

Chick-fil-A Unit No. 01507's Written Injury and Illness Prevention Program

Completion of this form indicates that it is the policy of the employer to fully comply with Labor Code §6401.7 and California Code of Regulations, Title 8, General Industry Safety Order §3203.

I. Employer Information

Organization/Entity: Chick-fil-A Unit No. 01507 ("Unit No. 01507")

Address: 3475 Marron Road

City: Oceanside State: California Zip Code: 92056

Telephone Number: (760) 720-9199

Type of Business: Restaurant

Main Activities: Food Service

II. Person (s) With Authority And Responsibility For Implementing Unit No. 01507's Injury And Illness Prevention Program ("IIPP").

Name/Title: Adam Hoffman, Owner/Operator ("Operator")

Description of Authority and Responsibility: Oversee and implementation of IIPP, Employee Training, Inspections, Injury / Illness Investigations.

Directors and Supervisors are responsible for implementing and maintaining the IIPP in their work areas and for answering employee questions about the IIPP. A copy of this IIPP is maintained in the office of Adam Hoffman, Operator.

III. Compliance of Unit No. 01507's Safety and Health Work Practices.

Unit No. 01507's employees, Directors and Supervisors are responsible for complying with safety and health work practices. Unit No. 01507 provides the following methods to ensure all employees comply with the safety and health work practices of this IIPP:

- Inform employees of the provisions of this IIPP.
- Evaluate the safety performance of its employees.
- Recognize employees who perform safe and healthful work practices.

- Provide training to employees whose safety performance is deficient.
- Discipline employees for failure to comply with safety and health work practices.

III (A). The System For Identifying, Evaluating And Preventing Occupational Safety And Health Hazards Include The Following:

- Review of applicable General Industry Safety Orders and other Safety Orders that apply to Unit No. 01507's operation of work related activity.
- Review of industry and general information (including Safety Data Sheets) on potential occupational safety and health hazards.
- Investigate all accidents, injuries, illnesses and unusual events that have occurred at the location of work related activities (see section IV).
- Periodic and scheduled inspections of general work areas and specific work stations (see section IV).
- Evaluate information provided by employees (see section VI).
- Have an effective alternative method as described below or attached to this program.

Use of the Work Related Injury Report (Form IIPP-5a)

Injury Investigation Report (Form IIPP-5b)

Safety training with employees, Directors and Supervisors

Periodic inspections are performed according to the following schedule:

- Initial establishment of this IIPP.
- When new substances, processes, procedures or equipment which present potentially new hazards are introduced into the workplace.
- When new, previously unidentified hazards are recognized.
- When occupational injuries and illnesses occur.
- Whenever workplace conditions warrant an inspection.

III (B). Hazard Evaluations Have Been Conducted For The Following Specific/General And Work Areas and Job Classification:

- (1) Name: **Front Counter (Dining Room, Drive Thru)**
Description of General Area: **Front of House**
Job Classification: **Cashiers, Dining Room Attendants, Hospitality Attendants, Food Runners, Baggers**
- (2) Name: **Kitchen**
Description of General Area: **Back of House**
Job Classification: **Food Preparers, Dishwashers, Breaders, Machine Personnel, Buns Personnel**
- (3) Name: **Marketing / Catering**
Description of General Area: **Offsite events**
Job Classification: **Mascot (Cow suit), Deliveries**

III (C). The Occupational Safety And Health Hazards Identified Are Documented In The Following Manner:

- Hazard evaluation form for specific/general work areas and Job Classifications (Form IIPP-2) which are maintained at the following location:
 - Operator's office

III (D). Safe Working Conditions, Work Practices And Protective Equipment Requirements Are Documented And Communicated In The Following Manner:

- Safe Practices have been developed for specific and/or general work areas or job classifications (Form IIPP-3) maintained at the following location:
 - Operator's office
- Or other documentation:
 - Written Programs, Policies and Procedures
 - Memorandums
 - Posted Notices
 - Safety Data Sheets

- These documents are maintained at the following location:
 - Operator's office

IV. Inspections Are Conducted To Verify Compliance With Safe Practices To Identify Any Additional Hazards And To Investigate Accidents, Injury Inspections, Other Safety Requirements And Illness Cases Including Unusual Occurrences.

Frequency and Responsibility for Inspections:

- (1) Name/ Area: **Front Counter, Dining Room, Drive Thru / Front of House**
 Job Classification: **Cashiers, Dining Room Attendants, Hospitality Attendants, Food Runners, Baggers**
 Frequency of Scheduled Inspections: **At least monthly**
 Person(s) Responsible: **Directors and Supervisors**
- (2) Name/ Area: **Kitchen / Back of House**
 Job Classification: **Food Preparers, Dishwashers, Breaders, Machine Personnel, Buns Personnel**
 Frequency of Scheduled Inspections: **At least monthly**
 Person(s) Responsible: **Directors and Supervisors**
- (3) Name/ Area: **Marketing / Catering**
 Job Classification: **Mascot (Cow suit), Deliveries**
 Frequency of Scheduled Inspections: **At least monthly**
 Person(s) Responsible: **Directors and Supervisors**

