

# **Ontario International Airport Authority**

## **Injury and Illness Prevention Plan**



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***List of Attachments:***

- Attachment 1: OIAA Emergency Action Plan
- Attachment 2: OIAA Code of Safe Work Practices
- Attachment 3: Training Sign in Sheet and Initial Training Certificate
- Attachment 4: Accident, Injury, and Illness Investigation Form
- Attachment 5: Confined Space Operations
- Attachment 6: Driving Safety
- Attachment 7: Ergonomics
- Attachment 8: Fall Protection
- Attachment 9: Fire Prevention
- Attachment 10: Hazard Communication (HazCom)
- Attachment 11: Heat Illness Prevention
- Attachment 12: Lock Out, Tag Out (LOTO)

## Definitions

For purposes of this policy, the following definitions apply:

1. Cal/OSHA- Under the California Department of Labor, Cal/OSHA is the primary State organization that is charged with implementation and enforcement of worker safety and health standards set forth by the California Code of Regulations and Federal Occupational Safety and Health Administration.
2. Employee Exposure Records- Information, results or records concerning employee exposure to toxic or harmful substances or agents in the workplace. Examples include air sampling results, biological monitoring results (blood test, etc.), inventory or chemical Safety Data Sheets (SDS).
3. Employee Medical Records- Records concerning the health status of employees made by physicians, nurses, or other health professionals. Examples include results of physical examinations, first aid records, medical complaints, and diagnoses, opinions, and treatment recommended by a physician.
4. Injury and Illness Log- Required by Federal and State regulations, this log documents injuries and illnesses caused by work-related activities that result in lost time, offsite treatment, and restricted work activity.
5. Injury and Illness Prevention Program (IIPP)- Mandated by the California Code of Regulations, Title 8, Section 3203, this program is required of all employers in the State. The purpose is to prevent job-related accidents and illnesses through a written plan to identify, evaluate, and correct unsafe workplace hazards.
6. Inspections- Periodic audits of the workplace environment, including equipment, chemicals, building structure, documented procedures, records, and employee knowledge of requirements and hazards.
7. Medical Surveillance- A program whereby the health of the workers is monitored through a regularly scheduled and post-incident medical examination. Medical surveillance may be required to determine the suitability of workers to perform a certain type of job.
8. Personal Protective Equipment (PPE)- Equipment worn or used by workers to protect themselves from exposure to hazardous materials or conditions.
9. Responsible Person- The individual at a place of employment who has the responsibility and authority to implement the IIPP on behalf of the employer.
10. Training- Classroom instruction, job-site safety meeting, on-the-job training and written materials provided to employees to make them aware of workplace hazards and how to avoid accidents and illnesses.
11. Accidents: unexpected event, typically sudden in nature and associated with injury, loss, or harm.
12. Injury: physiological damage to living tissue caused by immediate physical stress, may be caused by blunt trauma, penetrating trauma, burning, toxic exposure, asphyxiation, or overexertion.
13. Near misses: unplanned event that has the potential to cause, but does not actually result in human injury, environmental or equipment damage or an interruption to normal operation

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**I. COMMITMENT TO SAFETY AND HEALTH**

Ontario International Airport Authority's (OIAA)'s Injury, and Illness Prevention Program (IIPP) is intended to provide guidance for complying with the safe work principles identified in Title 8 of the California Code of Regulations §3203(a)(1) and for minimizing employee exposure to safety and health risks at OIAA's various work locations.

Managers, supervisors, and employees are responsible for adhering to the elements of the program and providing constructive feedback when applicable.

All employees are expected to work safely, adhere to safety requirements, and immediately report accidents and potential workplace hazards to their supervisors.

The primary objective of this IIPP is to maintain a safe and healthy work environment for all employees and the public. The IIPP pursues this objective through the following eight (8) elements:

- Safety Responsibilities
- Employee Compliance
- Safety Communication
- Hazard Assessment and Inspection
- Hazard Correction
- Accident/Exposure Investigation
- Training and Instruction
- Record Keeping

A copy of this IIPP may be obtained from the OIAA intranet, managers, supervisors, Program Administrator, or designees. These individuals are also available to assist employees in understanding and fulfilling their safety responsibilities.

