

JR'S PLUMBING & DRAIN

Updated 01/20/2026

Employee Safety
Manual

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PREFACE (Updated for 2026 California Law)

At **JR's Plumbing & Drain**, we recognize that our employees are the driving force behind our business. As our most critical resource, employees will be safeguarded through comprehensive training, provision of safe work environments, and clear procedures that promote the protection of health and safety at every level of the company.

All work conducted by JR's Plumbing & Drain employees will take into account the full intent and spirit of this safety policy. No duty, no matter how urgent or profitable it may seem, is more important than employee health and safety.

We are firmly committed to doing **everything reasonably necessary** to prevent workplace accidents and occupational illnesses, in alignment with all applicable **federal, state, and local laws**, including the **California Code of Regulations (Title 8)** and **Labor Code provisions governing workplace safety and health**.

We value our employees not only as workers, but as people — vital to the success of their families, the community, and this company. This safety policy is designed not just to reduce risk, but to foster a culture of trust, communication, and mutual responsibility.

Reporting and Communication

Employees are encouraged — and legally protected — when they report unsafe work practices, safety hazards, near-miss incidents, or injuries. **All accidents, no matter how minor, must be reported immediately** to the on-duty supervisor or designated Safety Coordinator.

Employees will never face discipline or retaliation for good-faith safety reports. **Retaliation is illegal under California Labor Code §§ 6310–6311 and FEHA.**

Our Legal and Ethical Compliance Standards

A key factor in implementing this policy is **strict adherence to all applicable federal, state, and local safety regulations**, including but not limited to:

- **Cal/OSHA Injury and Illness Prevention Program (CCR Title 8 §3203)**
- **Workplace Violence Prevention (Labor Code §6401.9 & SB 553)**
- **Hazard Communication (CCR Title 8 §5194)**

- **Heat Illness Prevention (CCR Title 8 §3395)**
- **Respiratory Protection (CCR Title 8 §5144)**
- **Confined Space Entry (CCR Title 8 §5157–5158)**
- **OSHA General Duty Clause and Federal Standards, where applicable**

Failure to follow company safety rules or legal requirements may result in disciplinary action, up to and including termination, and may affect Workers' Compensation eligibility under Labor Code §3600.

Safety Management Principles at JR's Plumbing & Drain

We embrace the following principles as part of our company-wide commitment to safety:

1. **All incidents are preventable** through effective safety and health control programs.
2. **Safety and health protections are integral** to every task and operation — not optional.
3. **Accident prevention is good business.** It reduces human suffering, promotes productivity, improves morale, strengthens client relationships, and supports our reputation.
4. **Management is accountable** for providing the safest possible work environment, allocating the resources necessary to support these safety efforts.
5. **Employees are individually responsible** for following safe practices, reporting concerns, and supporting a culture of safety through personal accountability and communication.
6. **Supervisors and managers lead by example**, fostering a positive safety culture through active participation, clear communication, and consistent enforcement.
7. **The safety program applies to all employees**, vendors, subcontractors, and any individuals affected by our operations, regardless of worksite.
8. **Continuous improvement is expected** — we review incidents, audit performance, and revise this program as needed to reflect best practices and evolving regulations.

A Team Commitment to Safety

At JR's Plumbing & Drain, we believe that safety is everyone's responsibility. Our program only succeeds when every employee — from apprentice to owner — is engaged, informed, and empowered.

Together, we will:

- Prevent injuries and occupational illnesses;
- Protect each other from known hazards;
- Report unsafe conditions promptly;
- Create safer worksites for our clients and communities;
- Uphold the legal and ethical standards that define us.

Let this policy stand as a clear statement of purpose: **we are committed to safety — not just compliance.**

EMPLOYEE SAFETY RESPONSIBILITIES & RULES

(Updated for 2026 California Compliance – JR's Plumbing & Drain)

EMPLOYEE SAFETY RESPONSIBILITIES

The primary responsibility of all employees at **JR's Plumbing & Drain** is to perform their job duties **safely, responsibly, and in full compliance** with all company policies and applicable laws. Every employee is expected to work in a manner that **prevents injury to themselves, co-workers, subcontractors, and customers.**

As a **condition of employment**, all employees must:

- Become familiar with and follow this **Employee Safety Manual**, the **Injury and Illness Prevention Program (IIPP)**, and the **Workplace Violence Prevention Plan (WVPP)**;
- Understand and apply **approved safety procedures** for their job tasks;
- Ask for clarification **before performing any unfamiliar or potentially hazardous work**;

- Report unsafe conditions, hazards, or concerns **immediately and without fear of retaliation**, per Labor Code §§ 6310–6311 and Cal/OSHA protections.

🚫 **No employee is ever required to perform work they believe is unsafe.** If you have any concern about a job or condition, you must immediately contact your supervisor or the Safety Coordinator. Refusing unsafe work is protected by law (Cal/OSHA §3395 & §3203).

EMPLOYEE SAFETY RULES

These rules apply at all times on company property, job sites, during transit in company vehicles, and when working at customer locations. Violation of safety rules may result in **disciplinary action, retraining, or termination.**

1. Conduct

- Horseplay, pranks, threats, or violence are prohibited.
- Unsafe behavior that risks injury or intimidates others is forbidden.
- Respectful, professional conduct is expected at all times.

2. Drugs and Alcohol

- Use, possession, or being under the influence of **alcohol, cannabis, or illegal drugs** during work hours or on company property is strictly prohibited.
- **Prescription medication that may impair performance** must be reported to your supervisor prior to starting work.
- Compliance with the **Drug-Free Workplace Act (Labor Code §§ 1025–1028)** is required.

3. Housekeeping

- Keep **aisles, vehicles, and work areas clear** and clean throughout the day.
- Dispose of trash properly and clean up spills immediately.
- Tools must be put away after use. **Trip hazards are never acceptable.**

4. Injury Reporting

- Report **all injuries, no matter how minor**, immediately to management.
- Prompt reporting is essential to maintain your eligibility for **Workers' Compensation (Labor Code § 5400)**.

