

TMT

**INJURY AND
ILLNESS
PREVENTION
PROGRAM**

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INJURY AND ILLNESS PREVENTION PROGRAM

Cal/OSHA information:

http://www.dir.ca.gov/dosh/dosh_publications/iipp.html

I. POLICY

TMT has instituted a comprehensive and continuous occupational Injury and Illness Prevention Program (IIPP) for all of our office and field employees. Our goal is to prevent accidents, to reduce personal injury and occupational illness, and to comply with all safety and health standards.

II. RESPONSIBILITY/ACCOUNTABILITY

The Program Administrator, the TMT Safety Officer, is responsible for the overall management and administration of the Injury and Illness Prevention Program, delegated through TMT's Human Resource (HR) and department managers. Each department manager is responsible for implementing the IIPP in his or her department. A copy of the IIPP shall be available from the Safety Officer and the TMT HR Department. Questions regarding the program should be directed to the TMT Safety Officer or the TMT HR Department.

TMT uses a management/employee Safety Committee at our corporate office to focus their safety efforts and program. Our Safety committee meets at least quarterly and follows Cal/OSHA's required agenda.

<http://www.dir.ca.gov/Title8/3203.html>

Minutes are taken and distributed to Committee members and department managers to share with our employees. Committee members can complete assigned safety activities, provide employee feedback and serve as communication resource back to the employees.

Human Resources receive copies of our workers' compensation insurance carrier's loss runs and review the results. This information will be shared with the Safety Officer and TMT's managers. TMT's IIPP management and direction can also be discussed at management staff meetings.

III. EMPLOYEE COMPLIANCE

All new or transferred employees are required to complete TMT's safety orientation training program completed within the new employee orientation process. Employees who are unaware of correct safety and health procedures will be retrained. Willful violations of safe work practices may result in disciplinary action in accordance with company policies as managed by TMT's Human Resources Department.

IV. COMMUNICATION

Matters concerning occupational safety and health will be communicated to employees by written memo and/or employee meetings. Communication from employees to managers about unsafe or unhealthy conditions is encouraged and may be verbal or written, as the employer chooses. The employee may remain anonymous.

NO EMPLOYEE WILL BE RETALIATED AGAINST FOR REPORTING HAZARDS OR POTENTIAL HAZARDS OR FOR MAKING SUGGESTIONS RELATED TO SAFETY.

The results of all management investigations of any employee safety suggestion or report of hazard will be distributed to all employees affected by the hazard, shall be posted on bulletin boards and/or discussed at employee meetings.

V. INSPECTIONS

Safety inspections designed to identify unsafe work conditions and practices will be completed by the TMT Safety Officer, Safety Committee members and/or trained employees. Minimum inspection standards consist of:

1. Quarterly safety inspections (completed before the Safety Committee meetings);
2. Whenever new substances, processes, procedures or equipment are introduced into the workplace that represent a new occupational safety and health hazard; and
3. Whenever management is made aware of a new hazard.

Each inspection will be completed with written recommendations and plans for corrective action and/or follow-up reviewed at Safety Committee meetings. The Safety Officer will follow up on any recommendations more than 90 days old, including a plan and timetable for completion of each recommendation. TMT may create a customized safety inspection form to document these inspections and monitor and direct overall compliance.

VI. INJURY AND ILLNESS INVESTIGATION

The Safety Officer, and department managers will investigate occupational injuries and illness and file an accident report with TMT HR and regulatory agencies as required within 48 hours of the accident report date. All pertinent safety concerns will be reviewed at Safety Committee and/or management staff meetings.

VII. CORRECTION OF UNSAFE OR UNHEALTHY CONDITIONS

Whenever an unsafe or unhealthy condition, practice, or procedure is observed, discovered, or reported, our management team will take appropriate corrective measures in a timely manner based upon the severity of the hazard. Employees will be informed of the hazard and interim protective measures taken until the hazard is corrected. Employees may not enter an imminent hazard area, without appropriate protective equipment, training, and the prior specific approval of their manager.

VIII. TRAINING

The Safety Officer, Human Resources and department management shall assure that all employees receive required safety training needed to safely carry out their assigned responsibilities. Human Resources is responsible for new employee training on general workplace safety (General Safety Rules are in our Appendix section) and how to safely evacuate our building. Department managers are responsible for job instructions with regard to hazards unique to any job assignment and safe lifting techniques. This training is provided:

1. To all new employees and those given new job assignments for which training has not previously been received;
2. Whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard; and
3. Whenever the company is made aware of a new or unrecognized hazard.

