

# **La Tapatia Tortilleria, Inc.**

## **Illness & Injury Prevention Plan**



Annual review and update of IIPP completed by: Carla Monis

Date: January 2021

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## Emergency Phone Numbers

Carla Monis, Safety Director	559 351-7309
Justin Rushing, General Manager	559 351-0135

**In an  
 emergency,  
 always call  
 9-1-1**

Fire Department	559-621-4000
Paramedics/Ambulance	559-495-4000
Police (Non-Emergency)	559-621-7000
Fresno Community Hospital	559-495-6000
Palm Medical Group	559-292-9200
MedCor	1-800-775-5866

## Utility Company Emergency Contacts

Gas & Electric	PG&E	1-800-743-5000
Water	City of Fresno	559-621-5300
Telephone		

## **Management Commitment & Assignment of Responsibilities**

La Tapatia Tortilleria, Inc. recognizes that our people drive the business. As the most critical resource, employees will be safeguarded through training, provision of appropriate work surroundings, and procedures that foster protection of health and safety. All work conducted by La Tapatia's employees will take into account the intent of this policy. No duty, no matter what its perceived result, will be deemed more important than employee health and safety.

We are firmly committed to the safety of our employees. We will do everything possible to prevent workplace accidents and we are committed to providing a safe working environment for all employees.

We value our employees not only as employees but also as human beings critical to the success of their family, the local community, and La Tapatia Tortilleria, Inc.

Employees 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 the supervisor on duty, who will inform the Safety Director.**

A key factor in implementing this policy will be the strict compliance to all applicable federal, state, local, and company policies and procedures. Failure to comply with these policies may result in disciplinary actions.

Respecting this, La Tapatia Tortilleria, Inc. will make every reasonable effort to provide a safe and healthful workplace that is free from any recognized or known potential hazards. Additionally, the company subscribes to these principles:

1. All accidents are preventable through implementation of effective health and safety policies and programs.
2. Health and safety awareness is a major part of our work every day.
3. Accident prevention is good business. It minimizes human suffering, promotes better working conditions for everyone, holds La Tapatia in higher regard with customers, and increases productivity. This is why the company will comply with all safety and health regulations which apply to the course and scope of operations.

4. Management is responsible for providing the safest possible workplace for employees. Consequently, management of La Tapatia Tortilleria, Inc. is committed to allocating and providing all of the resources needed to promote and effectively implement this safety policy.
5. Employees are responsible for following safe work practices and company rules, and for preventing accidents and injuries. Management will establish lines of communication to solicit and receive comments, information, suggestions and assistance from employees where safety and health are concerned.
6. Management and supervisors of La Tapatia Tortilleria, Inc. will set an exemplary example with good attitudes and strong commitment to safety and health in the workplace. Toward this end, management must monitor company safety and health performance, working environment and conditions to ensure that program objectives are achieved.
7. Our safety program applies to all employees and persons affected or associated in any way by the scope of this business. Everyone's goal must be to constantly improve safety awareness and to prevent accidents and injuries.

Everyone at La Tapatia Tortilleria, Inc. must be involved and committed to safety. This must be a team effort. Together, we can prevent accidents and injuries. Together, we can keep each other safe and healthy in the work that provides our livelihood.

**NO EMPLOYEE IS EVER REQUIRED** to perform work for which they have not been trained, or that he or she believes is unsafe or likely to cause injury or a health risk to themselves or others.

**Carla Monis, Director of Human Resources** has been appointed as the Safety Director. She has been given the authority and responsibility of implementing, maintaining and answering any employee questions regarding the provisions of this IIPP at La Tapatia. Responsibilities may be delegated to other members of management, supervisors, or key employees as needed.

A copy of this IIPP is available for employees' inspection at both the 104 Belmont and 94 Belmont locations in the following areas:

- The Corn & Flour lunch room

- The Chip lunch room
- The Drivers room
- The Employee Information Area

## **Compliance**

The Safety Director is responsible for ensuring that all safety and health policies and procedures are clearly communicated and understood by the employees. These responsibilities will also be delegated to managers and supervisors. Safety rules will be enforced fairly and uniformly. All employees are responsible for complying with safe and healthful work practices. The safety performance of all employees will be evaluated; and when deficient, training will be provided. **Failure to comply with safe and healthful work practices will result in discipline, up to and including termination.**

## **Communication**

La Tapatia Tortilleria, Inc. recognizes that open, two-way communication between management and employees on health and safety issues is essential to an injury-free, productive workplace. Management will communicate with employees about safe and healthful work practices in a form readily understandable by all affected. We encourage all employees to inform their manager about any workplace hazards without fear of reprisal. The company communicates safe and healthful work practices in one or more of the following ways:

- Oral communication with employees regarding general safe work practices with specific instructions with respect to hazards unique to the employee's job assignment.
- Posted or distributed written safety information.
- Announced and unannounced safety inspections completed by the Safety Director.
- Individual and group safety training.
- A system for employees to anonymously inform management about workplace hazards.

This IIPP is available for your review during working hours. La Tapatia will provide access to the IIPP document within five business days of a request from an employee or designated representative. We will provide a printed copy of the program, unless the employee or designated representative agrees to receive an electronic copy. One printed copy of the Program shall be provided free of charge. If the employee or

designated representative requests additional copies of the program within one year of the previous request and the program has not been updated with new information since the prior copy was provided, La Tapatia may charge reasonable, non-discriminatory reproduction costs.

## **Hazard Assessment**

Periodic inspections of each office and worksite to identify and evaluate hazards will be performed by the Safety Director, or her designee. Periodic inspections will be planned as follows:

- When the IIPP is initially established;
- Daily inspections when required for equipment and vehicles;
- When new substances, processes, procedures or equipment which presents potential new hazards are introduced into our workplace;
- When new, previously unidentified hazards are recognized;
- When occupational injuries and illnesses occur;
- Whenever workplace or job site conditions warrant an inspection.