Documentation of Inspections:

- Inspections are documented (Form IIPP-4) which includes methods, correction of hazards identified. These forms are maintained at the following location:
 - Operator's office

Injury / Illness Investigations:

- Investigations are conducted as soon as possible by the Directors and/or Supervisors after a work related occupational injury/illness, or hazardous substance exposure is reported. These investigations are documented on Unit No. 01507's Work Related Injury Report (Form IIPP-5a) along with the Injury Investigation Report (Form IIPP-5b.) These forms are maintained at the following location:
 - Operator's office

Procedures for investigating work related occupational injury/illness or hazardous substance exposure include the following:

- Interview witnesses and employees, who were involved and/or injured.
- Examine the workplace and surrounding area for factors associated with the accident/injury/illness/exposure.
- Determine the cause of the accident/injury/illness/exposure.
- Take corrective action to prevent the accident/injury/illness/exposure from reoccurring.
- Record the findings and actions taken.

Hazard Correction:

- Unsafe or unhealthy work conditions, practices or procedures shall be corrected in a timely manner based on the severity of the hazard. Hazards shall be corrected according to the following procedures:
 - When observed or discovered.
 - When an imminent hazard exists which cannot be immediately abated without endangering employees and/or property, Unit No. 01507's Operator, Directors and/or Supervisors will remove all exposed employees from the area until the hazard is corrected. If employees are needed to correct a hazardous condition, necessary safeguards shall be provided.

V. Employee Safety Training Is Provided:

- Initial training for all current employees upon establishment of Unit No. 01507's Injury and Illness Prevention program.

- New employees are provided initial training upon hiring prior to assignment.
- Employees are provided training when assigned to a new task for which training has not been received.
- Whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a potential hazard.
- Whenever the employer is made aware of a new or previously unrecognized hazard.
- All employees with respect to hazards specific to their job assignment.
- Directors and Supervisors are trained on hazards and safe practices in their area of responsibility.
- Training includes general area safety, job safety classification and/or specific assignment, (see section III B) the potential of occupational safety and health hazards and the Safe Practices for the area and job.
- Documentation of training is maintained on (Form IIPP-6). These documents are maintained at the following location:
 - Operator's office
- Safety training is provided for all employees at the following frequency:
 - Monthly or as needed
- General workplace safety and health practices include, but are not limited to, the following:
 - Implementation and maintenance of the IIPP.
 - Emergency Management Plan and Unit Crises Response Plan.
 - Provisions for medical services and first aid including emergency procedures.
 - Prevention of musculoskeletal disorders, including proper lifting techniques.
 - Proper housekeeping, such as keeping work areas neat and orderly, and promptly cleaning up spills.
 - Prohibiting horseplay, scuffling, or other acts of reckless conduct that could adversely influence safety.

- Proper storage to prevent stacking boxes and/or material in an unstable manner and storing boxes and/or material against doors, exits, fire extinguishing equipment and electrical panels.
- Proper reporting of hazards and accidents to Directors and/or Supervisors.
- Hazard communication, including employee awareness of potential chemical hazards, and proper labeling of containers.
- Proper storage and handling of toxic and hazardous substances including prohibiting eating or storing food and beverages in areas where they can become contaminated.

VI. Effective Communications With Employees Have Been Established Which Include The Following Methods To Meet The Standard's Requirements:

- Communication of safe working conditions, work practices, and required personal protective equipment is included in initial and all subsequent training.
- Other forms of employer-to-employee communications on safety topics include:
 - Posters
 - Newsletters
 - Memorandums
 - Safety Meetings
- Employees have been advised by the following method:
 - New Employee Safety Orientation
 - Memorandums
 - Safety Meetings
 - Safety Programs, Policies and Procedures
- Safe work conditions, safe work practices, and required personal protective equipment are mandatory and will be enforced by the following:

- Discipline for non-compliance includes, however not necessarily in the following order:
 - Verbal Reprimand
 - Written Reprimand
 - Suspension
 - Termination
- Unit No. 01507's method to solicit safety related information from employees includes:
 - Open discussion with employees, Directors and Supervisors.
 - Open door policy (Anonymously if preferred).
- Employees have been advised there will be no reprisals or adverse actions against them for expressing any concern, comment, suggestion or complaint about a safety-related matter.
- New employee orientation including a discussion of safety and health policies and procedures.
- Review of Unit No. 01507's IIPP.

VII. Recordkeeping Requirements Of California Code of Regulations, Title 8, General Industry Safety Order §3203 Will Be Adhered To, Including:

- Maintenance of all written records for a minimum of three years or for the period required by law beyond three years.
- Maintenance of training records for employees who have worked less than one year may not be maintained beyond the term of employment if the training records are provided to the employee upon termination of employment.

Records of hazard assessment inspections, including the person(s) conducting the inspection, the unsafe conditions and work practices that have been identified and the action taken to correct the identified unsafe conditions and work practices, are recorded on the appropriate forms.

VIII. Review And Approval

This Injury and Illness Prevention Program is hereby approved.

Adam Hoffman,
Name

Signature

Owner/Operator
Title

Date