Field staff receives medical evaluations designed by TMT's medical clinic. Staff also receive safety training specific to their work environment and responsibilities including training on:

- Clothing and personal protective equipment appropriate for site weather conditions;
- Proper use of safety body harnesses and lanyards; and
- Climbing instructions.

Training documentation would be maintained at each field site. Copies of this documentation will also be on-file at the TMT HR department.

IX. PROGRAM DOCUMENTATION

The TMT HR department with the assistance of the Safety Officer, will maintain records of inspections, including the name of the person(s) conducting the inspection, the unsafe conditions and work practices that have been identified, and action taken to correct the identified unsafe conditions and work practices. Human Resources will keep documentation of safety and health training attended by employees, training dates and training providers that will be maintained for two (2) years.

The Appendix section contains forms used to document training efforts and accident records will be maintained using insurance carrier loss runs. Human Resources will also maintain OSHA 300 logs.

<http://www.osha.gov/recordkeeping/ppt1/RK1exempttable.html>

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I. Appendix A: **Employee Compliance**

- Code of Safe Work Practices

II. Appendix B: **Hazard Evaluation**

- Safety Inspection Form

III. Appendix C: **Injury (Incident) Reporting/Investigation**

- Accident (Incident) Investigation Report Forms

IV. Appendix D: **Training/Program Documentation**

- Safety Committee Meeting form
- Safety Training Sign-in Sheet
- Field Safety Training Outline
- Fire Extinguisher training sheet
- Lifting/Material Handling training sheet

TMT CODE OF SAFE PRACTICES

It is our policy that everything possible will be done to protect our employees from accidents. Safety is a cooperative undertaking requiring participation by every employee. Failure by any employee to comply with safety rules will be grounds for corrective discipline. Managers shall insist that employees observe all applicable Company, State and Federal safety rules/practices and take action as is necessary to obtain compliance. To carry out this policy employees shall:

1. Report all unsafe conditions and equipment to your manager.
2. Report all accidents, injuries and illnesses to your manager immediately.
3. Anyone known to be under the influence of intoxicating liquor or drugs shall not be allowed on the job while in that condition.
4. Horseplay, scuffling, and other acts which tend to have an adverse influence on the safety or well-being of the employees are prohibited.
5. Building exit and access ways shall be kept clear, well lighted, and unlocked during work hours.
6. In the event of fire, sound the alarm and evacuate the building.
7. Upon hearing a fire alarm, stop work and proceed to the nearest clear exit. Gather at the designated collection location.
8. Only trained workers may attempt to respond to a fire or other emergency.
9. Materials and equipment will not be stored against doors, exits, fire extinguisher stations or any other emergency equipment.
10. Aisles must be kept clear at all times.
11. Work areas should be maintained in a neat, orderly manner. Trash and refuse are to be thrown in proper waste containers.
12. All spills shall be wiped up promptly.
13. Always use the proper lifting technique. Never attempt to lift or push an object that is too heavy. You must contact your manager when help is needed to move a heavy object.
14. When carrying materials, caution should be exercised in watching for and avoiding obstructions, loose material, etc.
15. Never stack materials precariously on top of file cabinets or other relatively high places. Do not stack material in an unstable manner.
16. Report exposed wiring and cords that are frayed or have deteriorated insulation so that they can be repaired promptly.
17. Do not use equipment unless you have been trained and authorized to safely operate the equipment.
18. Never use a metal ladder where it could come in contact with energized parts of equipment, fixtures or circuit conductors.
19. Maintain sufficient access and working space around all equipment to permit ready safe operations and maintenance.
20. All electrical equipment should be plugged into appropriate wall receptacles or into an extension of only one cord of similar size and capacity. Three-pronged plugs should be used to ensure continuity of ground.
21. Be aware of the potential hazards involving various chemicals stored or used in the workplace.