Periodic inspections consist of identification and evaluation of workplace hazards utilizing applicable sections of the Hazard Assessment Checklist and any other effective methods to identify and evaluate workplace hazards.

## **Accident/Exposure Investigations**

Employees are to report all injuries to the supervisor on duty **immediately**. Failure to report accidents and injury will be cause for disciplinary action, up to and including termination. The supervisor shall report all incidents to Carla Monis immediately, or as quickly as possible that day if immediate notification is not possible.

Prompt first aid and or medical treatment will be provided. **Dial 911 for emergencies.** For non-emergencies, the injured employees will be directed to the appropriate medical facility.

Management will contact the workers' compensation insurance carrier within twenty-four (24) hours of injury or illness notification and provide the operator with information about the injury. In the event of an employee's death or in-patient hospitalization, we will notify our workers' compensation carrier within eight (8) hours.



The reason for conducting an accident or near-miss occurrence investigation is to determine the factors, conditions and work practices that contributed to the accident or near-miss occurrence, so that action can be taken to prevent re-occurrence. All injuries, regardless of how minor, must be reported.

The procedure to investigate occupational injuries, occupational illnesses or near-miss occurrences consists of the following:

- Within twenty-four (24) hours of notice of an occurrence of an occupational injury or illness, the company will conduct an investigation.
- The investigation will be conducted by Carla Monis or a person delegated that responsibility by her. The investigator will complete the Occupational Injury & Illness Investigation Form.
- Corrective action consistent with this IIPP will be taken as necessary to eliminate identified workplace hazards.

The investigator will do the following:

1. Visit the accident scene as soon as possible;
2. Interview injured workers and witnesses;
3. Examine the workplace for factors associated with the accident/exposure;
4. Determine the cause of the accident/exposure;
5. Take corrective action to prevent the accident/exposure from reoccurring;
6. Record the findings and corrective actions taken;
7. Complete Cal/OSHA Logs 300, 300A and 301C.

## **Hazard Correction**

Unsafe or unhealthy work conditions, practices or procedures shall be corrected in a timely manner based on the severity of the hazards. Hazards shall be corrected according to the following procedures:

- Scheduled periodic inspections are conducted as set forth in the Hazard Assessment section above;
- When a hazard is observed or discovered, all necessary action will be taken to correct it and prevent reoccurrence;

- When an imminent hazard exists which cannot be immediately abated without endangering employee(s) and/or property, we will remove all workers from the area except those necessary to correct the existing condition. Workers necessary to correct hazardous conditions shall be provided with the necessary protection. No employee shall be admitted to the area unless authorized by the Safety Director to correct the hazard; and
- All such actions taken and dates they are completed shall be documented on the appropriate forms.

## **Training and Instruction**

All employees, including management and supervisors, shall have training and instruction on general and job-specific safety and health practices. Training and instruction shall be provided as follows:

- When the IIPP is first established;
- To all new employees;
- To all employees whenever new job assignments are given for which training has not previously been provided;
- Whenever new substances, procedures or equipment are introduced to the workplace that may represent a new hazard;
- Whenever the employer is made aware of a new or previously unrecognized hazard; and
- To familiarize managers with the safety and health hazards to which employees under their immediate direction and control may be exposed.
- During monthly employee meetings, to maintain awareness of the importance of safe work habits.

Training topics may include, but are not limited to the following:

- Explanation of this Illness & Injury Prevention program.
- Safety rules and procedures specific to each department and position.
- Emergency action plan and fire prevention plan, and steps for reporting any unsafe conditions or work practices.
- Use of appropriate clothing or safety gear.

- Safe procedures for using company vehicles, forklifts and other lifting devices.
- Lock Out/Tag Out procedures
- Safe use of hazardous and corrosive materials.
- Information about chemical or blood borne hazards to which employees could be exposed.
- Workplace violence prevention and response.
- Availability of toilet, hand-washing and drinking water facilities.
- Ergonomics in the office and at work sites.
- Tips for illness prevention.
- Provisions for medical services and first aid including emergency procedures.

In addition, we will provide specific instructions to all employees regarding hazards unique to their job assignment, to the extent that such information was not already covered in other training.

## **Recordkeeping**

Records of steps taken to implement and maintain this Injury & Illness Prevention Program include:

- Records of scheduled and periodic inspections, including the person(s) conducting the inspections, the unsafe conditions and work practices that have been identified and action taken to correct the identified unsafe conditions and work practices which will be recorded on a hazard assessment and correction form.
- Documentation of safety and health training provided to each employee with respect to the hazards unique to the employee's job assignment when first hired or assigned new duties.
- Records of all accidents and illnesses during the year are kept on Cal/OSHA logs 300, 300A and 301C. This log will be maintained in records for five years. The summary (Form 300A) will be posted in a public area for workers to view.

## **First Aid Kits and Fire Extinguishers**

First aid kits and fire extinguishers are located in in each department throughout our facility. Please see Site Maps for exact locations. It is the Safety Director's responsibility to ensure that they are well maintained. Each kit includes band-aids, gauze-pads, tape, icepack, latex gloves, burn cream, antibiotic ointment, eyewash and barrier devices.

## **Hazardous Substances**

It is the policy of this company that no container of hazardous substances will be released for use until the following label information is verified:

1. Container contents are clearly labeled
2. Appropriate hazard warnings are notes
3. The name and address of the manufacturer are listed

All secondary containers will also be labeled appropriately. It is the responsibility of the employee who takes a secondary container into use to label the container with the proper information. Managers and supervisors are responsible for ensuring that these labels are complete and correct.

Safety Data Sheets (SDS) for all hazardous substances to which employees may be exposed will be kept in every company vehicle and in the safety file maintained by the General Manager. SDS books kept in each company vehicle are readily accessible to all employees before, during, and after the work shift. Copies kept in the safety file in the office are openly available upon request. If SDS books are not found in a company vehicle, or a new product does not have an SDS in the book, employees are to contact the Safety Director immediately.