- **Transitional Return to Work (light duty)** is available. You are expected to return to work immediately upon physician release.

5. Personal Protective Equipment (PPE)

- **Inspect PPE before each use.** Do not use damaged or defective gear.
- Maintain PPE in clean and operable condition.
- Required PPE includes:
 - **Safety Glasses** – in designated areas or when risk of eye injury exists.
 - **Hard Hats** – in designated or overhead hazard areas.
 - **Work Gloves** – for rough, sharp, chemical, or heated materials.
 - **Chemical Gloves** – for handling hazardous materials.
 - **Welding PPE** – helmet, gloves, sleeves, and lens filter.
 - **Respirators** – for authorized and trained employees only (CCR §5144).
 - **Hearing Protection** – required at ≥ 85 dBA exposure levels (CCR §5095).

6. Equipment Operation

- Only **trained and authorized** employees may operate:
 - Company vehicles
 - Inspection cameras
 - ProPress tools
 - Drum machines
 - Water jetters
 - Any powered equipment or machinery

Rules when operating machinery:

- Remove jewelry, secure loose clothing, and tie back long hair.
- Never operate damaged equipment.
- Never disable guards or safety features.
- Never reach into moving parts — stop the machine and follow Lockout/Tagout (LOTO) if applicable.

7. Ladders

- Inspect before every use.
- Place on **stable, level ground**.
- **Maintain 3-point contact** at all times.
- Do not stand on the top two steps.
- Never use metal ladders near live electrical sources.

8. Cranes / Hoists / Lifting Devices

- Inspect all slings, hooks, and devices prior to each use.
- **Never walk under a suspended load.**
- Stay clear of the “fall zone”.
- Know load weights — do not exceed equipment capacity.

9. Lockout / Tagout (LOTO)

- De-energize all machinery before servicing.
- Lock out and tag any source of hazardous energy (electrical, mechanical, hydraulic, etc.).
- **Do not remove another person’s lock or tag.**
- Tags labeled “**DANGER – DO NOT OPERATE**” must be respected as legal warnings.

10. Hazard Communication (CCR §5194)

- All containers must be **labeled** with contents and hazard class.
- You have a **legal right to access Safety Data Sheets (SDS)** for any chemical you handle.
- Do not mix or use chemicals without authorization.
- Use proper PPE and follow label/SDS instructions.
- Store flammables only in **approved cabinets or safety cans.**
- **Do not eat, drink, or smoke around chemicals.**

11. Confined Space Entry (CCR §5157)

- Only trained and authorized employees may enter a confined space.

- Notify management **before** attempting any confined space task.
- Confined spaces include tanks, pits, crawlspaces, or any area with:
 - Limited entry/exit
 - Hazardous atmosphere
 - Engulfment or entrapment risk
- Permit procedures, ventilation, and rescue plans are mandatory.

12. Emergencies

- In a serious injury, fire, or life-threatening situation: **Call 911 immediately.**
- Alert others, pull alarms, and evacuate to designated areas.
- Use fire extinguishers **only if trained and safe.** Remember:
 - **P** = Pull the pin
 - **A** = Aim at the base
 - **S** = Squeeze the handle
 - **S** = Sweep side to side
- Do not fight fires that are large, uncontained, or creating dangerous smoke.
- Never handle blood or bodily fluids unless trained. Use gloves and notify management if exposed.

13. Company Vehicles & Driver Safety

- Only authorized drivers may operate JR's Plumbing & Drain vehicles.
- **No personal use or unauthorized passengers.**
- **Seatbelts must be worn at all times.**
- Obey all traffic laws and report all moving violations to management.
- Never operate a vehicle under the influence of alcohol, cannabis, or impairing medications.

14. Electrical Safety

- Never open panels or work on live circuits unless trained and authorized.
- Report all exposed wiring or electrical issues immediately.

- Use extension cords **only temporarily** and never run them under rugs or across walkways.
- Personal electrical devices must be approved by management before use.

15. Lifting

- Get help when lifting heavy or awkward objects.
- Keep the load close, bend at the knees, and avoid twisting.
- Move feet to turn — do not rotate your spine with a load.

16. Staying Safe

- Report **any unsafe condition or near-miss** immediately.
- If unsure about how to perform a task, **ask before starting**.
- Your input is welcome — suggestions to improve safety are encouraged.

Disciplinary Action

Violation of safety rules may result in:

- Verbal or written warnings
- Suspension
- Termination of employment
- Denial of Workers' Compensation claims under Labor Code §3600 for misconduct

Customer Locations

When working on a client or customer site:

- Follow **all rules in this manual** *and* site-specific policies;
- Get **permission before using customer equipment**;
- Work safely, professionally, and represent JR's Plumbing & Drain positively at all times.

SAFETY COORDINATOR RESPONSIBILITIES

JR's Plumbing & Drain – Updated for 2026 California Compliance

Lori Hurlbert is the designated **Primary Safety and IIPP Coordinator** for JR's Plumbing & Drain.

Cedric W. Johnson is the designated **Associate Safety and IIPP Coordinator**.

Together, these individuals are responsible for the **implementation, enforcement, and continual improvement** of the company's **Injury and Illness Prevention Program (IIPP)** and all related safety programs, as required by **Title 8 CCR §3203** and **Labor Code §6401.9**.

They are authorized to make decisions on behalf of the company related to workplace safety and are accountable for safety performance, including incident rates, compliance audit outcomes, and training effectiveness.

Core Responsibilities of the Safety Coordinators:

1. Oversight & Leadership

- Ensure **companywide implementation** of all required safety policies, procedures, and programs, including:
 - Injury & Illness Prevention Program (IIPP)
 - Workplace Violence Prevention Plan (WVPP)
 - Hazard Communication Program (HazCom)
 - Bloodborne Pathogens Exposure Control Plan
 - Hearing Conservation Program (when applicable)
 - Equipment Operation Safety (Forklift, Power Tools, etc.)
- Serve as a resource for **employee and supervisor safety questions**.
- Ensure **availability and accessibility of all safety documentation** to employees at all job sites.