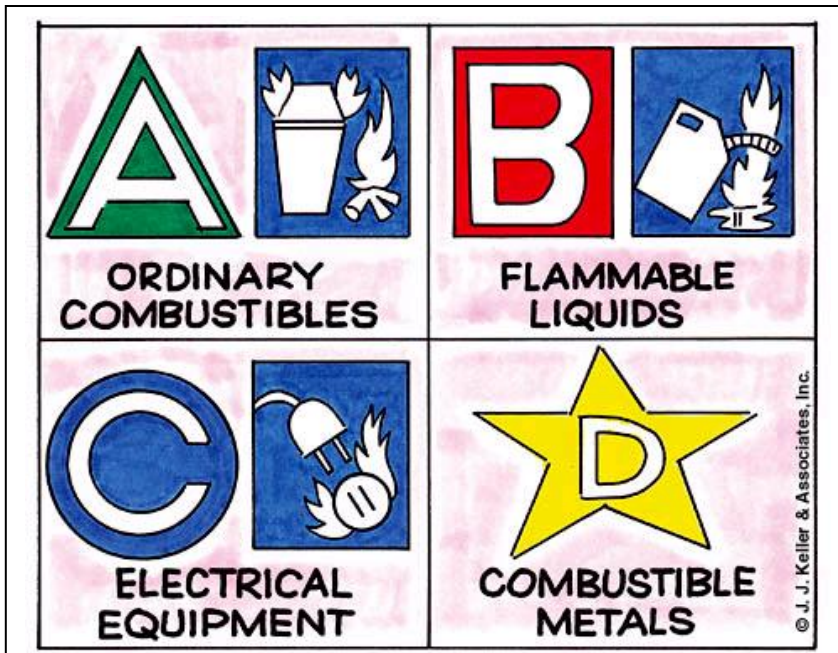
TMT Field Safety Training Outline

Safety Issues	Safety Controls/Training Needs
Weather conditions	<p>Note: No work is permitted if environmental conditions exceed safe limits.</p> <p>Appropriate clothing (work shoes, warm jackets, gloves, hard hats) and facilities</p>
Climbing	Medical physical
	Proper sized body harness Regulatory Agency Approved
	Lanyard Agency Approved
Site Emergency Supplies	Proper climbing instructions with "Buddy-System"
	First aid kits, AED
	First aid training/certification
	Emergency recovery plan and scheduled tests
	Generator, adequate fuel
	Emergency communication equipment and Back-up

How to Use a Fire Extinguisher

The National Fire Protection Association (NFPA) has classified four general types of fires, based on the combustibles involved and the extinguisher needed to put them out. Each has a unique symbol and color to help identify the type of fire and the correct response to it. Our facilities have “ABC” fire extinguishers to handle fires involving:

- ❑ **Class A**, the most common kind of fire, involves ordinary materials such as wood, paper, rubber, and plastics
- ❑ **Class B** fires are involve flammable liquids, gases and greases fires
- ❑ **Class C** fires involve electrical fires
- ❑ **Class D** fires involve combustible metals such as magnesium



When a fire starts. . . .

Think only of your safety and the safety of others. Sound the fire alarm, then call for emergency help from a safe place. If you have been trained to use fire extinguishers, and the fire is small enough to be extinguished by a hand-held extinguisher, you can try to put out the fire with the extinguisher. However, fight the fire only in these situations:

- ❑ Everyone is evacuating the building.
- ❑ The fire department is being called.
- ❑ The fire is small and confined to the immediate area where it started.
- ❑ You can fight the fire with your back to a safe escape route.
- ❑ Your extinguisher is rated for the type of fire you are fighting, is large enough for the fire, is nearby, fully charged, and in good working order.

To use our fire extinguishers:

1. Hold it upright
2. Pull the pin and stand back eight or ten feet
3. Aim at the base of the fire closest to you, squeeze the handle, and sweep from side to side towards the rear of the fire.

If you aim high at the flames, you won't put out the fire. Remember too, that most fire extinguishers have a limited operation time, only 8-10 seconds, so you have to act fast and spray correctly at the base of the fire, not at smoke or flames.

Be aware of smoke and noxious fumes. These fumes enter the lungs and leave persons unconscious and at the mercy of the smoke and flames. They are already unconscious or dead before flames reach them.

