



INJURY AND ILLNESS PREVENTION PROGRAM

Monroe Personnel Service, LLC and Temptime

P.O. Box 475284

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Debra Mugnani Monroe

President

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RESPONSIBILITY FOR OUR IIPP (Title 8 California Code of Regulations §3203(a)(1))

- ☒ We have an Injury and Illness Prevention Program (IIPP) administrator that has the authority and responsibility for implementing and maintaining this IIPP.

Our Injury and Illness Prevention Program (IIPP) administrator is: Debra Mugnani Monroe, President, (415) 732-7520, staffing@temptime.com

This IIPP also covers Monroe Personnel Service, LLC and Temptime's own in-house staff. The responsibilities, hazard reporting procedures, accident investigation, training, and recordkeeping described in this program apply to our in-house staff in our own workplace as well as to the employees we place in our clients' workplaces.

The person from our agency who is responsible for reviewing our clients' Injury and Illness Prevention Programs (IIPPs) to ensure they include the workers we send to their workplaces is:

Debra Mugnani Monroe, President, (415) 732-7520

- ☒ All employees, including employees we send to our clients' workplaces, have been told who is in charge of health and safety for our agency and in the workplace(s) where they will be working.

ACCIDENT/EXPOSURE INVESTIGATIONS IN OUR CLIENTS' WORKPLACES (Title 8 CCR §3203(a)(5))

- ☒ We have told our client employers to notify us if an accident, serious injury, serious illness and/or hazardous substance exposure occurs to one of our employees placed in their workplaces and to report their findings from the investigation of the incident, back to us. Our contracts with our host employers explain our expectation that they will notify us immediately when one of our employees is seriously injured.
- ☒ We also participate in these investigations in our clients' workplaces.
- ☒ We recognize that it is our responsibility to notify Cal/OSHA within 8 hours of a fatality, serious accident or illness that requires hospitalization of more than 24 hours, or the loss of a body part or other serious disfigurement that occurs to one of our employees that is placed in a client's workplace. The host employer must also notify Cal/OSHA.

HAZARD ASSESSMENT / INSPECTION OF OUR CLIENTS' WORKPLACES (Title 8 CCR §3203(a)(4))

- ☒ We review the work environment and job duties with the client at the time of the job order, and visit when needed, to identify unsafe conditions and work practices. We also conduct this review, and visit when needed, whenever new substances, processes, procedures, or equipment are introduced to the workplace that represent a new safety or health hazard and whenever we learn of a new or previously unrecognized hazard.

The following person conducts these investigations: Debra Mugnani Monroe, President

- ☒ In addition, we require our clients to inform us promptly whenever new substances, processes, procedures, or equipment are introduced to the workplace that may represent a new safety or health hazard to our employees, as well as when they change the job duties of any of our employees in a manner that may affect his or her health or safety.
- ☒ In addition, we work with our clients in the following ways to identify unsafe or unhealthy work conditions, practices or procedures that may affect our employees that are sent to work in their workplaces: We discuss safety conditions when taking job orders and follow up on any employee concerns.
- ☒ The employees we place in our clients' workplaces are informed that they have the right to report hazards or unsafe conditions to the client employer, our agency, or both. They are told how to report hazards or unsafe conditions and who should receive these reports. We want our employees placed in our clients' workplaces to report hazards or unsafe conditions in the following ways: Report immediately to President Debra Mugnani Monroe at (415) 732-7520 or staffing@temptime.com.

- ☒ Our employees are also informed that they have the right to refuse to do any task to which they are assigned by the client employer if they reasonably believe that task is dangerous or violates any of our or the client employer's safety rules, until such danger is eliminated. Our employees are also informed that they will not be terminated, sanctioned or disciplined in any manner for reporting hazards or refusing to do a task under the circumstances set forth in this paragraph. As stated in our Employee Handbook, while you are on an assignment, we ask you NOT to drive a vehicle, operate machinery or lift heavy items. If you are ever asked to do any other task you feel is hazardous or outside the scope of your assignment, contact us immediately.
- ☐ We include in our contracts with our client employers an explanation of how we will assess the hazards in their workplace that may affect our employees.

HAZARD CORRECTION IN OUR CLIENTS' WORKPLACES (Title 8 CCR §3203(a)(6))

- ☒ We take the following steps to ensure that our employees who are placed in our clients' workplaces are protected from the health and safety hazards on their jobs: All employees are provided with the latest Cal/OSHA posters and bulletins in regard to workplace health and safety as well as additional information provided by our workers' compensation provider.
- ☒ We ensure that our employees who are placed in our clients' workplaces are provided with any personal protective equipment or clothing that is required for the work being performed.
- ☒ If an imminent hazard exists at one of our clients' workplaces which cannot be immediately abated without endangering employee(s) and/or property, we will immediately remove all exposed employees from the area.
- ☐ We include in our contracts with our client employers an explanation of how our employees will be protected from hazards in their workplace.

COMMUNICATION WITH EMPLOYEES WORKING IN OUR CLIENTS' WORKPLACES ABOUT SAFETY (Title 8 CCR §3203(a)(3))

- ☒ All managers and supervisors within our agency are responsible for communicating with our employees about occupational health and safety hazards and protections in a manner that is easily understandable by all employees. We address this in the following ways for our employees placed in our clients' workplaces:
- ☒ Our employees are informed that they have the right to refuse to do any task to which they are assigned by the client employer if they reasonably believe that task is dangerous or violates any of our or the client employer's safety rules, until such danger is eliminated. Our employees are also informed that they will not be terminated,

sanctioned or disciplined in any manner for reporting hazards or refusing to do a task under the circumstances set forth in this paragraph.