2. Hazard Identification & Correction

- Perform **regular, documented safety inspections** of the:
 - Shop

- Warehouse
- Offices
- Customer/job sites
- Identify unsafe practices, conditions, or near-misses and **initiate corrective action** immediately.
- Approve and/or recommend **budget expenditures** necessary to eliminate hazards.

✓ 3. Safety Training & Documentation

- Plan, coordinate, conduct, or delegate all required employee training, including:
 - New hire safety orientation
 - Job-specific safety training
 - Equipment operation certification
 - Annual retraining and refreshers
- Ensure training records are retained for **a minimum of 3 years** (per Cal/OSHA).
- Verify training comprehension via written or practical tests where applicable.
- Monitor completion of required training programs for all employees and management.

✓ 4. Communication & Culture

- Lead **regular safety meetings** (e.g., weekly tailgate talks, monthly toolbox talks).
- Promote safety awareness and policy adherence at all levels.
- Post, publish, and distribute safety materials (e.g., Cal/OSHA posters, SDS access information).
- Ensure safety topics are consistently communicated across departments and worksites.

✓ 5. Compliance & Discipline

- Monitor **compliance with all safe work practices**, including those related to:
 - Plumbing field operations
 - Machine/tool usage

- Ladder use
- Flammable material storage
- Customer site conduct
- Coordinate with management on **progressive discipline** for repeated or serious safety violations.
- Conduct follow-up inspections to ensure violations are corrected.

✓ 6. Incident Reporting & Investigation

- Lead or assist in all **incident investigations**, including:
 - First aid events
 - Recordable/reportable injuries (per Cal/OSHA §14300)
 - Property damage
 - Near-misses
- Complete and maintain required forms (e.g., 301, 300 log, internal incident reports).
- Determine **root causes** and recommend preventive measures.
- Ensure that corrective actions are implemented and communicated across the organization.

✓ 7. Program-Specific Oversight

Ensure proper implementation and annual review of the following:

- **Hazard Communication (HazCom):**
 - SDS access
 - Chemical labeling and storage
 - Employee training on chemical hazards
- **Bloodborne Pathogen Protection:**
 - Access to gloves, face shields, and cleaning protocols
 - Exposure control procedures
- **Hearing Conservation:**

- Monitoring of noise levels (≥ 85 dBA)
- PPE distribution and fit-testing (if required)
- **Forklift/Equipment Safety:**
 - Annual operator evaluations and recertifications
 - Equipment condition inspections and maintenance logs

✔ 8. Annual IIPP & WVPP Review

- Conduct an **annual review and update** of the Injury and Illness Prevention Program.
- Integrate any:
 - Changes in law or regulation,
 - Updates in job procedures or equipment,
 - Trends in workplace incidents or hazards.
- Ensure that the **Workplace Violence Prevention Plan (WVPP)** is reviewed and updated annually in compliance with Labor Code §6401.9 and SB 553.

📄 Recordkeeping & Accessibility

Safety Coordinators must ensure:

- All inspection, training, and incident documentation is maintained and readily accessible.
- Safety programs and this manual are available at every worksite.
- Employees know where to find:
 - The IIPP & WVPP
 - Emergency procedures
 - SDS and HazCom records
 - Contact info for the Safety Coordinator

The Safety Coordinators have full authority to enforce safety rules and stop unsafe work. All JR's Plumbing & Drain employees are expected to cooperate fully with them and take personal responsibility for safety on the job.

DOCUMENTATION DUTIES

Maintain organized records of:

- Inspection reports and follow-ups
- Safety training logs
- Incident and injury investigation forms
- Cal/OSHA reporting logs (300, 301, 300A)
- Safety meeting sign-in sheets and agendas
- Safety Data Sheets (SDS)
- IIPP and WVPP current versions and amendments

Ensure documentation is:

- **Accessible to all employees**
- **Retained according to Cal/OSHA requirements**

EMPLOYEE COOPERATION

All employees must:

- Cooperate with Safety Coordinators in all duties and investigations
- Comply with all posted and trained safety practices
- Attend mandatory training and meetings
- Immediately report unsafe conditions or incidents
- Ask management before proceeding with unsafe, unclear, or unfamiliar tasks

Note: Repeated or willful non-compliance may result in **disciplinary action**, up to and including termination, in accordance with JR's Plumbing & Drain's discipline policy.

SAFETY & HEALTH COMMITTEE RESPONSIBILITIES

JR's Plumbing & Drain

Updated for 2026 California Compliance

PURPOSE OF THE COMMITTEE

To strengthen collaboration between employees and management on all workplace safety matters, JR's Plumbing & Drain may establish a **Safety & Health Committee**. Its primary role is to:

- Promote proactive safety awareness
- Encourage open dialogue about hazards
- Identify and help resolve health and safety issues
- Comply with regulatory requirements under **Cal/OSHA §3203(a)(3) and (7)**

Note: Establishing a safety committee is *voluntary* under current California law unless used as an alternative method of compliance with employee communication and hazard identification standards. However, JR's Plumbing & Drain recognizes its value as a best practice for continual improvement.

ORGANIZATION

Committee Membership Includes:

- **Safety Coordinator** (Chair)
- **Associate Safety Coordinator**
- Other invited Safety Managers, field staff, or support team members

Employee representatives are encouraged to participate, especially those:

- With direct knowledge of high-risk operations
- Who have demonstrated a commitment to safety
- Who can offer practical insights from field experience

Membership should rotate annually or semi-annually to promote inclusion and fresh perspectives.