Information given in all SDS includes the manufacturer, product information and ingredients, compatible and incompatible substances, precautions and warnings, and what to do in case of an emergency regarding the substance.

## **General Safety Rules & Procedures**

Any group of people working together must abide by certain rules of conduct based on honesty, good taste, and fair play. This is essential to good working conditions. Our policy is to promote safety and prevent accidents on and off the job.

It is difficult to write rules to cover every situation. Generally speaking, no conduct that is dishonest, immoral, or illegal will be tolerated. The following general safety rules are to be followed in implementing this policy:

## **General Safety**

- Never perform a duty or task for which you have not been trained, even if another employee has asked for help.
- Instructions for operating each type of equipment or machinery will be provided by a Department Supervisor or designated trainer. Never deviate from these standard operating procedures when working with equipment or machinery.
- Report all injuries – no matter how minor – and unsafe situations to the Safety Director.
- Observe all safety rules and regulations.
- Keep your work area neat and clean.
- If you are not sure how to do a job, ask your supervisor.
- Be in good physical condition before starting work.
- Protect yourself and your fellow workers by reporting unsafe acts or conditions.
- Use good common sense and avoid injuries.
- Be careful when lifting heavy objects. Use the large muscles of the leg instead of the small muscles of the back.
- No horseplay, aggressive behavior, fighting, or other violent acts will be tolerated.
- Working under the influence of alcohol or illegal drugs is grounds for immediate termination.
- Prescription medications which may affect the safety of an employee or others must be reported to a member of management. La Tapatia may require a medical certification of the employee's ability to safely perform the duties of his/her position while taking prescribed medications.
- No one shall knowingly be permitted or required to work while his/her ability or alertness is so impaired by fatigue, illness, or other causes that it might unnecessarily expose the employee to injury.

## **Personal Protective Equipment**

- Inspect PPE prior to each use. Do not use damaged PPE. You are required to maintain and keep PPE clean.
- Safety glasses must be worn at all times in designated areas in this facility.
- Hard hats must be worn at all times in designated areas.

- Work gloves must be worn at all times when handling sharp or rough stock, welding, or performing other jobs, which could cause hand injuries. Synthetic gloves must be worn when handling chemicals, cardboard or raw food products.
- Appropriate filter lens, welding helmet, gloves, and sleeves are required for welders at all times.
- Hearing protection is available near the entrance to the Production Department, and will be provided to employees whenever needed.
- Use of Face shield must be worn when required for the job; such as grinding
- Apron must be worn as required for the job; such as when cooking, operating machinery or packaging.
- Use slip resistant steel toed shoes when driving and delivering to customers.

## **Equipment Operation**

You must specifically be trained and authorized by your supervisor or a designated trainer to operate the following:

- Company vehicles,
- Forklifts,
- Machine and power tools including grinders and cutters,
- Electric pallet jack,
- Welders, and
- Hoists.

When operating machines:

- do not wear loose clothing
- Long hair should be tied up and back
- Remove jewelry
- Sleeves should either be rolled all the way up, or all the way down

Never operate damaged or defective equipment. Turn the machine off and report it to your supervisor immediately. Maintenance staff will take steps to properly lock out the equipment.

Never tamper with, remove, or deactivate machine guards or controls designed to ensure safe operations.

Never reach into an operating machine or moving machine part.

Putting a hand or any other body part into a machine that is not locked out will result in disciplinary action including unpaid suspension or termination of employment, even if an injury did not result.

## **Ladders**

- Inspect all ladders prior to each use;
- Ladders must be placed on secure footing;
- Only one person is allowed on a ladder at one time;
- Never stand on the top two steps of a ladder;
- Always maintain 3 point contact when working on ladders;
- Never reach beyond arm's length when working off of a ladder; and
- Do not continue to use a ladder that feels unstable. Red Tag the ladder and inform a supervisor.
- Use the right ladder for the job.

## **Hoists and Lifting Devices**

- Inspect all forklifts, hoists and electric pallet jacks prior to each use. Never use damaged equipment.
- Complete the pre-inspection report prior to each operation (per individual, per piece of equipment.) All reports must be turned in at designated areas on a daily basis.
- Never walk under a load suspended from any lifting device. Keep all personnel clear of the 'fall zone.'
- Know the weight of material being lifted. Never overload the lifting device.
- Never operate a forklift or electric pallet jack unless you have been trained and certified to do so.
- Employees may not use cell phones for calls or text messages while operating equipment, even if a hands-free device is also used.

## **Lockout/Tag Out**

Prior to working on any machinery when guards are removed, every energy source (electrical, hydraulic, chemical, mechanical, etc.) must be deactivated, stored energy dissipated, and the control locked in the off (safe) position.

Never remove or tamper with a lockout performed by another employee or contractor. A lockout could consist of a lock applied to a control such as a switch, breaker, or valve. A tag containing words such as “DANGER: DO NOT OPERATE” may also be used for lockout. If you see the lock, the tag, or both applied to an energy control device it means, “keep your hands off.”

## **Hazardous Chemicals**

DO NOT handle chemicals unless you have been trained to do so, and understand the risks and safety procedures involved.

All chemical containers must be labeled to identify contents and hazards. Most labels use numbers to rank the hazard level in three important areas:

- FIRE (red background color) will the material burn?
- HEALTH (blue background) is the material dangerous to my body?
- REACTIVITY (yellow background) is the material dangerously unstable?

After each hazard (Fire, Health, Reactivity) a number from 1-4 will be assigned. The numbers reflects the degree (or amount) of hazard:

- 0: Minimal
- 1: Slight
- 2: Moderate
- 3: Serious
- 4: Severe

A Safety Data Sheet (SDS) must be secured for all chemicals purchased or brought on site. You have a right to access SDSs – ask your supervisor.

- Follow all label and SDS instructions – including amount instructions.
- Do not mix chemicals unless authorized to do so.
- Keep all chemicals in closed containers.
- Never use flammable chemicals around ignition sources such as smokers, pilot lights, or arcing/sparking electrical equipment.
- Wear required Personal Protective Equipment and minimize contact when mixing or using chemicals.
- Do not eat, drink, or smoke while using chemicals. And always wash your hands after handling chemicals.