**Program Administrators & Designees**

The Program Administrator, or his/her designees, are responsible for the implementation and maintenance of OIAA's IIPP and the method for ensuring that employees comply with safe and healthful work practices within their areas of responsibility. The current Program Administrator and Designees are provided below:

**Program Administrator:** Martha Perez  
Risk Coordinator  
Ontario International Airport Authority  
Office: (909)-544-5279  
[mperez@flyontario.com](mailto:mperez@flyontario.com)

**Primary Designee:** Andrew Harsh, CM.  
Emergency Manager  
Ontario International Airport Authority  
Office: (909) 544-5118  
[aharsh@flyontario.com](mailto:aharsh@flyontario.com)

**Secondary Designee:** Nicole Walker  
Environmental Compliance Manager  
Ontario International Airport Authority  
Office: (909) 544-5211  
[nwalker@flyontario.com](mailto:nwalker@flyontario.com)

The Program Administrator may assign all or some of those tasks to other individuals within OIAA or OIAA may utilize outside consultants.

**Parties' Responsibilities:****Administrator & Designees**

The injury and Illness Prevention (IIPP) Program Administrator and designees' duties and oversight are outlined below, but are not limited to:

1. Developing Policies and Procedures for workplace safety
2. Assisting Administrators in preparation and implementation of the IIPP
3. Health and safety issues, including assessments, enforcement, training, and policies and procedure development for related areas such as fire safety, workplace and common area safety, contractor safety, ergonomics, vehicle safety and industrial hygiene.
4. Compiling injury and illness statistics to identify "high loss facilities and occupations"
5. Conduct frequent safety inspections of the airport's facilities, including public/common areas and tenant leaseholds
6. Evaluate factors contributing to elevated injury rates and preparing corrective action plans to reduce loss potential
7. Collaborate with airport staff, tenants, vendors, and contractors to ensure correction of safety deficiencies
8. Issuing corrective action notice following routine site inspections, complaint, and emergency response
9. Engage in monthly Terminal Safety/Tenant Committee Meetings, pre-construction meetings and OIAA's Safety Committee to initiate and promote risk control communications, correspondence and conduct activities that will stimulate the interest and maintain accountability of risk control
10. Recommend equipment, materials, or products to correct safety or ergonomic deficiencies
11. Ensure that work practices comply to federal, state, and local laws, standards, or codes.
12. Oversee Cal/OSHA mandated safety training for OIAA's employees

**Managers and Supervisors**

Managers and Supervisors have primary first line responsibility for their departments and are the key to a successful IIPP. Managers and supervisors have the following responsibilities:

1. Implementing the Injury and Illness Prevention Program (IIPP) consistent with California Code of Regulations, Title 8, Section 3203
2. Providing employee orientation and training of job hazard and safe work practices associated with their defined duties prior to assignment, including use of personal protective equipment
3. Performing periodic inspections/hazard assessments and recognizing the potential for the real safety/health hazards of each job supervised
4. Taking action to mitigate identified safety hazards, including any temporary measures, as appropriate by continuously observing and evaluating work conditions and procedures to detect and correct unsafe conditions and practices
5. Ensuring employee compliance with safety policies and rules, investigation of accidents and near misses to determine root cause and to prevent reoccurrence
6. Encouraging employees to report unsafe conditions and to submit practical suggestions for correction
7. Enforcing all safety rules, procedures, and policies. Where necessary, recommend disciplinary action for employees failing to comply with safety requirements
8. Ensuring that tools, equipment, and protective devices are properly maintained and utilized.
9. Maintain employee training records
10. Reporting workers' compensation claims and maintaining ongoing communication with injured employees
11. Reporting serious workplace injuries to Cal/OSHA as referenced in Section 3



### **Employees Responsibilities**

All employees are required to perform their jobs to the best of their ability as well as perform them in a safe manner. It is critical that workers do not circumvent safety features and safe work behaviors that can cause them or others to be at risk. Employees should work in a safe and efficient manner. Employees have the following responsibilities:

1. Practice safe work habits always by following all safety policies, company expectations, and CAL/OSHA regulations
2. Maintain a neat, clean, work area, free of hazards and maintain equipment in good repair with all safety features and guards in place and in working condition
3. Reporting unsafe conditions, work practices, or accidents to their supervisors immediately
4. Wearing PPE as required
5. Complying with established occupational safety and health laws
6. Reporting all injuries, and near misses to supervisors

### **Contractors/Tenants**

All contractors and tenants should possess their own Injury Illness Prevention Plan (IIPP). As part of their contractual relationship with the Ontario International Airport and the Ontario International Airport Authority (OIAA), if an event occurs that requires the implementation of their IIPP, it should be reported to the Program Administrator or their designee of the OIAA. This will ensure a coordinated effort to maintain the safety of all employees and customers as well as maintain compliance with applicable State and Federal laws and regulations.

### **Facilities Maintenance**

1. Work with Program Administrator and designees to identify area(s) of concern
2. Repair/remediate facilities' related issues

## II. SAFETY COMMITTEE:

The Safety Committee will meet on a quarterly basis. A calendar of meetings will be established. Agendas for meetings will be distributed to all members one week prior to the meeting. Notice of meetings will be sent to each member of the Safety Committee and the Program Administrator. Additional non-scheduled meetings of the Safety Committee may be required throughout the year.

Principle objectives and responsibilities include:

1. Keeping minutes of Safety Committee meetings to record progress in maintaining the organizations safety activities and provide copies to management
2. Establish safety training programs for the OIAA and the type of safety orientation that will be given to new employees
3. Conduct periodic facility safety inspections to identify hazardous conditions and unsafe work practices and recommend corrective action as needed
4. Review incident investigation reports and near misses that have occurred in the prior quarter to help determine what corrective actions can be taken to prevent recurrence
5. Review compliance to safety and risk control recommendations made during facility site inspections
6. Review and respond to employees' concerns and complaints regarding safety, health, and environmental hazards.
7. Assist new employees in becoming competent and familiar with company risk control practices
8. Encourage prompt claims reporting and help to identify return-to-work opportunities with the workers compensation program administrator and their treating physicians or specialists and reporting all other related claims
9. Coordinate risk control education and program alterations based, in part, on needs identified from claim reviews, regular evaluations and investigations that reveal areas needing improvement
10. Coordinate loss prevention consulting activity and support provided by outside professional organizations

### III. COMPLIANCE:

1. OIAA Managers and Supervisors are responsible for ensuring that all safety and health policies and procedures are clearly communicated and understood by all employees
2. Managers and Supervisors are expected to enforce the rules fairly and uniformly
3. All employees are responsible for using safe work practices, for following all directives, policies, and procedures, and for assisting in maintaining a safe work environment
4. OIAA's system for ensuring that all employees comply with the rules and maintain a safe work environment include:
5. Informing employees for the provisions of OIAA's IIPP.
6. Evaluating the safety performance of all employees
7. Recognizing employees who perform safe and healthful work practices
8. Providing training to employees whose safety performance needs improvement
9. Violation of safety procedures or policies will result in appropriate administrative action up to and including termination and/or the satisfactory completion of an employee safety awareness program.
10. Employees shall immediately report potential safety hazards, and may do so in the following manner:
  - Direct reporting to immediate supervisor
  - Presenting concerns or potential hazards at scheduled staff meetings
  - Reporting the condition to Risk Management at 909-544-5279
  - Written documentation of the hazard by completing an "*Employee Request for Correction of Safety Hazard*" and email to [ontsafety@flyontario.com](mailto:ontsafety@flyontario.com)

#### **IV. COMMUNICATION:**

1. The Program Administrator and designees will ensure the IIPP is accessible to all employees, and new employees are oriented on the contents of the IIPP. This orientation should be provided within 30 days of employment.
2. The Program Administrator and designees will disseminate safety-related OSHA Reference Guides and other documents to employees, as appropriate. This information may be disseminated during staff meetings, posted on bulletin boards, or distributed electronically through Corporate Communications
3. The Program Administrator and designees will encourage employees to inform their managers and supervisors of potential workplace hazards. Managers and Supervisors will inform all employees on the procedures for reporting potential hazards and such good faith reporting will not result in disciplinary action. Employees may also report unsafe conditions or work practices to Risk Management at (909)-544-5279 or email [ontsafety@flyontario.com](mailto:ontsafety@flyontario.com)
4. OIAA encourages participation in the recurring meetings which are part of OIAA's safety culture, to inform and inspire employees, contractors and vendors, and tenants to think and work safely no matter the size of the job.