MEETING FREQUENCY

- The committee will meet **monthly**, with the agenda distributed in advance.
 - **Written minutes** will be recorded at every meeting.
 - If a scheduled meeting must be rescheduled, it will be held later that same month.
 - Meetings may be held virtually or on-site, as appropriate.
-

COMMITTEE FUNCTIONS

The Safety & Health Committee shall perform the following duties:

1. **Conduct Safety Walkthroughs**

- Inspect one or more areas monthly (e.g., shop, jobsite, office)
- Document findings and corrective actions

2. **Review and Update Procedures**

- Evaluate current safety rules and SOPs
- Recommend changes based on incident data, inspections, or regulatory updates

3. **Analyze Incidents and Near Misses**

- Review all recent injury reports and near-miss incidents
- Identify root causes and propose preventive measures

4. **Review Employee Safety Suggestions**

- Encourage and evaluate employee-submitted safety concerns or recommendations
- Respond formally and transparently to each submission

5. **Plan Safety Promotions**

- Develop and promote incentive programs, such as:
 - Safety recognition awards
 - Zero-incident contests

- Monthly safe worker spotlights

6. Promote a Culture of Safety

- Model positive safety behavior and encourage coworkers to do the same
- Support team buy-in through regular, informal reinforcement

7. Evaluate Operational Changes

- Review the safety impact of:
 - New equipment
 - Worksite reconfigurations
 - Process changes
 - Seasonal or environmental hazards

MEMBER SELECTION GUIDANCE

When selecting committee members:

- Include employees with a track record of **accident prevention** or **safety improvement ideas**
- Consider workers from **higher-risk departments** (field plumbing, warehouse, trenching, equipment use)
- Accept **volunteers** who show interest in safety
- Encourage a balance of **field, shop, and office representation**

Consider forming **temporary subcommittees** for special projects (e.g., reviewing a specific accident trend or updating chemical storage procedures).

DOCUMENTATION REQUIREMENTS

To comply with Cal/OSHA's documentation rules, the following records must be maintained for **at least 1 year**:

- Meeting agendas
- Attendance/sign-in sheets

- Safety walkthrough checklists
- Incident review notes
- Committee suggestions and follow-ups
- Recommendations for IIPP/WVPP updates

Records must be available to employees, management, and regulatory agencies upon request.

COMMITTEE CONTRIBUTION TO COMPANY PROGRAMS

The Safety & Health Committee also plays a key role in supporting and reviewing:

- Injury and Illness Prevention Program (IIPP)
- Workplace Violence Prevention Plan (WVPP)
- Safety training effectiveness
- Disciplinary trends or gaps in compliance
- Company-wide safety performance metrics (e.g., incident rates)

CLIENT VISITS & INCIDENT REPORTING POLICY

JR's Plumbing & Drain

Updated for 2026 California Compliance

CLIENT VISITS

Employees of JR's Plumbing & Drain are expected to conduct themselves with professionalism and full adherence to all **client safety and security procedures** while on client property.

If a client host **does not** advise you of site-specific hazards, take the following precautions:

General Safety Guidelines:

- Identify and **mark emergency exits** upon arrival
- Watch your step and **avoid tripping/slipping hazards**

- Maintain **three-point contact** when using stairs (hand and two feet)
- Be alert to pedestrian and equipment movement in high-traffic areas

PPE and Industrial Site Conduct:

- When visiting **factories, active construction zones, or mechanical areas**, the following PPE is typically required:
 - Eye protection
 - Hearing protection
 - Hard hats
 - Protective gloves
- JR's Plumbing & Drain employees are expected to bring their **own PPE**; do not rely on clients to provide equipment
- Wear **slip-resistant, supportive footwear**; do not wear loose clothing or jewelry that may get caught in machinery

! Failure to follow client rules or behave safely on site may result in disciplinary action and jeopardize client relationships.

INJURY & ACCIDENT RESPONSE AND REPORTING POLICY

JR's Plumbing & Drain is committed to maintaining a safe work environment and complying with all federal and California laws, including **Cal/OSHA regulations**, the **Workers' Compensation Act**, and **Labor Code §§ 6409 and 6313**.

Immediate Actions for Employees:

If you are **injured or witness an injury**:

1. **Report it immediately** to the nearest management representative
2. **Do not delay medical treatment** to complete paperwork
3. Provide **factual information only** if questioned by law enforcement or fire personnel
4. **Do not admit liability** or speculate on causes of the incident

Injury Reporting Requirements:

1. **All work-related injuries**, illnesses, or suspected injuries must be reported **immediately** to management
2. Management will issue the following:
 - **Employee Incident Report Form** (see Appendix)
 - **DWC-1 Workers' Compensation Claim Form**, if applicable
 - **Authorization to Treat Form** directing you to the nearest designated clinic:

Concentra Medical Center – Richmond

2970 Hilltop Mall Rd, Suite #203

Richmond, CA 94806 | **(510) 222-8000**

3. The completed report must be returned to management **by the next business day**
4. After every medical visit, employees must:
 - Report to management to discuss treatment status
 - Submit any documentation received from the provider

 **Return-to-Work Program:**

- JR's Plumbing & Drain provides **Transitional/Modified Duty** for injured employees when medically released
- **Employees are required to return to work** as soon as medically permitted
- Modified tasks will be assigned per medical restrictions

ACCIDENT INVESTIGATION & PREVENTION

All incidents — including **near misses** — will be formally investigated by the Safety Coordinator, with participation from the affected employee(s) as needed.

Root cause analysis will be conducted, and corrective measures will be documented and implemented.

Employees are encouraged to report unsafe conditions **before** they cause injury. All reports are reviewed and tracked.

NON-RETALIATION POLICY

JR's Plumbing & Drain prohibits any form of retaliation or discrimination against employees who:

- Report injuries, hazards, or safety concerns
- File Workers' Compensation claims
- Request access to injury/illness logs
- Participate in safety investigations or training

These rights are protected under California Labor Code §6310 and §132a.

FRAUDULENT CLAIMS

Any attempt to submit **false or misleading** injury claims will result in **disciplinary action**, up to and including termination.

Such cases may also be referred to the **District Attorney** for prosecution under California Penal Code §550.

