event of an accident / incident:
 - 1) Evaluate the incident and decide the best action to take.
 - If serious immediately call 9-1-1.
 - Provide for necessary medical attention/First Aid of employees
 - Call On-Site 866-998-2750
 - Send to Clinic
 - 2) Inform the General Superintendent (Jim Caruso) and Safety Coordinator (Fabio Correia) of the incident as soon as possible.
 - 3) Assist the Safety Coordinator in completing the Employee Incident Report.
 - 4) Assist in the Root Cause Analysis investigation done by the Safety Coordinator.

PROJECT MANAGERS / PROJECT ENGINEERS

1. It is the responsibility of PM's & PE's to assist:
 - A. The Safety Coordinator along with the General Contractors to ensure that all common jobsite safety related issues are identified and properly addressed.
 - B. The Safety Coordinator, Superintendent, Warehouse Manager and site foremen to ensure that General Contractor jobsite safety requirements are fully understood and complied with.
 - C. In resolving any safety issues with the General Contractor that manifest during the course of the construction project.
 - D. And authorize procurement and use of specialized safety equipment or supplies as needed for each project.

SUPERINTENDENTS

1. It is the responsibility of the Superintendents to:
 - A. Assign responsibility and accountability to individuals responsible for conducting Job Site or Area safety inspections along with the communication of matters relating to safety and health to Management and the Safety Program Committee.
 - B. Respond to safety issues brought forth by the Employees, Foremen, Leads or the Safety Program Coordinator.
 - C. Assist in Accident Investigations as necessary.
 - D. Maintain a current copy of the J&J Acoustics IIPP and review it at least annually for applicability.
 - E. Support the Safety Coordinator as needed.

WAREHOUSE MANAGER

1. It is the responsibility of Warehouse Manager to:
 - A. Maintain safe working conditions of warehouse and office facilities.
 - B. Provide promptly any safety equipment needed on the jobsites.
 - C. Work with the Safety Coordinator in purchasing Safety equipment and PPE.
 - D. Review safety inspections of J&J warehouse facilities with the Safety Coordinator.
 - E. Report hazards at the warehouse to the Safety Coordinator.
 - Notify the Safety Coordinator in the event that additional protective requirements are needed for the employees.
 - F. Ensure all Laborers have the proper safety trainings to perform their job duties.

HUMAN RESOURCES DEPARTMENT

1. The responsibilities of the Human Resources Department (HR Department) are as follows:
 - A. Provide the Warehouse Manager with required State and Federal employment posters.
 - B. Complete the Workers Compensation Benefits Form when it is returned from the employee.
 - C. Fill out the OSHA 300 Log of Occupational Injuries and Illnesses within 6 days of a recordable injury or illness.
 - D. Maintain the OSHA 300 Log for the current year and previous five years.
 - E. Post the OSHA 300 Log as required during the months of February through April.
 - F. Submit the employer's first report of an injury to the insurance carrier within 5 days of a work-related injury or illness.
 - G. Submit all doctors' reports to the insurance for employees injured on the job.
 - H. Placing the following safety records in the employee's personnel file:
 - 1) Completed New Hire Safety Orientation checklist
 - 2) Accident Investigation Reports
 - 3) Workers Compensation Form
 - 4) Employer's first report of an injury (5020 form)
 - 5) Reports from the doctor.
 - I. Manage and maintain all documentation and supporting records for claims

SAFETY PROGRAM COMMITTEE

1. It is the responsibility of the Safety Program Committee to:
 - A. Review and update the J&J Acoustics IIPP and Code of Safe Practices at least annually or more often if necessary.
 - B. Maintain a copy of the J&J Acoustics IIPP for review by all employees.
 - C. Evaluate, prioritize and address all employee health and safety concerns whether made directly or anonymously.
 - D. Ensure that health and safety inspections are conducted on the jobsites.
 - E. Ensure that hazardous conditions are identified and controlled.
 - F. Ensure that any unsafe condition is corrected immediately upon discovery.
 - G. Review all work-related injuries and illness and insure they are investigated and properly documented according to the J&J Acoustics IIPP.

- H. Ensure that recommendations from accident investigations are implemented and such corrective actions documented.
- I. Provide verbal and written notifications to federal, state or local agencies as required by regulation, ordinance or code.
- J. Meet with and support the Field Safety Committee.
- K. Define company-wide investigation process for any accidents or injuries
- L. Set and review annual safety goals

DISCIPLINARY ACTION

1. It is important that all employees perform their work safety and to the best of their abilities at all times.
2. In the event that an employee commits an unsafe act or violates appropriate provisions of the IIPP or general safety rules, disciplinary action will be taken.
3. A copy of the disciplinary action shall be maintained in the employee's personnel file by the HR department.
4. See Attachment A for Personnel Action Form.