- ☒ We communicate with our client employers in the following ways when we identify unsafe or unhealthy work conditions, practices or procedures that may affect our employees that are sent to work in their workplaces: We directly communicate that our employees will be potentially removed from their workplaces until unsafe or unhealthy work conditions are mitigated. We also share ongoing safety information via monthly newsletters.
- ☒ We have a communication system that includes all of the following checked items:
 - ☒ We conduct new employee orientation with each new employee.
 - ☒ We post or distribute safety information in the following ways: Monroe Personnel IIPP included as part of New Hire orientation documentation and is also included on our website's Employees Forms and Resources page for further reference.
 - ☒ Other methods we use to ensure communication with our employees who are placed in our clients' workplaces include: periodic check-ins to ensure employee health and safety
 - ☒ We include in our contracts with our client employers an explanation of how our staffing agency, the host employer, and our employees will communicate about safety issues.

TRAINING AND INSTRUCTION (For the employees we place in our clients' workplaces) (Title 8 CCR §3203(a)(7))

- ☒ All of our employees, including supervisors and employees that we place in our clients' workplaces, are provided with training and instruction on general and job-specific safety and health practices in the following ways:
 - ☒ Before they start work, we provide health and safety orientation training for new employees who will be placed in our clients' workplaces. This training includes information about our safety and health policies and procedures, the types of common hazards in the types of workplaces where they are being sent and how to protect themselves from these hazards, a review of our Injury and Illness Prevention Program, and information about how to report health and safety problems in the workplaces where they are working.

The following is a description of how our training is conducted and who conducts the training: all employees are provided with orientation materials within the first three days of their assignment including the latest Cal/OSHA posters and bulletins as well as additional resources provided by our workers' compensation insurance provider.

- ☒ We ensure that we or our client employers provide our employees who are placed in their workplaces with site-specific, job-specific and hazard-specific health and safety training before our employees begin working in that workplace. In addition, supplementary or updated training shall be provided whenever new substances, processes, procedures, or equipment are introduced into the workplaces where they are placed and whenever our employees are switched to a new task involving new hazards. We do this in the following ways:
 - ☐ We review our client employers' training records.
 - ☒ We discuss with our client employers what site-specific, job-specific and hazard-specific training is provided to our employees.
 - ☒ We include in our contracts with our client employers what the responsibilities are on our part and on the part of the client employers for training our employees who work at their workplace. This includes when the training is provided and the topics. We ensure that this training occurs before our employees begin working in their workplace and before they are assigned new tasks.
 - ☐ We ensure that the host employers do not give our employees new tasks or expose our employees to new hazards without informing us first and without providing *training to our employees before they take on the new tasks.
 - ☐ Other methods we use to ensure our employees have adequate training before they begin work in our clients' workplaces include:

Training we expect our clients to provide the employees we place in their workplaces includes such topics: (e.g., lock-out/tag-out procedures, dealing with hazardous chemicals, etc.) site-specific potential hazards in their workplace.

EMPLOYEE COMPLIANCE WITH SAFETY PROCEDURES (Title 8 CCR §3203(a)(2))

- ☒ Management is responsible for ensuring that all of our safety and health policies and procedures, and those established by our clients for their workplaces, are clearly communicated to our employees.
- ☒ All of our employees, including those we place in our clients' workplaces, are responsible for complying with safe and healthful work practices. Our system of ensuring that all employees comply with these practices includes all of the following checked practices.
 - ☒ Recognizing employees who perform safe and healthful work practices. This recognition is accomplished by commendations.
 - ☒ Fair and consistent disciplining of employees who fail to comply with safe and healthful work practices. The following outlines our disciplinary process: Depending on the seriousness of the violation, an employee who does not follow safe work practices will

receive a verbal warning, followed by a written warning, and then removal from the assignment or termination of employment. Serious safety violations may result in immediate removal from the assignment or termination, as described in Section 3.4 (Progressive Discipline and Serious Misconduct) of our Employee Handbook.

- ☐ Evaluating the safety performance of all employees.
 - ☐ Providing training to employees whose safety performance is deficient.
 - ☐ Other systems we have in place to ensure compliance with safety practices: _____
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The responsibilities of all employees include the following checked practices:

- ☒ Reporting unsafe conditions, unsafe work practices and accidents to our staffing agency and to a supervisor at the host employer's workplace immediately.
- ☒ Following safety rules and work practices.
- ☒ Using appropriate personal protective equipment (PPE) as instructed by their supervisors.
- ☐ Other: _____

RECORDKEEPING AND DOCUMENTATION (Title 8 CCR 3203(b))

- ☒ This written document and any attachments documents how we implement and maintain our Injury and Illness Prevention Program as it relates to our employees who are placed in our clients' workplaces.

Copies of this IIPP can be found at: Employees Forms and Resources Page on our company website (www.temptime.com)

- ☒ We maintain records of the trainings that we provide to our employees. Our records include the names of the employees receiving the training, the training topic, the name of the trainer, and the date(s) of the training.
- ☒ We maintain records of our worksite inspections, including those we conduct in our clients' workplaces. These records include the name of the person(s) conducting the inspection, the hazards identified and the action taken to correct the unsafe hazards.
- ☒ We have reviewed our client employers' IIPPs to make sure they include our employees who are placed in their workplaces.

Disclaimer: *This document is not meant to be either a substitute for or a legal interpretation of the occupational safety and health regulations. Readers should refer directly to Title 8 of the California Code of Regulations and to the Labor Code for detailed information regarding the scope, specifications, and exceptions of a particular regulation and for other requirements that may be applicable to their operations.*