EMERGENCY ACTION PLAN (EAP)

JR's Plumbing & Drain

Updated for 2026 California Law (Title 8 §3220 & Labor Code §6401.9)

PURPOSE

This Emergency Action Plan (EAP) outlines the procedures JR's Plumbing & Drain employees must follow in the event of a workplace emergency — whether in the office, shop, or at a client jobsite. The goal is to protect life, minimize injury, and ensure a safe, coordinated response to fires, medical incidents, workplace violence, natural disasters, or hazardous conditions.

GENERAL GUIDELINES FOR ALL EMERGENCIES

- Remain calm and think through your actions

- Know the emergency numbers:
 - **911** for Fire / Police / Ambulance
- Familiarize yourself with **all exits**, including stairwells
- **Never use elevators** during an emergency
- If in doubt, **report the emergency** — you will not be penalized for alerting others in good faith
- Know where emergency equipment (fire extinguishers, first aid kits) is located
- Always follow instructions from emergency responders or designated JR's Plumbing & Drain leadership

FIRE EMERGENCIES

Evacuation Procedures:

1. **Alarm Activation:**
 - Fire alarms or emergency announcements will notify employees
2. **Evacuate Immediately:**
 - Exit the building using the **nearest safe stairwell**
 - **Do not stop for personal belongings** or to wait for coworkers
 - Close doors as you exit rooms to slow fire spread
3. **Mobility Concerns:**
 - Any employee with a **mobility, visual, or auditory impairment** should request assistance procedures in advance through management
4. **Rally Point:**
 - Proceed to your assigned **meeting area** outside the building or jobsite
 - Report to management or the Safety Coordinator for **headcount**
5. **Missing Personnel:**
 - If anyone is unaccounted for, report it immediately to the **site manager**, who will notify emergency responders

6. Do Not Reenter:

- No one may return until cleared by **management or emergency personnel**

7. Inclement Weather:

- The site manager will direct employees to a nearby shelter if necessary

If You Discover a Fire:

1. Warn others in the immediate area
2. Activate a fire alarm (if available) or contact **management** to initiate a page
3. If **trained** and conditions are safe, use a fire extinguisher:
 - **P** = Pull the safety pin
 - **A** = Aim at the base of the fire
 - **S** = Squeeze the handle
 - **S** = Sweep side to side
4. Important reminders:
 - Stay low to avoid smoke
 - Keep an exit behind you at all times
 - If in doubt, **do not attempt to extinguish — evacuate instead**

MEDICAL EMERGENCIES

- Immediately call **911**
- Report the emergency to **management** with details on:
 - Nature of the incident
 - Location
 - Condition of the person affected
- **Do not touch blood or bodily fluids** unless you are trained in bloodborne pathogen protocols and have access to proper PPE (gloves, barrier masks, etc.)

- Stay with the injured person if safe to do so
- Send a team member to the **main entrance** to guide emergency responders

SEVERE WEATHER & NATURAL DISASTERS

- Management or designated staff will monitor weather alerts
- If a severe weather alert is issued:
 - Shutdown office equipment and secure loose materials
 - Follow instructions for designated shelter areas
- Stay in shelter until given the “all-clear” by management
- In outdoor jobsite settings, seek refuge in the nearest safe structure or vehicle

WORKPLACE VIOLENCE OR THREATS

For procedures related to violent threats or acts, refer to the **Workplace Violence Prevention Plan (WVPP)**. General principles include:

- Immediately report **any threats, aggressive behavior, or suspicious activity** to management
- If an active threat is present:
 - Evacuate the area if it is safe to do so
 - If evacuation is not possible, **shelter in place** and stay quiet
 - Do **not attempt to confront** a violent individual
- Call **911** if you or others are in immediate danger

EMERGENCY CONTACTS

Contact	Phone Number
Emergency Services	911

Contact	Phone Number
JR's Plumbing & Drain Safety Coordinator	[Lori Hurlbert – Insert phone]
Associate Safety Coordinator	[Cedric W. Johnson – Insert phone]
Local Fire Department (non-emergency)	707-648-4565
Local Police (non-emergency)	707-648-4321
Designated Medical Provider – Concentra Richmond	510-222-8000

WORKPLACE VIOLENCE PREVENTION PLAN (WVPP)

JR's Plumbing & Drain – Compliant with Labor Code §6401.9 & SB 553

PURPOSE

JR's Plumbing & Drain is committed to maintaining a workplace that is **free from violence, threats, intimidation, and disruptive behavior**. This **Workplace Violence Prevention Plan (WVPP)** is adopted in compliance with **California Labor Code §6401.9** and enforced in coordination with our Injury and Illness Prevention Program (IIPP) under Title 8 CCR §3203.

The WVPP applies to **all employees, field technicians, office staff, management, vendors, visitors, and subcontractors**.

DEFINITIONS

Workplace Violence (WV) means any act or threat of violence that occurs in the workplace or during work-related duties, including:

- Physical assault, battery, or intentional injury
- Verbal threats or abusive language
- Stalking, harassment, or intimidation (in person or digitally)
- Damage to property intended to threaten or intimidate
- Domestic violence spilling into the workplace

- Weapon possession or brandishing at work

PLAN ADMINISTRATOR

- **Primary WVPP Administrator:** Lori Hurlbert (Safety Coordinator)
- **Alternate/Associate Administrator:** Cedric W. Johnson
- These administrators are responsible for:
 - Implementing and maintaining the WVPP
 - Conducting annual reviews
 - Investigating incidents and ensuring documentation
 - Coordinating employee training
 - Making the WVPP accessible at all worksites

HAZARD IDENTIFICATION & ASSESSMENT

JR's Plumbing & Drain will regularly assess all workplaces for potential violence risks using:

- Job hazard assessments and site walk-throughs
- Incident report review and trend analysis
- Employee interviews or anonymous feedback
- Review of work environments (e.g., after-hours work, remote job sites, public access, isolated workers)

Field Staff Considerations Include:

- Service in unfamiliar residential/commercial locations
- Working alone or in remote areas
- Customer disputes or access issues
- Verbal abuse from the public

Office/Warehouse Staff Considerations Include:

- Front-desk reception interactions

- Disgruntled visitors or ex-employees
- Domestic violence spillover
- Vehicle and tool theft risk during open hours


INCIDENT RESPONSE PROCEDURE

1. **Immediate Threat:** Call 911 if violence is occurring or imminent.
2. **Report All Incidents Promptly:** Any employee who witnesses or experiences workplace violence must report it to:
 - A Supervisor, or
 - The WVPP Administrator (Lori Hurlbert), or
 - Associate Administrator (Cedric W. Johnson)
3. **Post-Incident Response:**
 - Medical attention (if needed)
 - Investigation and documentation
 - Disciplinary action (if appropriate)
 - Follow-up and support (e.g., EAP referral)
4. **Non-Retaliation Policy:** Employees **will not face discipline or retaliation** for reporting workplace violence or concerns in good faith. (Labor Code §6401.9(e))

INCIDENT LOG REQUIREMENT

An **incident log** will be maintained by the WVPP Administrator. It will include:

- Date, time, and location of the incident
- Description of the event (excluding personal identifying information)
- Type of workplace violence (e.g., verbal threat, physical assault)
- Response actions taken

 **Logs are confidential and do not identify individuals by name.** Logs are retained for **at least 5 years** and are made available to Cal/OSHA upon request.

EMPLOYEE TRAINING

JR's Plumbing & Drain will provide **annual WVPP training** and refresher sessions whenever:

- The plan is updated
- A new or previously unrecognized risk is identified
- An incident occurs

Training includes:

- How to recognize warning signs of potential violence
- How to report concerns or incidents
- Emergency response and de-escalation tips
- Your rights and protections under the law

Training records are retained for a minimum of **1 year** and made available for inspection.

CONTROL MEASURES & PROTECTIONS

Depending on job roles, JR's Plumbing & Drain may implement:

- Policies for working alone or after hours
- Panic buttons or emergency numbers for field techs
- Vehicle GPS tracking (if applicable)
- Visitor sign-in protocols
- Controlled access areas or locked doors
- Verbal conflict resolution training

PLAN REVIEW & UPDATES

This WVPP is:

- Reviewed **at least annually**
- Updated after each workplace violence incident

- Updated whenever new risks are identified or work conditions change

PLAN AVAILABILITY

- The WVPP is included in the Employee Safety Manual.
- A digital and printed copy is available at each worksite.
- Employees may request a copy at any time without retaliation.

SAFETY COORDINATOR RESPONSIBILITIES

JR's Plumbing & Drain

Revised for 2026 California Law

DESIGNATED SAFETY LEADERS

- **Primary Safety and IIPP Coordinator: Lori Hurlbert**
- **Associate Safety and IIPP Coordinator: Cedric W. Johnson**

These individuals are appointed by company leadership to oversee **all health and safety functions** as required by California's Injury and Illness Prevention Program (IIPP) regulation, Title 8 §3203, and related codes (including Hazard Communication, Bloodborne Pathogens, Hearing Conservation, and WVPP).

They serve as the primary contacts for safety concerns, Cal/OSHA correspondence, training, documentation, inspections, and investigations.

KEY RESPONSIBILITIES

1. Program Implementation & Oversight

- Enforce compliance with all JR's Plumbing & Drain safety policies and procedures.
- Oversee the implementation of:
 - The IIPP
 - Workplace Violence Prevention Plan (WVPP)

- Hazard Communication Program (HazCom)
- Bloodborne Pathogens Exposure Plan
- Hearing Conservation Program
- Equipment Safety Certifications (e.g., forklifts)

2. Hazard Identification & Correction

- Conduct scheduled inspections of:
 - Shop
 - Warehouse
 - Yard
 - Office
 - Field and customer job sites
- Identify unsafe behaviors, environments, or conditions and initiate **corrective actions**.
- Approve or recommend **necessary expenditures** to eliminate or control hazards.

3. Training, Testing & Records

- Plan, schedule, and document all required safety training.
- Deliver or delegate training for:
 - New hires
 - Job-specific tasks
 - Annual refreshers
 - Incident response
- Ensure employees **understand and demonstrate competency** (testing, practicals, or written).
- Maintain safety training records **for a minimum of 3 years** per Cal/OSHA guidelines.

4. Meetings & Communication

- Lead or coordinate:
 - Weekly toolbox talks

- Monthly safety meetings
- Incident debriefings
- Use meetings to raise awareness, distribute updates, and promote open discussion.
- Encourage employee feedback and suggestions on improving workplace safety.

5. Incident Investigation & Response

- Respond immediately to:
 - Injuries or first aid events
 - Near misses
 - Safety complaints
- Complete all documentation including:
 - First report of injury (DWC-1)
 - Cal/OSHA 300/301 logs (if applicable)
 - Internal incident reports
- Conduct **root cause investigations**, recommend preventative measures, and ensure follow-up.
- Participate in or support Workers' Compensation reporting and Transitional Return-to-Work planning.

6. Policy Enforcement & Disciplinary Support

- Monitor employee compliance with all safe work practices.
- Support management in applying **progressive discipline** for safety violations.
- Reinforce:
 - Proper PPE usage
 - Safe equipment operation
 - Jobsite conduct expectations
- Ensure discipline is consistent, documented, and legally defensible.

7. Program Compliance & Annual Review

- Ensure the following programs are implemented, documented, and reviewed annually:
 - IIPP (Title 8 §3203)
 - WVPP (Labor Code §6401.9 / SB 553)
 - HazCom (Title 8 §5194)
 - Bloodborne Pathogens (Title 8 §5193)
 - Hearing Conservation (Title 8 §5097)
 - Forklift Safety / Power Tool Training (Title 8 §3664)
- Update programs when:
 - Regulations change
 - Work processes or tools are added
 - An incident reveals new risks

DOCUMENTATION DUTIES

- Maintain:
 - Inspection logs
 - Training attendance records
 - Incident investigation reports
 - Safety data sheets (SDS)
 - Meeting agendas and sign-in sheets
 - IIPP and WVPP program versions
- Ensure all safety documents are **accessible to employees** and **retained according to law**.