COMMUNICATION PROTOCOL

1. It is J&J Acoustics policy that there be open, two-way communication between management and employees regarding all issues relating to workplace health or safety.
2. The Safety Program Committee may periodically issue written bulletins to management and employees pertaining to workplace health and safety issues.
3. Employees should feel free to speak to his or her Foreman, the Safety Program Committee, or any other member of management if they have any questions or comments regarding this IIPP.
 - A. Each employee is encouraged to attempt to first speak to his or her foreman or manager regarding any possible workplace hazard.
4. If the employee feels uncomfortable speaking to his or her Foreman, Superintendent, the Safety Program Committee, or other member of management, the employee may anonymously submit his or her concern by mailing their concern to the Safety Program Committee at: J&J Acoustics, 2260 De La Cruz Blvd, Santa Clara CA. 95050
5. The Safety Program Committee shall review all such anonymous complaints and recommendations, evaluate the situation, conduct any necessary inspections or investigations, and recommend appropriate corrective actions, if necessary.
6. The Safety Program Committee shall not attempt to identify the employee submitting the anonymous complaint or recommendation.
7. No disciplinary action will be taken against any employee who communicates safety or health related concerns to their Foreman, Superintendent, the Safety Program Committee, Human Resources, or any other member of management.

SAFETY INSPECTIONS

1. It is J&J Acoustics policy to conduct periodic internal safety inspections of jobsites and its own facilities in order to identify hazards.
2. The Safety Coordinator is responsible for ensuring that periodic inspections are conducted and documented.
3. These safety inspections shall be reviewed by:

- A. Project Foremen
 - B. Superintendents
 - C. Any other personnel as appropriate.
4. Safety Inspections should be kept on PlanGrid for documentation.
 - 1) A copy of the Safety Inspection Form will be emailed to each foreman.
 - 2) See Attachment B for example of form used on PlanGrid.
 - 3) See Attachment C for example of form used with the iAuditor app.
 5. After the inspection is completed and shared to the jobsite foreman, if there are any corrective action(s) required. The foreman must document the corrective action and notify the Safety Coordinator of these corrections.
 6. Additional inspections may also be conducted by the Safety Coordinator or Foreman, under the following conditions:
 - A. Whenever new substances, procedures, or equipment are introduced to the workplace that represents a new workplace hazard.
 - B. Whenever changes to existing processes are made which represent a new workplace hazard.
 - C. Whenever J&J Acoustics is made aware of any new or previously unrecognized hazard from internal or external sources.
 7. Each foreman should do their own Safety Inspection for their project and keep the documents for future reference.

Note: Records of Job Site Safety inspections must be made available to Auditors and OSHA Inspectors immediately upon request.

INJURY & ILLNESS REPORTING

1. All employees are required to immediately inform their Foreman, Superintendent, and Safety Coordinator of all work-related accidents / incidents, near misses and Illnesses.
2. The immediate supervisor will summon paramedics and/or the fire department as needed by calling 9-1-1 or the local emergency number.
3. Once a Foreman or Lead is made aware of a work related injury or illness. The Foreman or Lead will ensure that the employee receives appropriate medical attention by:
 - A. Administering first aid, or
 - B. Calling **On-Site 866-998-2750**, or
 - C. Sending the employee to the J&J Acoustics approved:
 - 1) Medical clinic, or
 - 2) Hospital
4. **Please makes sure you know the location to the nearest approved Medical Clinic or Hospital. If you do not have this information, contact your Superintendent, the Safety Coordinator or the Office for this information.**

DOCUMENTATION

1. The Foremen/Safety Coordinator must complete all necessary paperwork related to an injury or illness within 24 hours with a complete an Employee Incident Report.

ACCIDENT - INCIDENT REPORT

1. In the event of an accident/incident that results in injury or illness, an Accident / Incident Report will need to be completed.
 - A. For an example of the form, see Attachment D
2. When documenting the incident, the Foreman or Safety Coordinator should determine the:
 - A. Nature and type of the injury or illness, including:
 - 1) Part or parts of the body injured or affected.
 - 2) Source of injury.
 - B. What object, substance, exposure or bodily motion inflicted the injury?
 - C. Accident Type
 - 1) How did the person come in contact with the object, substance, or during what personal movement did the bodily motion occur?
 - D. Hazardous Conditions.
 - 1) What hazardous physical or environmental condition caused or permitted the occurrence of the event?
 - 2) In what Job Site or Area of the facility did the hazardous condition exist?
 - E. Unsafe Act
 - 1) What unsafe act caused or permitted the occurrence of the accident, contributing factors should be noted?
3. This form should be filled out legibly to ensure readability.
4. The Foreman or Safety Coordinator must sign the form and send it to the Safety Manager for processing.
 - A. Upon receipt of the Accident / Incident Report, the Human Resources Department will place a copy in the employee's Workers' Compensation Benefits file.
5. Within 24 hours of the management's knowledge of the incident, the Foreman or HR Department must give an Employee Claim for Workers' Compensation Benefits (DWC Form 1) form to the employee (Attachment C).
 - A. The Foreman or HR Department representative must explain to the employee that the claim form is required if the employee wishes to make a claim that the injury or illness is work related.
6. After the employee receives the form, he or she is not required to return the form.
7. In addition, the HR Department will mail a blank DWC form and instruction letter to the employee explaining the employee's right to file a claim.
8. The employee should fill out the "Employee" section of the form, retain the Green (Employee's Temporary Receipt) copy and return the form to the Human Relations Department or to their Foreman or Safety Program Administrator.
9. Managers or Foremen must immediately forward the form to the HR Department.
10. The Human Relations Department, upon receiving the form from the employee, will fill out the "Employer" section of the form and return the Pink (Employee's) copy to the employee within 24 hours.
11. The HR Department will file the Original (Employer's Copy) in the employee's Workers Compensation file and forward the Yellow (Insurer/Claims Administrator) copy to the Workers Compensation Claims Administrator.

