



SUPERIOR STAGE CREW

QUALITY, KNOWLEDGE, EFFICIENCY

ILLNESS AND INJURY PREVENTION PROGRAM

Updated January 19, 2022

TABLE OF CONTENTS

EMERGENCY PHONE CONTACTS	3
INTRODUCTION	4
ASSIGNMENT OF RESPONSIBILITY	5
SAFETY COMMITTEE	6
SAFETY PROGRAM ADMINISTRATOR	7
EMPLOYEE RESPONSIBILITY	7
EMPLOYEE NEED FOR COMPLIANCE	8
SAMPLE FORM – NOTICE OF SAFETY INFRACTION	8
EMPLOYEE REPORTING OF HAZARDS	9
SAFETY COMMUNICATION POLICY	9
EMPLOYEE SAFETY TRAINING POLICY	9
SAFETY MEETINGS	10
IDENTIFICATION AND CONTROL OF HAZARDS	10
ILLNESS AND INJURY INVESTIGATION	10
RECORDKEEPING	11
EMPLOYEE'S COPY OF ACKNOWLEDGEMENT OF RECEIPT OF THE INJURY AND ILLNESS PREVENTION POLICY	12
EMPLOYEE'S COPY OF ACKNOWLEDGEMENT OF RECEIPT OF THE INJURY AND ILLNESS PREVENTION POLICY	13

EMERGENCY PHONE CONTACTS

Superior Stage Crew, Inc.

575 Dawson Dr. Suite 214

Camarillo, CA, 93012

EMERGENCY LIST

Fire Department	911
Paramedics / Ambulance	911
Police Department	911
Poison Control Center	(800) 876-4766

UTILITIES

Southern California Edison Electrical Service	Emergency Services	(800) 611-1911
--	--------------------	----------------

SAFETY COMMITTEE CONTACTS:

Spencer Tipton (Chairman)	cell	(805) 216-4193
Adrian Meza (Secretary)	cell	(805) 421-7399
Nokey Tipton (Safety Administrator)	cell	(805) 223-5896
Lauren Tipton	cell	(805) 415-3255
Greg Hall	cell	(805) 794-5852
Alan Pena	cell	(805) 746-8455
Morie Galeai	cell	(805) 228-9176
Jordan Siqueido	cell	(714) 737-0617
Kane Tinajero	cell	(805) 826-6187

INTRODUCTION

Superior Stage Crew, Inc. (the “Company”) is committed to maintaining a safe and healthful working environment. It is the policy of Superior Stage Crew, Inc. that injury and illness prevention shall be considered of primary importance in all phases of operations and administration. In this regard, we have implemented this Injury and Illness Prevention Program (the “Program”). The Program is designed to ensure the safety and health of our employees and to provide a safe and healthful work environment.

Every effort will be made to provide adequate training to employees. However, if an employee is ever in doubt how to do a job safely, it is his or her duty to ask a qualified person for assistance. Contact Nokey Tipton, the Safety Program Administrator.

Employees are expected to assist management in injury and illness prevention activities. Unsafe conditions must be reported. Fellow employees who need help should be assisted. Everyone is responsible for the housekeeping duties that pertain to their jobs.

Any injury that occurs on the job must be reported to management as soon as possible. In no circumstance, except an emergency, should an employee leave a shift without reporting an injury that occurred. When you have an injury or illness, everyone loses; you, your family, your fellow workers and the company. Please work safely. It's good for everyone.

A copy of the Program is maintained in the Safety Program Administrator's office and is available for your review. A copy is also provided to you and you will be asked to acknowledge receipt of the program.

ASSIGNMENT OF RESPONSIBILITY

I will see to it that our company's managers and supervisors will assume their respective responsibility for the safety and health of their assigned staff. Those responsibilities will include, but will not be limited to:

- Review safety policies and procedures; become familiar with functions and responsibilities of supervision and the interrelationships with other departments.
- Develop a sound technical knowledge of all applicable Cal/OSHA Safety Orders and Regulations; also stay current with requirements made by other government agencies.
- Maintain an occupational training program covering hazards basic to all types of employment and those unique to each worker's job assignment.
- Correct unsafe and unhealthy work practices in a timely manner (also document this on provided forms).
- Schedule and conduct regular safety training meetings with employees.
- First aid duties as required, which will include maintaining appropriate first aid supplies, dissemination of emergency procedures, and providing first-aid training.
- Keep records of all employee training, corrections of unsafe conditions, dates and results of workplace inspections. Submit all documentation to Human Resources Department for company recordkeeping.