## **Confined Space Entry is Prohibited**

Confined spaces are areas not meant for human occupancy, have limited means of entry/exit, and have electrical, chemical, thermal, atmosphere, or entrapment hazards. La Tapatia contracts with outside services for repairs, maintenance and other work that requires entry into confined spaces. No employee of La Tapatia is allowed to enter a confined space at any time.

## **Company Vehicles and Driver Safety**

- An employee must complete a 2-hour training course for all vehicles prior to use.
- Prior to operating any vehicle, you must complete a Driver Vehicle Inspection Report.
- Drivers should check the vehicle twice per shift with attention given to tires, horn, lights, battery, controller, brakes, steering, and cooling, fuel and liftgate system with documentation.
- Any unsafe condition or operation must be reported to the supervisor and fleet mechanic and the vehicle should not be operated until the unsafe condition is corrected.
- Drivers should always stand to the side of the liftgate. Never stand in front of the liftgate when it is unlocked.
- Drivers should never place hands or body parts on around the liftgate, chains or other moving parts when the liftgate is unlocked.
- Only employees authorized by the company are permitted to operate La Tapatia vehicles.
- No 'side trips' or personal use of company vehicles are permitted.
- Seat belts/shoulder harnesses must be worn whenever the vehicle is in motion.
- All local and state traffic regulations and signs must be followed.
- Absolutely no use of cell phones for calls or text messages while driving.
- No unauthorized riders, including friends or family members, are allowed.
- All traffic violations must be reported to your supervisor, regardless of the severity or who was at fault.
- Driving while under the influence of alcohol or other drugs is forbidden.

## **Electrical Safety**

- Never operate or tamper with the electrical main switch or breakers. You are authorized only to operate switches/disconnects on/for individual machines.
- Report all electrical problems and suspected problems to your supervisor.

- All junction boxes, control boxes, connections, and other wiring must have covers securely installed to prevent accidental contact.
- Inspect all plugs, cords, and portable equipment prior to use.
- Report any damaged electrical equipment, exposed wires, or damaged cords or plugs to the Maintenance department. Only authorized personnel are permitted to make repairs.
- Extension cords are to be used only for temporary applications. Never stretch cords across aisles or areas where others may trip over them. Do not attach extension cords to the building or run them under rugs/mats or through walls.
- Any personal electrical devices must be approved by La Tapatia prior to use.

## **Lifting**

- If you need help moving material, ask for it.
- When you lift, use your leg muscles by squatting close to the load, preserving the curve in your back, spreading your feet, and lifting with your legs, keeping the load close to your body.
- When you turn holding an object, move your feet, do not twist.
- **Perform a pre-lift and lift only what you are physically capable of lifting.**
- **Use the buddy system for lifting heavy loads**

## **Preventing on-the-job falls (General Office)**

- Never carry so many cartons, packages, or boxes that your vision is blocked.
- Keep telephone and machine cords out of walkways and off floors. Loose cords are tripping hazards that should be reported to your supervisor.
- Put all trash in waste containers.
- Stack boxes and crates so that one can be removed without toppling the rest.
- Keep tools neat and in order, and off overhead areas.
- When mopping always use a wet floor sign to alerts others of slip and fall hazard.

## **Emergency Response Procedures**

### **Fire Prevention & Response**

- Smoking is allowed in designated areas only.

- Smoking is prohibited inside any La Tapatia vehicle.
- Employees or contractors must be trained and authorized prior to performing hot work (welding, grinding, soldering, etc.)
- Only space heaters approved by the company may be used in offices or elsewhere in the facility. Employees using space heaters are responsible to turn the heater off when leaving the area for extended periods of time (lunch, end of the work day, etc.)
- Candles are not allowed to be burned in any office or other area of the facility.
- Flammable chemicals may only be used and stored according to company procedures. Personal chemicals or storage containers may only be used in approved areas.
- Know where fire extinguishers are in your area and how to use them.
- Familiarize yourself with all exits.
- Keep passageways and exit doors clear always.

In the event of any severe injury or fire call 9- 9-1-1. (When using a land line at our facility, you must dial a 9 prior to dialing the outgoing number.) Send someone to the facility entrance to meet the Fire Department. If in doubt, call 9- 9-1-1.

Upon discovering a fire, alert others in immediate danger and initiate facility wide fire alarm. Do not attempt to fight any fire which is uncontained, too hot, too smoky, or if you are too frightened.

To use a fire extinguisher, remember PASS:

- P = Pull (the safety pin)
- A = Aim (at the base of the fire)
- S = Squeeze (the lever)
- S = Sweep (side to side)

If you use a fire extinguisher, remember:

- Stay low,
- Keep yourself between the fire and an exit,
- Do not turn your back on a fire, and
- Immediately report the use to your supervisor.

## **Earthquake**

If indoors, keep away from overhead fixtures, windows, filing cabinets, and electrical power. Get under (or hold onto) a desk or table or stand against an interior wall.

If outdoors, move to a clear area away from trucks, trees, electrical wires, or signs. The greatest danger comes from falling objects or breaking glass.

If driving, pull over to the side of the road and stop. Avoid overpasses, power lines, and other hazards. Stay inside the vehicle until the shaking is over. Proceed cautiously once the earthquake has stopped. Avoid roads, bridges, or ramps that might have been damaged by the earthquake.

Stay calm and await instructions from the Safety Director or another member of management.

## **Bomb Threat**

If a telephone call is received or information obtained indicating the presence of a bomb or explosive device on the property the caller should gather as much information as possible. The following steps should be taken:

- Remain calm to deal with the situation properly. Keep the caller on the line as long as possible. Ask the caller to repeat the message. Find out the location of the bomb and time of detonation.

Take written notes of exactly what the caller says. Pay attention to background noises which may indicate location of the caller.