EMPLOYERS FIRST REPORT OF AN INJURY

1. After receiving a completed DWC form, the HR Department will fill out the Employers First Report of an Injury (5020 form).
2. A copy of all forms is kept in the employee's Workers Compensation file including a copy of all doctors' reports, appointment forms, and any other paperwork related to a work-related injury.
3. Prior to returning to work, the employee must provide a note of release from the employee's doctor to the HR Department.
4. Employees are not allowed to return to work without first contacting the HR Department for clearance.

OUTSIDE AGENCY NOTIFICATION

1. In accordance with state regulations, OSHA must be notified in case of any of the following conditions:
 - A. Any fatality (with notification both verbally and in writing).
 - B. Any injury or illness resulting in an amputation.
 - C. Hospitalization for more than 24 hours for other than medical observation.
 - D. Any serious degree of permanent disfigurement.
2. The Foremen must immediately contact the Safety Program Committee or Human Relations in the event of an incident involving any of the conditions listed above.
3. The Safety Program Committee or Human Relations shall report the injury or illness to OSHA by calling or faxing the appropriate OSHA office at within 8 hours of the incident.

INJURY & ILLNESS INVESTIGATION – ROOT CAUSE FORM

1. All work related injury and illnesses will be investigated by completing a **Root Cause Form**. This investigation and form are to be filled out by the Safety Coordinator with help from the Foreman.
 - See Attachment D for example of form.
2. The Root Cause Form will be forwarded to the Safety Program Committee & Field Safety Committee for review.
3. If additional information is needed, the committees may make the request to the Foreman or Safety Coordinator or other appropriate person.
4. The Safety Program Committee will determine if adequate corrective actions have been taken to prevent the accident from re-occurring at that and other J&J Acoustics locations.
5. If inadequate corrective actions have been taken, the Safety Program Committee shall request additional corrective actions.
6. The Root Cause Form will then be classified as "Open" until appropriate information or corrective action notification is received.
7. Post-incident drug testing procedure- When evaluating whether an employer had a reasonable basis for drug testing an employee who reported a work-related injury or illness, the central inquiry will be whether the employer had a reasonable basis for believing that drug use by the reporting employee could have contributed to the injury or illness. Drug testing will occur immediately or within a reasonable time frame if employee was injured.

CORRECTIVE ACTION

1. Once an unsafe condition or work practice has been identified and evaluated, appropriate corrective actions shall be taken.
2. Special consideration shall be given to the severity of the hazard, the severity of any illness or injury, which may arise as a result of the hazard, and the potential risk of future illness or injury to employees.
3. The Safety Program Committee and Field Safety Committee, working through the Facilities Department, has the overall authority to direct corrective action under this IIPP.
4. When an imminent hazard exists which cannot be immediately corrected without endangering employees and/or operations, the Foreman or Safety Coordinator shall evacuate all exposed employees from the Job Site or Area except those necessary to correct the hazard.
5. Employees involved in the correction of the hazardous condition shall be provided the necessary protection during their corrective action operations.
6. Corrective action shall be attempted according to the following priorities.

ENGINEERING CONTROLS

1. Engineering controls typically include fixed mechanical systems such as ventilation, machine guarding, sound insulation or other means to protect employees from hazards.
2. If economically feasible, this is the preferred method, since it is designed to efficiently and permanently remove the hazard from the workplace.

ADMINISTRATIVE PRACTICES (TRAINING)

1. The second method to be used is to train employees in the safe and proper method to perform their job.
2. This method shall also be used whenever the Safety Program Committee or designee determines that common, repetitive, or serious workplace hazards require special employee training.
3. Foremen have the responsibility to monitor employee compliance.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

1. The third and final method of controlling employee exposure to hazards is through the use of PPE.
2. PPE includes, but is not limited to, hearing protection devices, safety glasses, or other protective safety equipment or apparel.
3. All employees will receive instructions from their Foreman or Safety Coordinator regarding the PPE appropriate to the employees' particular job assignments.
4. Employees, Managers or Foremen that are not sure of the type or amount of PPE to be worn are to contact the Safety Coordinator for assistance.

SAFETY TRAINING

1. The Superintendents, Foreman, and Safety Coordinator shall provide new hire safety orientation training, including IIPP training, to all employees.
 - A. The new-hire training shall be documented.
2. Special training for employees who may work with hazardous materials, at elevated heights, with machinery, or energized equipment, or where safe methods are needed to perform particular job assignments may also be required.

- A. This training is applicable to all employees regardless of the type or length of job assignment.
3. Foremen shall conduct weekly safety tool-box talks at least once per week or more often as conditions warrant.
4. Training will also be provided to all employees Superintendents, Foreman, and Safety Coordinator when the J&J Acoustics Injury and Illness Prevention Program is modified significantly.
5. Individuals providing any training under the requirements of the IIPP shall document the training by using the forms provided by the Safety Coordinator or the Safety Program Committee.
6. The person providing the safety training shall fill out the following information on the training form:
 - A. Name of trainer
 - B. Date of training
 - C. Title of training
 - D. Description of training
7. The Trainer is to make sure that all attendees print and sign their name
8. The Trainer must to return the form to the *Safety Program Committee* and keep a copy in the Safety Folder located in Estimators - Employee certification logs.