#### **V. COMMUNICATING WITH EMPLOYEES ON SAFETY AND HEALTH ISSUES**

##### **A. Safety Meetings**

Quarterly safety meetings will be conducted and will include such issues as:

1. New hazards which have been introduced or discovered in the workplace.
2. Causes of recent accidents or injuries and the methods adopted by the OIAA to prevent similar incidents in the future; and
3. Any health or safety issue deemed to require reinforcement

## VI. SAFETY DATA SHEETS

Safety Data Sheets (SDS) provide information on the potential hazards of products or chemicals. Written copies of SDS for chemicals used at the facility are available through the Airport Operations by calling 909-214-7682 or 909-214-7683.

The facility supervisor or manager is responsible for maintaining the inventory of chemicals or hazardous materials at each location. If a SDS is missing for a specific substance or chemical, it would be obtained by contacting the manufacturer or it may be downloaded from various internet resources. All containers are required to have appropriate Globally Harmonized System (GHS) standard labeling to identify the substance and appropriate hazard warnings.

Employees:

1. It is prohibited to introduce hazardous substances into the workplace without permission from the facility supervisor or manager.
2. All employees shall observe and follow instructions on labels
3. Personal Protective Equipment (PPE) shall be always worn when working with substances or equipment of a hazardous nature. If in doubt or not sure if a hazard exists, PPE should be worn out of precaution
4. All hazardous substances and chemicals shall be handled safely
5. All employees and working with hazardous substances and chemicals shall request, read, and follow SDS safety requirements or have prior training on using the substance
6. All employees and volunteers working with hazardous substances or chemicals shall store them safely in accordance with SDS and GHS requirements

### **Contractors/Vendors**

Contractors are required to provide information on any chemical or hazardous substance used in our facility as a condition of their contract.

All contractors will communicate with the facility manager to make them aware of any chemicals or hazardous substances being used on site in work areas.

All contractors and their employees will be responsible to abide by all CAL/OSHA standards regarding the use and storage of hazardous materials on site and in the work area.

## **VII. HAZARD ASSESSMENT**

It is OIAA's intent to identify and evaluate workplace hazards, including unsafe conditions and work practices, by conducting periodic inspections and, whenever possible abate immediately any hazard which gives rise to a risk of immediate harm. Inspections will be performed:

1. Whenever new substances, processes, procedures, or equipment that represent a new occupational hazard are introduced into the workplace; and
2. Whenever OIAA is made aware of a new or previously unrecognized hazard
3. On at least an annual basis for all OIAA facilities, owned, or leased
4. Whenever a Cal/OSHA Compliance Officer arrives at an OIAA work site to conduct an inspection or investigation, the OIAA Program Administrator and designees must be immediately notified.

Records of inspections will be maintained onsite for at least one year in accordance with 8 CCR §3202(b)(1)

## **VIII. HAZARD CORRECTION**

1. Unsafe or unhealthy work conditions or work practices will be evaluated and corrected in a timely manner, as determined by the severity of the hazard when observed or discovered. Under no conditions will OIAA personnel be required to, or permitted to, work under conditions which pose a clear imminent hazard.
2. Identified hazards that cannot be corrected immediately will be assigned to the employee's manager or supervisor to ensure completion of the corrective action. Once corrected, written documentation of the action taken will be developed or obtained by the employee's manager or supervisor and the Program Administrator.
3. When an imminent hazard is identified which cannot be immediately abated without endangering employees and/or property, workers and other personnel shall be removed from the affected area and the area secured to prevent reentry except for designated workers. Workers entering the area to correct the unsafe condition shall be properly trained and provided with the appropriate PPE.
4. Document the corrective action and date corrected. The documentation is to be completed by the employee's manager/supervisor and documentation will be maintained on file and reported to the Program Administrator.
5. Unsafe work practices will be immediately corrected. The impacted employees will be provided retraining which will be provided or arranged by the employee's manager or supervisor.