- Listen closely to voice (male/female), accents, or speech impediments.
- Report the incident to management immediately.

Another potential threat to the safety of our employees may be from bombs or explosive devices sent through the mail. The receptionist or mail clerk should be suspicious of any package or envelop that smells of fuel, has no return address and/or is heavier than size would indicate. Any suspicious items should not be opened and brought to the attention of upper management immediately.

The fire department should be contacted to report any potential incident. The building should be evacuated following procedures similar to fire evacuation. Instructions will be given after the local authorities arrive on the scene.

## **Evacuations**

All employees must sign the Evacuation Roster in the security office or the Chip Department lunch room when arriving to work. In the event of an emergency or evacuation, supervisors will use this list to ensure all employees are safely accounted for.

When a notice of evacuation is given, all employees should immediately turn off equipment, close doors, and evacuate to their designated evacuation areas. Attendance will be taken to account for all personnel. Stay together in the group until further instructions are received.

## **Forklift Safety**

The forklift truck is a versatile and efficient type of equipment involved in many facets of material distribution in the workplace. Forklift capabilities contribute to hazards, which can result in severe injury and extensive damage affecting operators, pedestrians, vehicles, materials and the environment.

Every employer using industrial trucks or industrial tow tractors must post and enforce a set of operating rules (Cal OSHA form S-503-3/03). A review of the posting should be conducted for all operators along with a formal training and documented operator evaluation with documentation.

Only drivers trained in the safe operation of industrial trucks and authorized by the employer should be allowed to operate these vehicles

## **Vehicle Inspection**

- Drivers should check the vehicle at least once per shift with attention given to tires, horn, lights, battery, controller, brakes, steering, and cooling, fuel and lift system with documentation.
- Any unsafe condition or operation must be reported to the supervisor or mechanic and the vehicle should not be operated until the unsafe condition is corrected.

## **Vehicle operation**

- Look in the direction of travel before moving a truck. Keep body parts within the truck's running lines and away from moving parts.
- Start, stop and turn smoothly, observing traffic regulations and speed limits. Slow down and sound horn at cross aisles and locations where vision is obstructed. When the load obstructs view, operate the truck with the load trailing.
- Stunt driving and horseplay are prohibited. Don't trap anyone between the truck and another object.
- Carry riders only if the truck has passenger seats. Don't allow riders on forks or platforms.

- Keep a safe distance from other moving vehicles. For trucks traveling in the same direction, the rear vehicle should stay behind the lead vehicle at least three vehicles lengths, or about three seconds of travel time. Do not overtake or pass another truck where it may be unsafe, such as at intersections or blind spots.
- Do not drive trucks on any floor, sidewalk or platform that will not safely support the loaded vehicle.
- Drive trucks slowly up or down grades. When going up or down grades greater than 10 percent, drive the loaded lift truck with the load upgrade. On all grades, the load and load-engaging mechanism should be tilted back (if applicable) and raised only as needed to clear the road surface.
- Railroad tracks should be crossed diagonally, wherever possible. Park at least 8.5 feet from the center line of the tracks.
- When parking a truck or leaving it unattended (the operator can't see it or is 25 feet or more away from it), put the controls in neutral, turn off the power, set the brakes, lower the forks or platform completely and remove the key or pull the connector plug. Block the wheels of an unattended truck left on an incline.

## **Loading and Transporting**

- Load a truck within its rated capacity, with the load positioned evenly on both forks or on the bed. Don't move the vehicle until the load is safe and secure.
- Loads should be stable, neatly piled and cross-tied, if possible.
- No one should stand, pass or work under the elevated portion of any industrial truck, loaded or empty, unless it's blocked to prevent it from falling.
- When lifting, lowering or carrying a load, tilt the mast slightly back to cradle the load.
- Extreme care should be taken when tilting loads. Don't tilt forward with the load-engaging apparatus elevated except when picking up or placing a load. When stacking or tiering, tilt backward only enough to stabilize the load.
- The width of one tire on the powered industrial truck should be the minimum distance maintained from the edge by the truck while it is on any elevated dock, platform, freight car or truck.
- Special care should be taken when handling loads on trucks equipped with attachments.
- If loads are lifted by two or more trucks working together, the total weight of the load should not exceed their combined lifting capacity.

## **Moving on or off other machinery**

- Before driving onto trucks, trailers or railroad cars, check flooring for breaks or structural weaknesses.
- Only authorized operators should drive vehicles onto elevators. Enter elevators or confine areas with the load end forward. Be sure the vehicle and its load do not exceed the elevator weight limits.
- Once on the elevator, the power should be shut off and the brakes set.
- In enclosed spaces, don't idle trucks, exhaust vapors may accumulate and create a hazard.
- When an industrial truck is used to open or close doors, follow these guidelines:
  - Attach the device specifically designed to move doors.
  - The force applied by the device to the doors should be applied parallel to the direction of door travel.
  - The operator should be able to see the door moving operation from start to finish.
  - The operator and any other person should be clear of where a moving door might land if it falls.
- Only drive vehicles in and out of highway trucks, trailers and railroad cars after wheels have been securely blocked or restrained and their brakes set.

## **Basic First Aid Procedures**

The following procedures may be used to treat minor injuries, or to prevent injuries from becoming worse while waiting for emergency services. Always contact Security and Human Resources to report an accident or injury.

### **Heat or Electrical Burns**

- If the skin is not broken, submerge the area under cool running water, or gently apply a cool compress until pain is relieved. Bandage with a clean, dry cloth.
- Do not break a blister if one forms.
- Do not apply ointments or creams.
- If the skin is broken or if burns are severe, do not clean the wound or remove embedded clothing. Cover the burn loosely with a clean, dry cloth and seek emergency services.

### **Eye Injury - Chemical**

- Hold eye lids apart and flush the eyeball with lukewarm water. See Site Map for the locations of eye wash stations throughout the facility.
- Be careful not to let runoff water run into the other eye.