RECORDKEEPING

1. Records of Job Site or Area Safety Inspections and documented corrective actions shall be retained for one year.
2. Records of employee and contractor safety training shall be retained by for one year.
3. A copy of training records shall be submitted to *Safety Program Committee* and placed in the Safety Folder located in Estimators - Employee certification logs.
 - A. This includes any safety training provided by outside resources.
 - B. These records shall be maintained for a minimum of one year.

INJURY AND ILLNESS RECORDS

1. Records of work related injuries and illnesses must be kept by the on a calendar-year basis and retained per the following schedule.
 - A. The Accident Investigation Reports and corrective actions – 30 years
 - B. Completed OSHA 300 Logs – 5 years
 - C. Employee's first report of injury – 7 years
 - D. Employer's first report of injury – 7 years
2. The HR Department shall enter each recordable injury or illness on the OSHA 300 log within 6 days of the injury or illness date.
3. The HR Department must post the final page of the OSHA 300 form, which contains the total number of injuries and illnesses, in a conspicuous place in the workplace from February 1 to April 30 of every year.

4. Occupational injuries and illnesses which must be recorded on the OSHA 300 log are:
 - A. Occupational deaths
 - B. Lost workday cases
 - C. Restricted or modified work activity or transfer to another job
 - D. Medical treatment (other than first aid)
 - E. Loss of consciousness
5. Occupational illnesses caused by exposure to environmental factors associated with employment, including acute and chronic illness or diseases.

FIRST AID

1. First aid cases are not recorded in the OSHA 300 Log.
2. First aid is a one-time treatment (even if administered by a doctor) and subsequent observation for such injuries as minor scratches, cuts, burns, and splinters.

PANDEMIC RESPONSE PROGRAM

The new Cal/OSHA COVID-19 regulation has been approved as is now officially in effect. The new regulation was approved and became effective on February 3 and will be in effect for two years, until February 3, 2025.

The permanent regulation provides that COVID-19 is a workplace hazard and shall be addressed as part of an employer's required Injury and Illness Prevention Program (IIPP) or as an Addendum that covers Covid -19 procedures.

See J&J Acoustics Addendum for the COVID-19 Exposure Prevention Preparedness and Response Plan.



Metal Studs – Drywall – Lath & Plaster

2260 De La Cruz Blvd
Santa Clara, CA 95050
Phone: (408) 275-9255 Fax: (408) 275-9285

INJURY AND ILLNESS PREVENTION PROGRAM

The expectation of every employee is:

- Actively support safe work procedures in their area, and to participate in safety programs.
- Adhere to the guidelines of the J&J Acoustics IIPP and Code of Safe Practices.
- Obey all occupational safety and health standards, rules, regulations, and orders issued by J&J Acoustics.
- Do not remove, displace, damage, destroy, tamper with, or carry off safety devices, safeguards, notices, or warnings.
- Do not interfere with the use of safeguards by others.
- Use all personal protective equipment, safety devices (i.e. fall protection, equipment guards, safety interlocks), methods, or procedures adopted for employee protection.
- Immediately inform their Foreman or Lead of any hazards or suspected hazards such as an unsafe condition or unsafe behavior in the workplace.
- Immediately report any accident or illness to their Foreman or Lead.
 - 1) Events involving “near-misses” or “close calls” must also be reported.
- Attend weekly Safety Meetings at the Jobsite.
- Participate in Daily Stretch & Flex at the Jobsite.
- Make sure you are properly trained in any activities that require safety
 - a) Trainings to perform your work. Notify your foreman if you need any Safety Trainings.
- **If you are injured or have a near miss, you must notify your foreman/lead or Safety Coordinator immediately.**
Safety Coordinator - Fabio Correia (408) 639-0793

I have received and read the ***Injury and Illness Prevention Program*** (IIPP) and will follow all the guidelines.

Name: _____

Date: _____

Signed: _____

INJURY AND ILLNESS PREVENTION PROGRAM

FOREMEN / LEADS

1. It is the responsibility of Foremen & Leads to:

- Provide active leadership by participation, example, and a demonstrated interest in the Injury and Illness Prevention Program and Code of Safe Practices.
- Set job-site policies in regards to matters of safety and health.
- Conduct job site tailgate meetings on a weekly basis.
- Perform Stretch & Flex at the job site on a daily basis.
- Correct any unsafe condition immediately upon discovery or as reported on Job Site or Area Safety Inspection reports.
 - 1) Ensure that all tools and equipment are used in accordance with manufacturer's directions.
- If an unsafe condition cannot be corrected, then effective steps to protect people from shall be taken to prevent injury. Ensure that employees are adequately trained to perform their jobs safely.
 - 1) This includes specific training with regard to the hazards unique to their job assignment.
- Monitor employee compliance with the safety training provided to the employees.
- Attend J&J Foremen's Safety Meetings as scheduled by J&J Acoustics.
- Review and evaluate results of the overall safety program / IIPP.
 - 1) Review training programs for applicability to known hazards and the effect on accident statistics.
 - 2) Make recommendations for program improvement.
 - 3) If nominated participate in the Field Safety Committee.
- Report to the Superintendent & Safety Program Committee on matters of Safety and Health.
- In the event of an accident / incident:
 - 1) Evaluate the incident and decide the best action to take.
 - If serious immediately call 9-1-1.
 - Provide for necessary medical attention/First Aid of employees
 - Call On-Site 866-998-2750
 - Send to Clinic
 - 2) Inform the General Superintendent (Jim Caruso) and Safety Coordinator (Fabio Correia) of the incident as soon as possible.
 - 3) Assist the Safety Coordinator in completing the Employee Incident Report.
 - 4) Assist in the Root Cause Analysis investigation done by the Safety Coordinator.