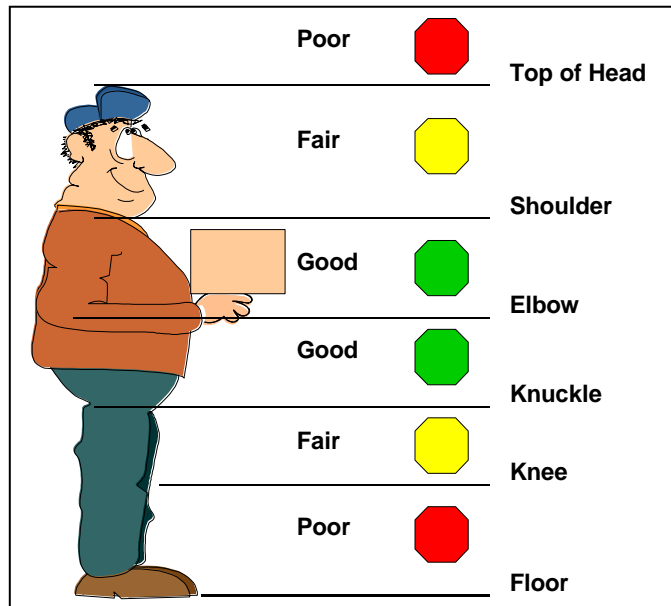
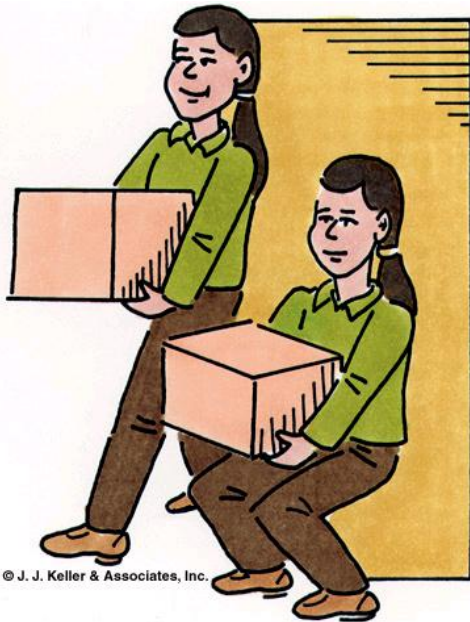


Safe Lifting Instructions

Sprains and strains to the muscles, tendons, ligaments, and disks of the back may be the most commonly reported workplace injury. Most of these back problems are preventable through the use of proper lifting technique. Back problems can include strains and sprains, muscle spasms, torn ligaments or ruptured or slipped disks. **Rules of good lifting include:**

- ❑ Warm up before making a lift.
- ❑ Plan the lift including where the item needs to go and the route. Make sure there is adequate room along the travel path.
- ❑ Size up the load before lifting—test by moving a corner or pushing the load. Get help with heavy or bulky loads. Split the load into smaller loads if possible.
- ❑ **LIFT IN THE SAFE ZONE**
- ❑ Place your feet close to the object, centering yourself over the load. Put one foot slightly in front of the other foot for balance.
- ❑ Bend your knees when lifting—let your legs do the work.
- ❑ Get a good palm grip under the item being lifted
- ❑ Lift straight up in a smooth motion.
- ❑ Do not twist or turn your body once the lift is made.

Other material handling safety suggestions:



- ❑ Always push a load that is on a cart—never pull it.
- ❑ Use handcarts or rolling carts as much as possible.
- ❑ Place one foot on the car's rear bumper or in the trunk while loading vehicles.
- ❑ Store heavier items on shelving in the green or yellow zone.
- ❑ Try and elevate items stored on the floor.
- ❑ Use stools or ladders to access items above your shoulder height.
- ❑ If you use a back belt, make sure it is the right size, properly adjusted and used.

Safety Committee Meeting

Date of Meeting		Time Opened		Time Closed	
Date/Time of Next Meeting					
Members Not Present					

Order of Business:

Review last meeting's minutes	
Safety inspection results	
Outstanding safety suggestions	
Temporary company safety report	
Safety suggestions/feedback	
Program implementation - completed quarter	
Next quarter's safety activities	
Other	

Completed by		Date	
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SAFETY TRAINING SHEET

Person conducting this meeting	
Date/time	
Topic(s) discussed	Code of Safe Practices, emergency evacuation instructions, safe lifting
Items handed out	

Employees Present (Please Print)	Employee's Signature

Please attach copies of any handout materials used in this training session and give this to Human Resources.