- Place a gauze pad or cloth over both eyes and secure it with a bandage.
- Get to an eye specialist or emergency room immediately.

### **Eye Injury – Cut, Scratch or Embedded Object**

- DO NOT try to remove the object.
- Place a gauze pad or cloth over both eyes and secure it with a bandage.
- Get to an eye specialist or emergency room immediately.

### **Bleeding and Wounds**

- Place a clean cloth or gauze and gloved hand over the wound; apply firm, steady pressure for at least 5 minutes.
- Elevate an injured arm or leg above the level of the victim's heart if practical.
- When bleeding stops, secure the cloth with a bandage. DO NOT lift the cloth from the wound to check if bleeding has stopped. Be sure the bandage is not too tight—it may cut off circulation.
- Check the victim for shock.
- Never use a tourniquet unless you cannot control the bleeding. Tourniquets may result in subsequent medical amputation.

## **Heat Illness Prevention**

### **Responsibilities**

#### Supervisors:

- Identify all employees who are required to work in locations (outdoors or indoors) where potential heat illness could occur;
- Ensure that all affected employees received proper training on heat illness prevention before being allowed to work where potential heat illness could occur;
- Comply with all appropriate heat illness prevention procedures;
- Ensure that adequate water and access to an air conditioned room or shaded area is available when the environmental risk factors for heat illness are present;
- Contact emergency services by calling 911 to request emergency treatment and transportation in the event medical assistance is required.
- Contact the Safety Director for guidance and proper documentation of all incidents.



### Employees:

- Awareness and compliance with all appropriate heat illness prevention procedures while performing assigned duties;
- Employees are ultimately responsible for drinking adequate amounts of water when the environmental risk factors for heat illness are present;
- Inform their supervisor if water and access to air conditioning or a shaded area is not available at the location when the environmental risk factors for heat illness are present;
- Report symptoms of heat related illness promptly to their supervisor;
- In the of a supervisor, contact Security at **333-6111**.

### **Identification of Hazards**

- Each department shall identify all potentially impacted employees who are required to work in areas (outdoors or indoors) where environmental risk factors for potential heat illness are present.

### **Factors for Heat Illness**

The factors affecting heat illness include:

- Air temperature, radiant heat, and air movement, which affect how much the body is heated from external sources;
- Relative humidity and protective/safety gear, which affect the body's ability to cool itself through the evaporation of sweat and contact with cooler air; and
- Workload intensity and work duration, which add to heat burden by producing metabolic heat.

Supervisors must understand how environmental and personal risk factors may work together to increase employees' risk of heat illness.

### **Recordkeeping**

- La Tapatia will maintain heat illness prevention training records for a minimum of three 3 years.
- Heat illness prevention training records shall be made available for review to potentially impacted employees at each location. Training records will be made available by request to the Safety Director during normal work hours Monday through Friday.

### **Monitoring the Weather and Indoor Temperature**

- Supervisors will be trained and instructed to check the weather forecast in advance.

- Weather will also be monitored throughout the work day using a thermometer at the work site to ensure that once the temperature exceeds 80 degrees, shade will be made available to employees who are working outdoors. In addition, when the temperature equals or exceeds 95 degrees, additional preventive measures such as High heat procedures will be implemented.
- When indoor temperature exceeds 82 degrees, employees will be encouraged to drink cool water and take a cooldown rest when needed to prevent heat illness.
- When necessary, modifications to the work schedule will be made (such as stopping work early, rescheduling the job, working during cooler hours of the day, or increasing the number of water and rest breaks.)

### **Employee Protection - Water Provisions**

- Employees shall have access to cool, clean, potable drinking water in sufficient quantity to provide one quart per employee per hour for drinking for the entire shift.
- The supervisor shall be responsible for checking and replenishing the water supply as needed in order to ensure that the one quart per employee per hour standard is met. The frequent drinking of water, as described in the training section, shall be encouraged by the supervisor.

### **Employee Protection - Access to Shade and/or Air Conditioning**

- It is required that shade shall be present when the temperature exceeds 80 degrees Fahrenheit. When the outdoor temperature in the work area exceeds 80 degrees Fahrenheit, shade shall be maintained in one or more areas at all times while employees are present that are either open to the air or provided with ventilation or cooling. The shaded area shall be located as close as practicable to the areas where employees are working.
- The shaded area must allow employees to assume a comfortable posture and must not cause exposure to another hazard.
- Employees shall not be deprived of shade due to lack of space. The employees shall be provided enough room so they can sit comfortably in the shade without touching each other. The Department of Occupational Safety and Health considers the amount of shade to be sufficient if there is enough room to accommodate, at the same time, the rotation of 25 percent of the employees in and out of shaded areas to ensure all have sufficient access;
- Shade is required to be “available” when the outdoor temperature in the work area does not exceed 80 degrees Fahrenheit. Upon an employee’s request, the employee shall either be provided shade or provided timely access to shade.
- Access to an air-conditioned room will also be made available whenever feasible.

- Employees working in indoor areas where the temperature exceeds 82 degrees will have access to air-conditioned spaces when needed for a cool-down rest.

### **Employee Protection - Recovery Breaks**

- Should an employee feel unusual discomfort from the heat at any time (indoors or outdoors), they shall be offered, and encouraged, to take a preventative recovery break to allow the employee an opportunity to cool down and prevent the onset of heat illness;
- Employees suffering from heat illness or believing a preventative recovery break is needed, shall be provided access to an air conditioned room or an area with shade that is either open to the air or provided with ventilation or cooling for a period of no less than five minutes at a time. Such access to cooling or shade shall be permitted at all times;
- Employees shall be trained on the importance of taking a recovery break when suffering from heat illness or believing a preventive recovery break is needed.
- After taking a recovery break, employees still experiencing symptoms of heat illness shall not be sent home without receiving medical treatment.