I have received and read the ***Injury and Illness Prevention Program (IIPP)*** and will follow all the guidelines.

Name: _____

Date: _____

Signed: _____

Attachment A

**J & J ACOUSTICS, INC
PERSONNEL ACTION FORM**

This form is to filled out by J&J Supervision upon warning or termination of a union employee. Completed form should be sent to the General Superintendent.

EMPLOYEE WARNING/TERMINATION

Date: _____

Employee Name:

Employee #

Job Name:

Job #_____

Check the Type of Violation:

- Attendance Quality of Work Late Violation of Company Policy
- Conduct Safety Other:

Check the Appropriate Disciplinary Action:

- Verbal Warning Written Warning Supervisor Review
- One Day Suspension Other:

Describe Facts, Dates, and Person(s) involved in incident requiring warning/termination:

To Avoid Further Discipline, Employee Should:

Next Disciplinary Action Proposed: Written Warning Supervisor Review

Employee must sign to indicate receipt of this report. If employee has any comments regarding the above, please use the space provided below for statement.

Employee's Signature

Date

Supervisor's Signature

Date

Employee Statement:

J&J Safety Inspection

Aug 19, 2021, ID #2272

REPORT DETAILS

Description BayView

Submitted by Fabio Correia

Status Submitted

Last update Aug 19, 2021 11:49 AM

Last updated by Fabio Correia

NOTES

The game boxes were missing first aid kits and an eyewash station. Employees were observed following J&J's safe lifting procedures while lifting material. The overall housekeeping looked great with our material stacked and organized.

Daily Safety Inspection Checklist

Project BayView

Date 8-19-21

Project # 21-003

Company J&J Acoustics

Employee Observation / PPE	Satisfactory	Action Required	Not Applicable	Not Inspected
Hard Hats	✓			
Eye / Face Protection	✓			
Ear Protection	✓			
Dust Masks / Respirators	✓			
Safe Lifting Practices / Back Belts	✓			
Clothing / Knee Pads	✓			
Footwear / Foot Protection	✓			
Gloves / Hand Protection	✓			
Personal Fall Arrest / Restraint Equipment			✓	

First Aid / Sanitation	Satisfactory	Action Required	Not Applicable	Not Inspected
Kits / Supplies		✓		
Sanitation / Hand Washing	✓			
Clean Cool Water / Shade	✓			

Tools	Satisfactory	Action Required	Not Applicable	Not Inspected
Condition	✓			
Guarded / Power Cords	✓			
PAT Signs & Training Cards	✓			
Air Hose & Whip Check	✓			

Housekeeping	Satisfactory	Action Required	Not Applicable	Not Inspected
Exits / Stairs / Walkways Clear	✓			
Piling & Stacking	✓			
Debris Removal	✓			
Nails Bent or Removed	✓			

Scaffolding	Satisfactory	Action Required	Not Applicable	Not Inspected
Railings	✓			
Tied to Building	✓			
Planks & Platforms	✓			
Access	✓			

Railings / Covers / Cables	Satisfactory	Action Required	Not Applicable	Not Inspected
Perimeter / Stairs	✓			
Floor / Wall Openings	✓			
Walkways	✓			
Cables Secured (fall protection) 3 clips	✓			

Ladders & Stairs	Satisfactory	Action Required	Not Applicable	Not Inspected
Ladder Condition / Use	✓			
Ladder Tied Off / 3' Above Landing	✓			
Stairs & Ramps	✓			

Fire Protection	Satisfactory	Action Required	Not Applicable	Not Inspected
Extinguishers			✓	
Flammable Materials Storage			✓	
Welding / Cutting Equipment			✓	
Fire Watch Required			✓	

Covid -19 Guidelines	Satisfactory	Action Required	Not Applicable	Not Inspected
Using Acknowledgement Form	✓			
Temp Checks / Heath Assessments	✓			
Daily C-19 Topics Discussed	✓			
Daily Tool Cleaning	✓			

Attachment B

Lifts

	Satisfactory	Action Required	Not Applicable	Not Inspected
Scissors		✓		
Aerial Lifts (Fall Protection)		✓		
Personnel Trained for use	✓			

Programs / Information

New Employee Orientation	✓			
Heat Illness Prevention Program	✓			
SWPPP		✓		
Jobsite Safety Meeting	✓			
Pre-Task Meetings	✓			
Stretch & Flex	✓			
Fall Protection Plans	✓			
Rest Periods	✓			

Site / Public & Environmental Protection

	Satisfactory	Action Required	Not Applicable	Not Inspected
Excavations / Trenches		✓		
Competent Person	✓			
Earthmoving Equipment		✓		
Forklifts / Cranes / Rigger		✓		
Trench Plates - In Place & Safe Off		✓		
Lighting	✓			
Fences	✓			
Posting Requirements / Signs	✓			
Rebar Protection / Barricades		✓		
Double Containment		✓		
Environmental / Storm Water		✓		