EMPLOYEE COOPERATION

All employees are expected to:

- Support the Safety Coordinators in their duties
- Follow all safety rules and procedures
- Participate in training and report concerns
- Ask questions before performing unsafe or unclear tasks

Failure to cooperate or repeated violations may result in disciplinary action, up to and including termination.

RETURN TO WORK PROGRAM

JR's Plumbing & Drain

Revised for 2026 Compliance – California Labor Code, ADA, FMLA, GINA, and FEHA

PURPOSE

JR's Plumbing & Drain is committed to helping employees recover safely from work-related injuries and illnesses by providing transitional or light duty assignments when appropriate. This **Return to Work (RTW)** program supports employee recovery while maintaining productivity and workplace morale.

The goal is to transition employees back into their regular duties, whenever medically feasible, and to remain compliant with applicable state and federal laws including:

- **Cal/OSHA** requirements
- **Workers' Compensation Law**
- **ADA (Americans with Disabilities Act)**
- **FEHA (California Fair Employment and Housing Act)**
- **GINA (Genetic Information Nondiscrimination Act)**
- **FMLA/CFRA (Family and Medical Leave Acts)**

RETURN TO WORK PROGRAM OVERVIEW

- Temporary modified duty may be offered **for up to 6 months**, reviewed every 30 days.
- Assignments will **not exceed medical restrictions** and are subject to operational availability.
- **Participation is required** if medically cleared — failure to accept transitional duty may result in:
 - Loss of workers' comp benefits
 - Disqualification from job protection
 - Disciplinary action (up to and including termination)

ELIGIBILITY

This program applies to:

1. Employees with **work-related injuries** covered by Workers' Compensation
2. Employees with **pregnancy-related limitations**
3. Employees with **temporary disabilities** protected under **ADA/FEHA**
4. Employees requesting **reasonable accommodation** due to medical need

All decisions are made **case-by-case** based on:

- Medical restrictions
- Business operational needs
- Availability of transitional assignments

MODIFIED DUTY POLICY

- Light, reduced, or modified duty jobs may include:
 - Changes to physical demands (lifting, standing)
 - Temporary reassignment to alternate tasks
 - Reduced schedules

- **Modified duty is not permanent** and will not eliminate essential job functions
- If restrictions are **permanent**, the company will:
 - Engage in the ADA **interactive process**
 - Explore reasonable accommodations
 - Assess if reassignment is feasible and not an undue hardship

MEDICAL REVIEW & CERTIFICATION

Employees must submit the following:

1. **Doctor's Note or Work Status Report**
 - Must list: restrictions, treatment plan, duration
 - Generic "off work" notes will not be accepted
2. **Return to Work Evaluation Form** (company-provided)
3. **Fitness-for-Duty Certification** before resuming regular duties

JR's Plumbing & Drain will not allow return to full or modified duty without medical clearance.

PREGNANCY ACCOMMODATIONS

Pregnant employees may request:

- Temporary light duty
- Reduced hours
- Schedule flexibility

These accommodations will be evaluated the same as modified duty for workplace injuries, per **California FEHA** and **Pregnancy Disability Leave (PDL)** requirements.

GINA NOTICE

When providing medical documentation, please **do not include genetic information**. This includes:

- Family medical history
- Results of genetic tests
- Information about embryos or fetal genetic data

This policy complies with the **Genetic Information Nondiscrimination Act (GINA)**.

EMPLOYEE RESPONSIBILITIES

Employees must:

- Report injuries **immediately** to management
- Complete and sign a **JR's Plumbing & Drain Injury/Illness Report**
- Submit **medical documentation** with restrictions to management
- Communicate with Concentra (our designated clinic) in Richmond, CA
 - **Address:** 2970 Hilltop Mall Rd #203, Richmond, CA 94806
 - **Phone:** (510) 222-8000
- Attend follow-up appointments and notify management of updates
- Comply with all assigned transitional duties and restrictions
- Request extensions if medically required, subject to review every 30 days
- Cooperate fully with our third-party claims administrator and return-to-work program

TIME LIMITS

- Light duty assignments typically last **up to 60 days** initially
- Extensions may be granted up to a **maximum of 6 months**
- After 6 months:

- The company will review the employee's condition
- The ADA interactive process may be initiated
- Reassignment may be considered based on qualifications and availability

IF YOU CANNOT RETURN TO DUTY

Employees who are:

- Unable to return to work
- Not eligible for modified duty
- Experiencing extended recovery

Must:

- Submit a **FMLA/ADA Leave Request**
- Provide updated medical documentation
- Remain in communication with the company regarding their status

Positions will not be held indefinitely unless required by law. Employees unable to return may be offered reinstatement when a suitable job becomes available.

VIOLATIONS & FRAUD WARNING

- Submitting **false workers' comp claims** is a crime
- Verified fraud may result in:
 - Termination
 - Loss of benefits
 - Referral to the **District Attorney** for prosecution

ADDITIONAL SAFETY POLICIES & HAZARD PROGRAMS

JR's Plumbing & Drain

Revised for 2026 California Compliance

◆ HAZARD COMMUNICATION PROGRAM (HazCom)

In accordance with **Cal/OSHA Title 8 §5194**, all employees of JR's Plumbing & Drain have the **"Right to Know"** about the chemicals they work with, their potential hazards, and how to handle them safely.

Key Program Components:

- **Safety Data Sheets (SDS):** Accessible online at www.ilpi.com/msds or available upon request through management or the Safety Coordinator.
- **Labeling Requirements:** All chemical containers must be properly labeled with identity, hazard warnings, and manufacturer contact.
- **Training:** Employees will receive training during onboarding, annually, and whenever new hazards are introduced.

General Chemical Handling Rules:

- Read all chemical labels and SDSs before use.
- Avoid direct contact—use gloves, cloths, or tools.
- Never mix chemicals unless authorized and trained.
- Wash hands after use.
- In case of eye exposure, flush immediately with clean water for 15 minutes and report to management.