## IX. ACCIDENT/EXPOSURE INVESTIGATION

All work-related accidents will be investigated to find the root cause of an injury/illness and prevent further occurrences. Minor incidents and near misses will be investigated as well as serious accidents. A near miss is an incident which, although not serious, could have resulted in an injury or significant property damage. The investigation may involve a physical inspection of the location when the incident occurred, the circumstances that led to the incident, and whatever specific procedures or preventive measures would have helped to reduce or eliminate the danger or prevent the incident.

1. Following an occupational injury or illness, the Program Administrator or designee will:
  - ensure injured or ill personnel receive immediate first aid or medical attention as necessary
  - ensure proper and prompt reporting of occupational injuries and illnesses
  - take necessary action to prevent recurrence
  - investigate the accident, including inspection of the accident site and interview of employees and witnesses, to identify contributing factors and determine the cause(s) of the accident
  - complete the “*Incident Report Form*”; and
  - follow-up with the injured employee.
  
2. If medical treatment other than first aid is required, the Manager/Supervisor will complete the *Workers’ Compensation Claim Forms located through the Risk Management Intranet Site within the “Occupational Injury & Illness Reporting Packet”*
  
3. Consistent with Cal/OSHA regulations, the Manager/Supervisor will report within 8 hours any serious injuries, illnesses, or deaths to one of the Cal/OSHA offices listed below. The Manager/Supervisor shall also notify Human Resources or Risk Coordinator whenever a Cal/OSHA notification has been made.
  - West Covina (626) 472-0046
  - Long Beach (562) 506-0810
  - Van Nuys (818) 901-5403
  - Los Angeles (213) 576-7451

For purposes of reporting, a “serious injury” is defined as a death, amputation, permanent disfigurement, hospitalization of over 24 hours not including observation, or an incident resulting in multiple injuries requiring hospitalization. The following information will be required when reporting the injury:

- Time, date, description of accident, and nature of the injury
- Employer's name, address, and telephone number
- Name and job title of person reporting
- Address of accident site
- Name of person to contact at accident site
- Name and address of injured employee(s); and
- Location of injured employee(s).

### **Serious Incidents**

1. In the event of a "serious incident", the Manager/Supervisor will call 911 as appropriate, and notify Risk Coordinator at (909) 544-5279

*Note: A "serious incident" is any incident involving a death or serious injury, hospitalization, a chemical release that requires outside assistance, or incidents requiring the evacuation or closure of a room or facility.*

2. OIAA security will notify the designated emergency responder for serious incidents that occur after normal business hours and provide details of the incident.
3. In the event of an emergency, the Manager/Supervisor should refer to the Facility Emergency Action Plan for specific action depending on the type of emergency.

## **X. SAFETY AND HEALTH TRAINING**

Awareness of potential health and safety hazards, as well as knowledge of how to control such hazards, is critical to maintaining a safe and healthful work environment and preventing injuries, illnesses, and accidents in the workplace. OIAA is committed to instructing all employees in safe and healthful work practices. To achieve this goal, the OIAA will provide training to each associate regarding general safety procedures and regarding any hazards or safety procedures specific to that employee's work assignment.

### **A. Training**

1. The Manager/Supervisor will ensure all new and current employees receive appropriate health and safety training and supervisors familiarize themselves with the safety and health hazards to which employees under their immediate direction and control may be exposed. At a minimum, the training should include safety policies and procedures, specific requirements of the IIPP, and other training with respect to hazards unique to the employees' job assignments and when new or previously unrecognized hazards are identified.
2. Supervisors will ensure that employee training is documented using the *Health and Safety Training Form*. These forms shall be retained at the facility for at least five (5) years.



3. Supervisors will ensure appropriate retraining of employees with new job assignments or, whenever new substances, processes, procedures, or equipment are introduced to the workplace and represent a new potential hazard.