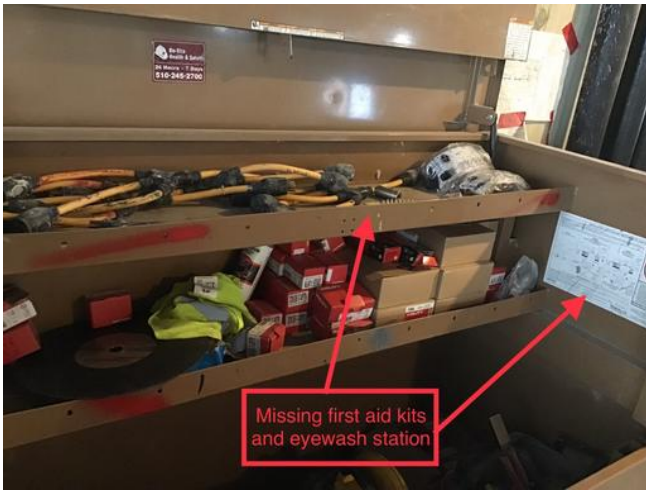
Comments:

Inspection Completed by:

Name

Signature _____

PHOTOS (1)



IMG_4358

Fabio Correia

Aug 19, 2021 11:42 AM



Safety Walk Checklist

Complete

Score	96.77%	Flagged items	0	Actions	0
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Audit Title

Safety Inspection

Client / Site

New Modesto Courthouse

Conducted on

01.05.2023 10:17 PDT

Document No.

000048

Prepared by

Fabio Correia

Location900 H St
Modesto CA 95354
United States
(37.638013092836026,
-120.99826016474607)**Personnel**

Audit

96.77%

Site Details

Site / Project Name

New Modesto Courthouse

Use this audit to assess the following aspects of this site as Safe, At Risk or Not Applicable. Unsafe response indicate that attention is required to bring items to a satisfactory standard. Notes and photos should be attached where appropriate, particularly to At Risk items.

Work Areas

100%

Do you wish to examine work areas on this safety walk?

Yes

General Housekeeping (neat, tidy, dust free)

Safe

Walkways (free of debris and obstructions)

Safe

The walkways were free and clear of debris and obstructions.

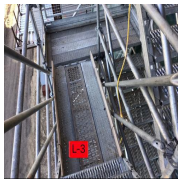


Photo 1

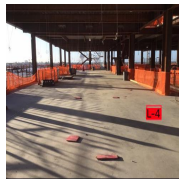


Photo 2

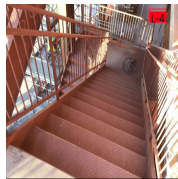


Photo 3

Work Surfaces (clear of clutter and dust)

Safe

The work stations were free and clear of debris.



Photo 4

Sides or Holes (safety guards or covered)

Safe

The guardrails were setup to standards.

The hole covered were setup to standards.

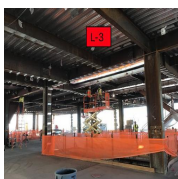


Photo 5



Photo 6

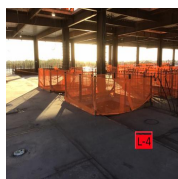


Photo 7

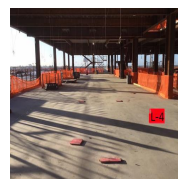


Photo 8

Impalement Hazards (none present, or adequately marked)

Safe

The impalement hazards were covered to standards.



Photo 9

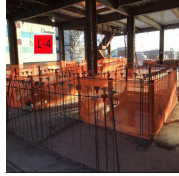


Photo 10

Material Storage/Lay Down (neat and tidy)

Safe

Our materials were free of walkways.



Photo 11

Personal Protective Equipment (PPE)

100%

Do you wish to examine PPE on this safety walk?

Yes

Hard Hats (available, worn by crew and in safe condition)

Safe

Safety Glasses with Side Shields (available, worn by crew and in safe condition)

Safe

Face Shield / Goggles (available, worn by crew and in safe condition)

Safe

Our employees were observed wearing the correct PPE while operating the chop saw and grinders.

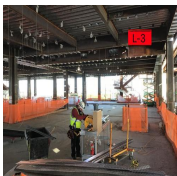


Photo 12



Photo 13

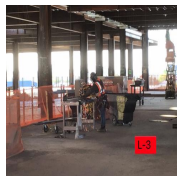


Photo 14

Respiratory Protection (available, worn by crew and in safe condition)

Safe

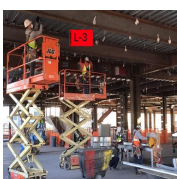


Photo 15

Hearing Protection (available, worn by crew and in safe condition)

Safe

Appropriate Clothing (in safe condition)

Safe

Gloves (available, worn by crew and in safe condition)

Safe

Foot Protection (fit for task, worn by crew and in safe condition)

Safe

Fall Protection Equipment

100%

Do you wish to examine fall protection equipment on this safety walk?

Yes

Fall protection equipment inspected inspected regularly and before use

Safe

Our employees were observed wearing fall protection gear in the correct manner.