Nokey Tipton
President & Safety Administrator

January 19, 2022
Date

SAFETY COMMITTEE

New in 2019, Superior Stage Crew, Inc. has commissioned the formation of a Safety Committee. Companies that have a successful safety committee enjoys benefits such as increased awareness of safety issues, quick response to safety-related issues, cooperation between employees and management in solving safety issues and a reduction in work related injuries.

The basic function of the safety committee is to encourage and maintain a safe work environment. A safety committee should foster a sense of ownership by giving employees an opportunity to directly improve safety and reduce injuries within a company, while enhancing communication between management and employees.

To achieve this, a commitment to safety must become a shared responsibility between management and employees. Safety committee members are responsible for developing and reviewing safety procedures and policies, investigating and reviewing accidents and communicating safety issues or policies to company employees.

The Committee will meet on a Bi Monthly basis. The committee meetings are open to all employees. If you would like to attend the next meeting request the information from the safety administrator.

SAFETY PROGRAM ADMINISTRATOR

The individual with principal responsibility for implementing and administering the Safety Program is, Nokey Tipton, who is referred to in this policy as the "Safety Program Administrator." The Safety Program Administrator's duties include the following:

- Becoming familiar with the safety and health hazards to which the Company's employees may be exposed as well as applicable laws, regulations and Company safety rules and policies:
- Ensuring that employees are trained in accordance with the Program
- Inspecting, recognizing, and evaluating workplace hazards on a continuing basis
- Developing methods for abating or reducing workplace hazards
- Ensuring that workplace hazards are abated or eliminated in a timely and effective manner

Although the Safety Program Administrator may assign all or some of these tasks to other individuals within our Company, the Program Administrator oversees the implementation and maintenance of the Program.

EMPLOYEE RESPONSIBILITY

It is the responsibility of each and every employee to:

- Monitor and inspect his or her assigned work areas and immediately report any hazards or potential hazards of which he or she become aware
- Attend scheduled training sessions on how to avoid injury and illness and how to identify and report workplace hazards
- Cooperate with the abatement and elimination of workplace hazards in his or her work areas

Strict adherence to our safety standards will be viewed positively in an evaluation. Employees who violate this Program may be subject to discipline, up to and including termination of employment.

EMPLOYEE NEED FOR COMPLIANCE

All employees are required to comply with the Company's safety and health policies and practices as listed in the Code of Safe Practices. This includes employees at every level and in all positions within the Company. Performance evaluations take into consideration all aspects of an employee's performance, including the employee's compliance with the Company's safety standards. Consequently, strict adherence to the Company's safety standards and legal obligations concerning safety will be viewed positively in an evaluation. In the same manner, employees who fail to promote the interests of safety and health in the workplace may be viewed negatively in an evaluation. In addition, violation of safety standards or conduct may result in disciplinary action. In this regard, it should be remembered that the employment relationship is with mutual consent of the employee and the Company and can be terminated at will, at any time, either by the employee or the Company.

Sample Form:

NOTICE OF SAFETY INFRACTION

We consider the safety of our employees to be very important. Therefore, to prevent accidents, it is our policy to strictly enforce company safety rules. Infractions of safety rules will result in the following:

1st Infraction – Written/Verbal Warning

3rd Infraction – 3 to 5-day Suspension

2nd Infraction – Written Warning

4th Infraction – Dismissal

_____ you have been observed working in
the following unsafe manner, contrary to company safety rules:

This is your

☐ 1st Infraction

☐ 2nd Infraction

☐ 3rd Infraction

☐ 4th Infraction

Action taken:

Supervisor

Date

Employee

Date

EMPLOYEE REPORTING OF HAZARDS

Employees must report immediately to the Program Administrator any unsafe condition or hazard that they discover in the workplace. No employee will be disciplined or discharged for reporting any workplace hazard or unsafe condition. However, failure to report a known hazard or unsafe condition may result in discipline.

SAFETY COMMUNICATION POLICY

It is our company policy to maintain open communication between management and staff on matters pertaining to safety. Your thoughts on matters regarding safety are considered important, and we encourage your active participation in our company safety program. Please feel free to express any of your safety concerns or suggestions during safety meetings, individually to your supervisor as well as through the safety suggestion box on the "Team Hub" page on our company website. Be assured that all safety suggestions will be given serious consideration, and that each will receive a response.

In turn, the company will provide current safety news and activities, safety reading materials, signs, posters, and a bulletin board for easy access to them all.