### **Medical Emergency**

- The supervisor shall be responsible for determining, evaluating and continually monitoring anyone who has potentially succumbed to heat stress;
- The supervisor shall contact Med Corps immediately, and Human Resources as soon as possible.
- In life-threatening situations, contact emergency services by immediately calling 911 to request emergency treatment and transportation in the event medical assistance is required;
- Provide the 911 emergency dispatcher with clear and precise directions to the work site, such as an exact address or closest cross-streets, so as to not delay the emergency responders.

### **Handling a Heat Wave**

During a heat wave or spike, and before starting work, employee meetings will be held to review the company heat illness prevention procedures, the weather forecast, and emergency response. If schedule modifications are not possible, workers will be provided with an increased number of water and rest breaks and will be observed closely for signs and symptoms of heat illness.

## **Procedures for Acclimatization**

Acclimatization means that the body needs time to adapt when temperatures rise suddenly, and an employee risks heat illness by not taking it easy when a heat wave strikes or when starting a new job that exposes the employee to heat to which the employee's body hasn't yet adjusted. Inadequate acclimatization can be significantly more perilous in conditions of high heat and physical stress.

- The weather will be monitored daily, and supervisors will be on the lookout for sudden heat waves or increases in temperature to which employees have not been exposed to for several weeks or longer. During a heat wave, all employees will be observed closely for possible symptoms of heat illness.
- For new employees, the intensity of work will be lessened during a two-week period (such as scheduling slower-paced, less physical-demanding work during the hot parts of the day and the heaviest work activities during the cooler parts of the day.) Steps to lessen the workload intensity for new employees will be documented.
- Supervisors will be extra vigilant with new employees and stay alert to the presence of heat-related symptoms.

## **High-Heat Procedures**

High-heat procedures shall be implemented when the outdoor or indoor temperature equals or exceeds 95 degrees Fahrenheit. These procedures shall include the following to the extent practicable:

- Ensuring that effective communication by voice, observation, or electronic means is maintained so that employees at the work site can contact a supervisor when necessary.
- Observing employees for alertness and signs or symptoms of heat illness. When a supervisor is not available, an alternate responsible person may be assigned to look for signs and symptoms of heat illness. Such a designated observer will be trained and know what steps to take if heat illness occurs.
- Employees will be reminded throughout the work shift to drink plenty of water.
- Close supervision of a new employee by a supervisor or designee for the first 14 days of the employee's employment by the employer, unless the employee indicates at the time of hire that they have been doing similar work for at least 10 of the past 30 days for 4 or more hours per day.

## **Precautions to Prevent Heat Illness**

- Condition yourself for working in hot environments. Start slowly then build up to more physical work. Allow your body to adjust over a few days (acclimatization);
- Drink plenty of water. Hydration is a continuous process. Do not wait until you are thirsty! By then, there is a good chance that you are already on your way to being dehydrated;
- Never drink alcohol, and avoid caffeinated beverages like coffee and soda as these liquids can have the opposite effect and can actually increase the level of dehydration;
- Take frequent breaks, especially if you notice you are getting a headache or you start feeling overheated;
- Wear lightweight clothing when working out in the sun. Consider light-colored clothing for additional relief;
- Immediately report all unsafe conditions and/or concerns, symptoms or signs of heat illness in yourself or in co-workers, to your supervisor or Security.

## **Responding to Heat Illness Related Symptoms**

Heat related illnesses are avoidable if employees are trained and the right actions are taken before, during, and after working in hot environments. High temperatures and humidity can stress the body's ability to cool itself, making heat illness a big concern during hot weather months.

The three major forms of heat illnesses are: heat cramps, heat exhaustion, and heat stroke. Heat stroke can be a life threatening condition. This section will outline the three major forms of heat illness, how to recognize them, and what actions to take to provide first aid before medical care is provided.

### **Heat Cramps**

#### Description:

Heat cramps are the most common type of heat related injury. Heat cramps are muscle spasms that usually affect the arms, legs, or stomach. Frequently, they will not occur until sometime later after work, at night, or when relaxing. Heavy sweating cause's heat cramps, especially when water is not replaced quickly enough. Although heat cramps can be quite painful, they usually don't result in permanent damage.

#### Prevention/First Aid:

Plenty of water or electrolyte solutions should be consumed during the day. Try to eat more fruits such as bananas to help keep your body hydrated during hot weather.

- **If the person begins to feel ill call 911 to request emergency treatment and transportation.**

## **Heat Exhaustion**

### Description:

Heat exhaustion is more serious than heat cramps. It occurs when the body's internal temperature regulating system is overworked, but has not completely shut down. In heat exhaustion, the surface blood vessels and capillaries, which originally enlarged to cool the blood, collapse from loss of body fluids and necessary minerals. This happens when person does not consume enough fluids to replace what they are sweating away.

### Symptoms Include:

Headache, heavy sweating, intense thirst, dizziness, fatigue, nausea, loss of coordination, impaired judgment, loss of appetite, hyperventilation, tingling in hands or feet, anxiety, cool moist skin, weak and rapid pulse (120-200), and low to normal blood pressure.

### Prevention/First Aid:

A person suffering these symptoms should be moved to a cool location such as a shaded area or air-conditioned building. Lay them down and slightly elevate their feet. Loosen their clothing, apply cool, wet cloths or fan them. Have them drink water or electrolyte drinks. Try to cool them down, and provide them with medical assistance. Victims of heat exhaustion should avoid strenuous activity for at least a day, and they should continue to drink water to replace lost body fluids.

- **If the person becomes non-responsive, refuses water, vomits, or loses consciousness, immediately call 911 to request emergency medical treatment and transportation.**

## **Heat Stroke**

### Description:

Heat stroke is a life threatening illness with a high death rate. It occurs when the body has depleted its supply of water and salt, and the victim's core body temperature rises to deadly levels. A heat stroke victim may first suffer heat cramps and/or heat exhaustion before progressing into the heat stroke stage, but this is not always the case. It should be noted that, on the job, heat stroke is sometimes mistaken for a

heart attack. It is therefore very important to be able to recognize the signs and symptoms of heat stroke - and to check for them anytime an employee collapses while working in a hot environment.