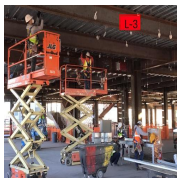


Photo 16

Appropriate for task and used properly by crew where applicable

Safe

Suitable Anchorage Points

Safe

Ladders

100%

Do you wish to examine ladders on this safety walk?

Yes

Ladders are well maintained and in satisfactory condition

Safe

Ladder base, footing and set up is to standard

Safe

Proper Ladder for Task

Safe

Tools and Equipment

75%

Do you wish to examine tools and equipment on this safety walk?

Yes

General condition of tools

At Risk

On level 3 there are 2 chop saw stations with screws in the guards.



Photo 17



Photo 18



Photo 19



Photo 20

Tools and Equipment inspections take place

Safe

Right tools are being used for tasks

Safe

Crew members are trained to be competent in the tools appropriate for their work tasks

Safe

Excavations

Do you wish to examine excavations on this safety walk?

N/A

Electrical Safety

100%

Do you wish to examine electrical safety on this safety walk?

Yes

Ground fault circuit interrupters in use

Safe



Photo 21

Extension Cords are not causing trip hazards or used inappropriately

Safe

Power Tools are undamaged and being used fit for purpose

Safe

Personnel

100%

Do you wish to check personnel and this safety walk?

Yes

Behavior is orderly and professional

Safe

Clear communication is possible without needing to shout

Safe

Proper lifting technique demonstrated

Safe

People Safety

Do you wish to check work crew safety knowledge at this inspection?

N/A

General Comments

100%

Any further comments or recommendations arising from this inspection?

Add any additional relevant photos

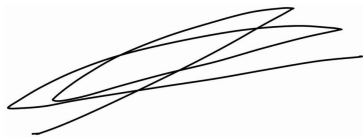
Have all required corrective actions been added as Actions to this inspection?

Yes

Please add any corrective actions to the appropriate questions above before completing this report

Sign Off

Name & Signature of Inspector



Fabio Correia
01.05.2023 13:04 PDT

Name & Signature of Site Supervisor / Foreman

Priciliano Chacon
01.05.2023 13:05 PDT

Media summary



Photo 1



Photo 2

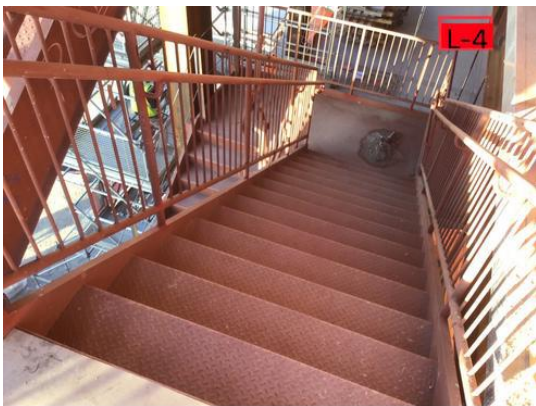


Photo 3



Photo 4

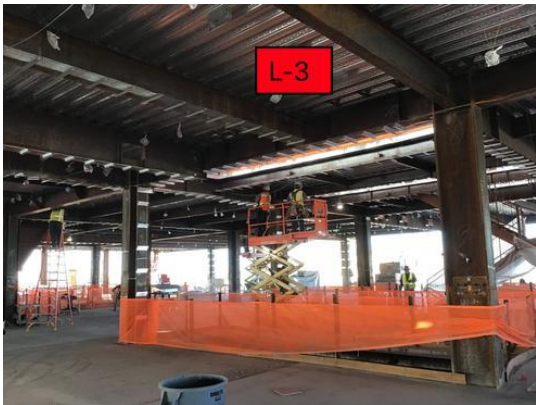


Photo 5



Photo 6

Attachment C



Photo 7



Photo 8



Photo 9



Photo 10



Photo 11



Photo 12



Photo 13



Photo 14



Photo 15

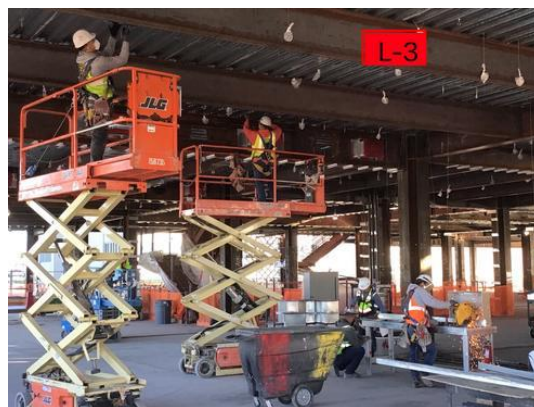


Photo 16



Photo 17

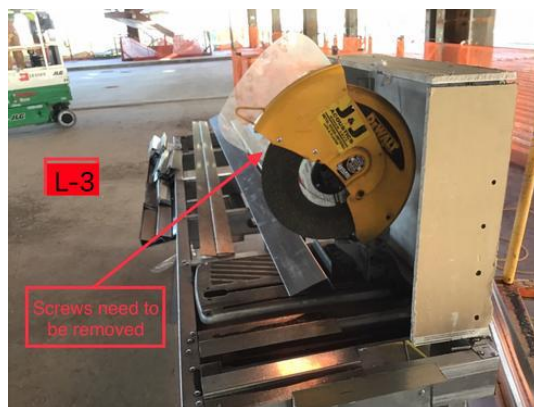


Photo 18



Photo 19



Photo 20



Photo 21

J&J Incident Report

May 2, 2023, ID #2766

REPORT DETAILS

Description Berkeley Comms —

Submitted by Fabio Correia

Status Submitted

Last update May 2, 2023 12:11 PM

Last updated by Fabio Correia

Incident Report

Near Miss First Aid On-Site Clinic Hospital

1. Person's Name: _____
2. Age: 42 3. Male Female
4. Date of injury: 5/2/23 5. Time of injury 9:40am
6. Where did the accident/incident occur? Please include address, floor/room/elevation, etc.
Level 1, Building B
600 Addison Street, Berkeley, CA 94710