Also, regular safety meetings will be held every quarter so that all employees have an opportunity to receive safety training and voice personal opinions regarding safety.

EMPLOYEE SAFETY TRAINING POLICY

Nokey Tipton, the Safety Program Administrator, shall assure that supervisors receive training to familiarize them with the safety and health hazards to which employees under their immediate direction and control may be exposed.

Supervisors are responsible to see that those under their direction receive training on general work place safety as well as specific instructions with regard to hazards unique to any job assignment.

To ensure that all employees receive appropriate training, all company employees will participate in:

- Scheduled safety meetings
- Additional training as job duties or work assignments are expanded or changed
- Other training programs as appropriate

Further training will be provided whenever employees are exposed to new processes, machinery, chemicals, and/or unrecognized hazards.

Records of all the above training will be kept by the Human Resources Department.

SAFETY MEETINGS

Safety meetings will be scheduled periodically. During these meetings, the Safety Program Administrator will discuss with the employees such issues as:

- New hazards that have been introduced or discovered in the workplace
- Causes of recent accidents or injuries and the methods adopted by the Company to prevent similar incidents in the future
- Any health or safety issue deemed by the Safety Program Administrator or the employees to require reinforcement

IDENTIFICATION AND CONTROL OF HAZARDS

The Safety Program Administrator or a designated supervisor will, on a monthly basis, conduct facility inspections and be responsible for correction of any unsafe conditions in all work areas. He will conduct inspections whenever new substances, processes, procedures or equipment are introduced into the workplace that represents a new occupational safety and health hazard. He will also conduct inspections whenever a new or previously unrecognized hazard is identified.

Whenever an unsafe or unhealthy condition, practice or procedure is observed, discovered or reported, the Safety Program Administrator will make the 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.

INJURY AND ILLNESS INVESTIGATION

All work-related accidents will be investigated in a timely manner. Minor incidents and near misses as well as more serious accidents will be investigated. A "near miss" is an incident which, although not serious in itself, could have resulted in a serious injury or significant property damage. Accordingly, all accidents, including near misses, should be reported to the Safety Program Administrator.

In the event of an occupational injury or illness, the Safety Program Administrator will conduct an investigation that will include gathering data; making an objective evaluation of facts, statements and related information; and finally, developing a definite plan to prevent a recurrence. The investigation may include speaking directly with the person(s) involved in the accident, witnesses to the accident, or other personnel who may have knowledge of the accident. The purpose of the injury and illness investigation is to determine what factors, condition, and/or practices contributed, so that the proper action can be taken to prevent a recurrence.

RECORDKEEPING

Records will be kept of all safety program activities and may include, but are not limited to:

- Initial orientation training
- Job descriptions and/or job analyses
- Safety meetings
- Training schedule for each employee
- Injury or Illness Investigations
- Employee and employer claim forms
- Cal/OSHA required records (Form 300, medical exposure records, injury reports (Form 301)
- Inspections performed in-house and any performed by outside agencies
- Disciplinary actions
- Safety Committee meetings
- Vehicle inspection forms
- CPR/First Aid training

At least one copy of all the above records will be maintained and filed by Nokey Tipton at the main office of Superior Stage Crew, Inc. at 575 Dawson Dr. Suite 214, Camarillo, CA 93012. In conclusion Superior Stage Crew, Inc. values the safety of all company employees, and it is our intent to maintain the high standards of safety that will ensure the good health and well being of all those we employ.

**ACKNOWLEDGEMENT OF RECEIPT
AND REVIEW OF THE
INJURY AND ILLNESS PREVENTION PROGRAM**

EMPLOYEE SIGNATURE SHEET

After reading this document, please sign below and return this form to the Human Resources department.

I have read and understand the Superior Stage Crew, Inc. Illness and Injury Prevention Program.

Signed: _____

Date: _____

Print Your Name: _____

If you have any suggestions or recommendations for revision to the Illness and Injury Prevention Program, please comment below:

EMPLOYEE'S COPY

**ACKNOWLEDGEMENT OF RECEIPT
AND REVIEW OF THE
INJURY AND ILLNESS PREVENTION PROGRAM**

EMPLOYEE SIGNATURE SHEET

After reading this document, please sign below and return this form to the Human Resources department.

I have read and understand the Superior Stage Crew, Inc. Illness and Injury Prevention Program.

Signed: _____

Date: _____

Print Your Name: _____

If you have any suggestions or recommendations for revision to the Illness and Injury Prevention Program, please comment below:

EMPLOYER'S COPY