#### Symptoms Include:

A high body temperature; a distinct absence of sweating (usually); hot red or flushed dry skin; rapid pulse; difficulty breathing; constricted pupils; any/all the signs or symptoms of heat exhaustion such as dizziness, headache, nausea, vomiting, or confusion, and possibly more severe systems including; bizarre behavior; and high blood pressure. Advance symptoms may be seizure or convulsions, collapse, and loss of consciousness.

#### Prevention/First Aid:

It is vital to lower a heat stroke victim's body temperature. Quick actions can mean the difference between life and death. Pour water on them, fan them, or apply cold packs.

- **Immediately call 911 and request emergency medical treatment and transportation.**

## **Bloodborne Pathogens Safety**

Pathogens are microorganisms such as viruses or bacteria that are carried in blood and other body fluids and can cause disease in people. The most common bloodborne pathogens are Hepatitis B, Hepatitis C, and HIV. These viruses are very serious and can lead to chronic health issues or death.

It is important to remember that people infected with Hepatitis B, Hepatitis C, or HIV often appear healthy, and show no symptoms for many years. You should not assume that a person is not infected simply because he or she does not look sick.

To protect against possible infection from bloodborne pathogens, employees must observe the following precautions when human blood or other body fluids are encountered in the workplace:

- Treat all human blood and body fluids as if they were infectious. *Do not assume that a person is not infected.*
- Use precautions in all situations where there is a *potential* for contact with blood or other body fluids. *Do not assume that exposure won't occur.*
- Dispose of sharp objects in designated containers only.
- Never pick up broken glass or other sharp objects by hand.

- Wear appropriate protective gear (gloves, mask, eye protection) when cleaning an area that may contain blood or body fluids.
- Any employee who uses a syringe to inject prescribed medication while a work must inform the Safety Director. All needles must be disposed of in a sealed, puncture-proof container designed for sharps disposal.
- If you find a syringe, spilled body fluids, or other medically contaminated materials, do not attempt to clean up by yourself. Contact the Safety Director or a supervisor immediately.

If an exposure occurs:

- Wash the exposed area immediately
- Report the exposure to Security or Human Resources
- The employee will be examined by a health care professional, and any necessary treatment will be provided.

## **Workplace Violence Prevention**

La Tapatia is committed to preventing workplace violence and to maintaining a safe work environment. All employees, customers, vendors and business associates should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, "horseplay" or other conduct that may be dangerous to others.

Conduct that threatens, intimidates or coerces another employee, customer, vendor or business associate will not be tolerated. Company resources may not be used to threaten, stalk or harass anyone at the workplace or outside of the workplace. The company treats threats coming from an abusive personal relationship as it does other forms of violence.

Workplace violence includes many types of behavior including, but not limited to, the following:

- Any type of physical violence toward a person
- Threats of violence, whether direct, indirect or conditional
- Physical intimidation or aggression
- Possession of a weapon on company property or during work-related activities

Behavior that, from the perspective of a reasonable person, generates a concern that an individual may act out violently may also be reported and investigated under this policy. This may include, but is not limited to stalking, erratic behavior caused by mental illness or substance abuse, and suicidal statements.



Indirect or direct threats of violence, incidents of actual violence and suspicious individuals or activities must be reported as soon as possible to a supervisor, Security personnel, or Human Resources. When reporting a threat or incident of violence, the employee should be as specific and detailed as possible. Employees should not place themselves in peril, nor should they attempt to intercede during an incident.

La Tapatia will promptly and thoroughly investigate all reports of threats of violence or incidents of actual violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as possible. The company will not retaliate against employees making good-faith reports of violence, threats or suspicious individuals or activities. In order to maintain workplace safety and the integrity of its investigation, we may suspend employees suspected of workplace violence or threats of violence, either with or without pay, pending investigation.

Anyone found to be responsible for threats of or actual violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment.

La Tapatia encourages employees to bring their disputes to the attention of their supervisors or the HR department before the situation escalates. The company will not discipline employees for raising such concerns in good faith.

## **Responding to a Violent Workplace Incident**

All employees and supervisors will receive training in how to properly respond to an incident of workplace violence. For delivery drivers and sales persons follow the same procedures you were trained in while outside La Tapatia premises.

No employee should ever put his/her own safety at risk in an effort to stop an act of violence. If an intervention cannot be accomplished without unreasonable risk, you must move to a safer location and wait for law enforcement to arrive.

The Safety Director will identify appropriate personnel to receive specialized training in specific steps of responding to a violent incident:

- Report the incident to emergency responders **(9-1-1)** .
- Assist all personnel in avoiding the danger zone, and moving to a safer location.

- Deny the attacker access to additional victims by notifying others within the potential danger zone to escape or seek shelter.
- When possible, take action to prevent the attacker's movement into other areas.
- Defend against the attacker with lawful use of force if escape is not possible, and intervention can be accomplished without unreasonable risk to the defender's own safety.
- Provide first aid to injured persons, if this can be done without placing victims or rescuers in further danger.
- Close off access areas affected by the incident as soon as possible to prevent contamination of evidence.
- Comply with public emergency responders.
- Account for all personnel and determine their status and location, and identify those who may still need help.

## **Required Posters**

La Tapatia Tortilleria, Inc. fulfills the requirements for Cal-OSHA and employment postings by posting the following notices.

- Pay Day Notice
- Safety and Health Protection on the Job
- Notice to Employees – Injuries Caused by Work (Workers’ Compensation Notice)
- Discrimination or Harassment in Employment is Prohibited by Law
- California and Federal Minimum Wage
- Equal Employment Opportunity is the Law
- Notice Employee Polygraph Protection Act
- Notice to Employees – Unemployment Insurance, State Disability Insurance and Paid Family Leave
- USERRA
- Emergency Phone Numbers
- Time Off for Voting
- Pregnancy Disability Leave and Family Medical Leave Act
- Protection for Employee Whistleblowers
- Industry/Occupation Wage Order