B. Safety training for all employees will be provided:

1. Periodically
2. As often as required by State or Federal law, or other regulations
3. Annually to maintain certification or competence
4. When situations call for pre-operations training to ensure a safe operation or procedure

C. Documentation of Training

Formal training sessions will be documented and kept for at least one year, as required by 8 CCR §3203(b)(2).

OIAA also has specific training as part of Cal/OSHA safety programs:

Examples of these programs are as follows:

1. Emergency Procedures Plan, Title 8, CCR, Section 3220
2. Fire Prevention Plan, Title 8, CCR, Section 3221
3. Hazard Communication Program, Title 8, CCR, Section 5194  
(Employee Health)
4. Bloodborne Pathogens, Title 8, CCR, Section 5193 (Employee Health)

## **XI. RECORDKEEPING**

The injury and illness record keeping requirements under Cal-OSHA require a minimum amount of paperwork. These records will provide one measure for evaluating the success of safety and health activities. Success would generally mean a lack of, or a reduced number of, employee injuries or illnesses during a calendar year. The Program Administrator shall ensure these records are kept at a central location with all other records. The records must remain accessible to review by applicable inspectors and other interested parties.

There are three important steps required by the Cal-OSHA record keeping system:

1. Obtain a record of every injury or illness requiring medical treatment. The employee's supervisor is to prepare a Report of Occupational Injury and Illness (Form 5020)
2. An injured employee must be given the Employee's Claim for Workers' Compensation Benefits, (DWC-1)
3. Human Resources will post Cal/OSHA Form 300A-Annual Summary of Work-Related Injuries and Illnesses on the breakroom bulletin board. The annual posting is from February 1<sup>st</sup> thru April 30th.

During the year, the Program Administrator or designees will periodically review these records to review the frequency of injuries and illnesses and where they have occurred. These records can help identify hazardous areas in the workplace and pinpoint where immediate corrective action/training is needed.

Records to be maintained by departments for a minimum of (5) years:

- Safety Inspection Records
- Regulatory Citations
- Corrective Action Notices
- Accident Investigation Records
- Training Records (length of employment)
- Workers Comp Claims
- OSHA 300 & 300A Summary Log (5-year retention)
- OSHA Form No. 301, W/C Form 5020 (5-year retention)
- Chemical Inventories
- Safety Data Sheets -available via airport operations 909-214-7683
- Emergency Evacuation plans and procedures
- Minutes of all Safety Committee meetings

Essential records, including those legally required for workers' compensation, insurance audits and government inspections, must be maintained for as long as the law requires.

All records should be maintained in accordance with the Health Insurance Portability and Accountability Act (HIPAA) and follow Protected Health Information (PHI) guidelines.

### **Exposure Records**

The injury and illness records may not be the only records the department will need to maintain. Certain Cal-OSHA standards that deal with toxic substances and hazardous exposures require records of employee exposure to these substances and sources, physical examination reports, employment records, etc. Exposure records shall be maintained for a minimum of 30 years past the last day of employment.

### **Documentation of Activities**

In addition to records required by Cal/OSHA, the Program Administrator may also maintain records on other written safety related activities such as:

- Corrective Action Notices
- Purchase orders of safety related equipment
- Repairs/Remediation documentation
- Work Orders

## **XII. SUMMARY**

The objectives of the IIPP can only be fully accomplished with the cooperation of all employees. While the IIPP and safety policies are to be followed by all OIAA employees to help them recognize and avoid obvious hazards, they cannot cover all situations. When in doubt, employees should consult their supervisor or the Program Administrator for guidance. Any questions or comments should be directed to the Program Administrator.

**ACNOWLEDGEMENT OF RECEIPT**  
**OF THE ILLNESS AND INJURY PREVENTION PROGRAM**

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I acknowledge that I have received a copy of and have read and been informed about the content, requirements and expectations of the Illness and Injury Prevention Program (IIPP) of the OIAA. I agree to abide by the guidelines of the IIPP as a condition of employment and my continuing employment at the OIAA.

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Employee Signature

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Employee Name

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Date