◆ OFFICE SAFETY & SECURITY

Office Safety Guidelines:

1. Do not leave file drawers open or stacked dangerously.
2. Store items within shoulder-to-knee height to reduce strain.

3. Turn off/unplug office machines before cleaning or fixing.
4. Report broken or damaged office equipment or flooring.
5. Keep aisles clear of bags, boxes, or cords.
6. Inspect ladders or step stools before use.

Workplace Security Rules:

- Be alert when arriving/leaving work or traveling between job sites.
- Lock up valuables and avoid displaying expensive items.
- Report suspicious behavior or theft immediately.
- Do not allow unknown individuals to enter secured workspaces.
- Use good judgment when working alone; inform someone of your location and expected return time.
- **Weapons are prohibited** on company property, including:
 - Firearms
 - Knives with blades over 2 inches
 - Clubs or batons
 - Chemical sprays (pepper spray, mace)

◆ SEXUAL HARASSMENT & UNLAWFUL HARASSMENT POLICY

Policy Statement:

JR's Plumbing & Drain is committed to a **harassment-free workplace**. Sexual harassment and all forms of discrimination or retaliation are strictly prohibited under **California's Fair Employment and Housing Act (FEHA)** and **Title VII of the Civil Rights Act**.

Prohibited Conduct Includes:

- Unwanted sexual advances or comments
- Sexually suggestive jokes or materials
- Derogatory remarks based on race, religion, age, disability, gender identity, or orientation

- Retaliation against employees who report harassment

Complaint & Investigation:

- Reports can be made to **any manager**, the **Safety Coordinator**, or directly to **HR or company leadership**.
- Complaints will be **investigated promptly and confidentially**.
- Retaliation for reporting is strictly prohibited.
- Corrective actions, up to termination, will be taken when necessary.

◆ **BLOODBORNE PATHOGENS POLICY (Title 8 §5193)**

Blood and bodily fluids can carry diseases like **HIV** and **Hepatitis B/C**.

Response Protocol:

- Do **not** touch or clean bodily fluids unless properly trained and equipped.
- Alert the **Safety Coordinator** or **management** immediately.
- Stay nearby to assist the injured person verbally while avoiding physical contact with fluids.
- Follow our **Exposure Control Plan** and cleaning procedures per OSHA guidelines.

◆ **SERIOUS ACCIDENT & FATALITY RESPONSE**

When a workplace accident results in **serious injury** or **fatality**, the following steps are required:

1. Report Immediately:

- Call 911.
- Notify Cal/OSHA:
 - Fatality: within 8 hours
 - Hospitalization, amputation, or eye loss: within 24 hours
 - Use 1-800-321-OSHA or www.osha.gov/report.html

2. **Preserve the Scene:**

- Isolate the area.
- Do not disturb equipment involved unless to prevent further harm.
- Document scene via photos and written observations.

3. **Support:**

- Notify the employee's emergency contact (in person, if possible).
- Provide counseling resources or EAP if available.

4. **Investigate:**

- Identify all witnesses and collect their full contact information.
- Complete root-cause analysis.
- Take immediate corrective actions to prevent recurrence.

5. **Communicate with Staff:**

- Avoid assigning blame.
- Acknowledge the seriousness of the event.
- Keep employees informed about follow-up and investigations.

◆ **VEHICLE USE POLICY & SAFE DRIVING GUIDELINES**

This policy applies to:

- Company-owned, leased, or rented vehicles
- Personal vehicles used for company business

Driver Responsibilities:

- Maintain a **valid driver's license**.
- Report any license suspensions, restrictions, or violations to management.
- Operate vehicles **safely and lawfully** at all times.

Insurance & Liability:

- Personal auto insurance is **primary** when using your own vehicle for company business.
- Provide proof of insurance annually to management.
- JR's Plumbing & Drain is **not responsible for personal vehicle damages**.

In the Event of an Accident:

- Ensure safety and call emergency services if needed.
- Follow police instructions.
- **Do not admit fault** or speculate.
- Report the accident to management as soon as possible.

For detailed procedures, insurance requirements, and reimbursement policies, employees must refer to the **Company Vehicle Policy** maintained by management or the Safety Coordinator.

ACKNOWLEDGMENTS & FINAL STATEMENT

JR's Plumbing & Drain – Employee Safety Manual (2026 Edition)

VEHICLE USE POLICY AGREEMENT

By signing below, you confirm that you have received, read, and understand the Vehicle Use Policy outlined in this manual. You agree to comply with all safety rules, reporting procedures, and insurance requirements when operating a company-owned vehicle or using your personal vehicle for company business. You also agree to refer to the full Company Vehicle Policy for complete details and contact the Safety Coordinator or management with any questions.

Signature: _____

Printed Name: _____

Date: _____

EMPLOYEE ACKNOWLEDGEMENT FORM

RECEIPT OF JR'S PLUMBING & DRAIN EMPLOYEE SAFETY MANUAL – 2026

JR's Plumbing & Drain is firmly committed to your safety. We will do everything possible to prevent workplace accidents and are committed to providing a safe work environment for you and all employees. We value you not only as an employee but also as a human being critical to the success of your family, local community, and Jr's Plumbing & Drain.

You are encouraged to report any unsafe work practices or safety hazards encountered on the job. All accidents/incidents (no matter how slight) are to be immediately reported to management. A key factor in implementing this policy will be strict compliance with all applicable federal, state, and local laws, as well as Jr's Plumbing & Drain policies and procedures. Failure to comply with these requirements may result in disciplinary actions.

Everyone at Jr's Plumbing & Drain must be involved and committed to safety. This must be a team effort. Together, we can prevent accidents and injuries and keep each other safe and healthy in the work that provides our livelihood.

By signing below, I confirm that I have received and read the Jr's Plumbing & Drain Employee Safety Manual – 2026 Edition. I understand all safety policies, programs, and procedures described, and I agree to comply with them fully.

Signature: _____

Printed Name: _____

Date: _____