7. Was it Indoor/Outdoor? Indoors
8. Weather conditions? Raining
9. Who are we working for, General Contractor and with other trades (subs) at the job location?
Devcon Construction, Inc.

10. Were the Safety personnel of the GC/SUBS involved or notified? If yes please provide names, phone numbers, and emails.

11. Who reported the incident? Employee or other person?

12. Are pictures or video available? From us or from others. (Please add to the report).
Yes please see attached photos.

13. Status of employee at time of report? Back to work; at home; in hospital; etc.
He went back to work after being seen by onsite.

14. When was your supervisor, made aware of your incident?

Date: 5/2/23 Time: 9:40am

15. If reported late, why did you wait to report your incident/accident?

16. Has this part of your body been injured before? If yes when?

No

17. What happened to cause the injury/incident (be specific)?

_____ was on level 1 hanging sheetrock. As he went to grab his screw gun, his left hand got cut on the exposed stud that was
Next to the drywall he was screwing in. _____ was wearing gloves at the time of injury.

18. Describe part of body injured: Top of the index and middle finger on his left hand

19. What did the injury/accident involve (what object, substance or exposure)?

Metal stud, screw gun

20. Was the injured person involved in an unsafe act? Yes No

If yes, explain: _____

If yes, was it a violation of an accepted company safety procedure? _____

21. Was the injured person aware of the safety rule? Yes No

22. What could have been done to prevent this injury?

He should of been more aware of his work environment.

Attachment D

23. What was the specific task being performed when the injury occurred? _____
He was hanging sheetrock on level 1.

24. Supervisor in charge: _____

25. Was there any witnesses to the injury: _____

PROVIDE STATEMENT BELOW.

I agree that the information contained in this Incident Report is true and accurate to the best of my knowledge. I understand that my employer will rely upon the information on this form in evaluating this claim. I understand and agree that this report is being submitted to my employer's worker's compensation insurance administrator in support of a claim for payment under the policy of worker's compensation insurance.

EMPLOYEE STATEMENT:

Employee _____ **Date** ^{5/2/23} _____

SIGNATURE _____

WITNESSES STATEMENT:

Witness(es) _____

Date _____

Signature(s)

Supervisor _____ **DATE** ^{5/2/23} _____

SIGNATURE _____

PHOTOS (2)



IMG_1700
Fabio Correia
May 2, 2023 12:10 PM



IMG_9569
Fabio Correia
May 2, 2023 12:10 PM

Root Cause Incident Analysis Report

Jun 23, 2021, ID #2208

REPORT DETAILS

Description Adobe North Tower — Mauro Arellano

Submitted by Fabio Correia

Status Submitted

Last update Jun 23, 2021 12:00 PM

Last updated by Fabio Correia

GENERAL	Jobsite Name/Address: Adobe North Tower		Date: 6-23-21	
	333 West San Fernando Street		Near Miss/1st Aid	<input type="checkbox"/>
	San Jose, Ca 95113		On-Site	<input checked="" type="checkbox"/>
			Clinic	<input type="checkbox"/>
EMPLOYEE	NAME:	AGE:	M	F
	Mauro Arellano	34	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	ADDRESS:	Date of Incident:		
	2415 Rinconada Dr Apt. 84	6-22-21		
E	City - State - Zip Code:	Time of Incident:		
	San Jose, Ca 95125	8:30am		
DESCRPTION	Sequence of events:			
	Mauro was working on a perry scaffold hanging sheetrock. As he was was hanging			
	sheetrock the plank on the perry flipped up and he fell to the ground.			
INJURY	What was the Injury:			
	Left and right knee, left and right elbow, right shoulder			
HAZARDS	What was the unsafe act(s) describe:		Were there unsafe conditions :	
	He was standing on the edge on the perry			
	Why was the unsafe act committed:		Why were there unsafe conditions:	
	He was trying to complete his task of hanging sheetrock.			
HAZARD CONTROLS	Actions to prevent reoccurrence			
	Immediate Control of Act(S)		Immediate Control of Condition(s)	
	Had a meeting with the crew to discuss		Had foreman/leads do a job walk And	
	Safe working practices.		inspect all employees.	
	Long Range Control of Act(S)		Permanent Control of Condition(s)	
	Foreman/leads daily inspection of safe work		Foreman/leads daily inspection of	
Practices.		Employees are working safely.		
FOLLOW UP	PERSON(S) RESPONSIBLE FOR HAZARD CONTROL ACTIONS			
	Control of Acts:		Control of Conditions:	
	Foreman/leads		Foreman/leads	
	PREPARED BY:			
Fabio Correia				