

# MONKEY BUSINESS CAMP

## Injury and Illness Prevention Plan



This IIPP was created with user input using State Fund's IIPP Builder<sup>SM</sup> and is intended solely for internal use by that business.

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## **Introduction**

MONKEY BUSINESS CAMP has established this Injury and Illness Program (IIPP) to communicate with employees our procedures for creating a safe and healthy work environment for all employees. We are committed to ensuring that all employees have the tools, knowledge, and resources to perform their jobs safely.

## **Responsibility**

Heather Mitchell, CEO, (510) 701-7877 is the person with the overall authority and responsibility for implementing this program.

Heather Mitchell or Management will designate an alternate responsible person during periods of absence such as during personal leave.

Copies of the IIPP are available at the following location(s):

All Day Camp and Office Locations via google staff drive link listed on group cell phones.

Supervisor Responsibilities:

- Ensuring that the elements of the IIPP are met, including performing periodic inspections/hazard assessments
- Ensuring employee compliance with safety policies and rules, investigation of accidents and injuries
- Ensuring employees are trained on the hazards and safe work practices relevant to their jobs

Employee Responsibilities:

- Assist in hazard identification
- Report accidents or injuries to supervisors as soon as they occur
- Follow safe work practices for tasks they perform
- Only perform tasks that they are authorized and trained to perform

## **Compliance with Safe Work Practices**

MONKEY BUSINESS CAMP has established rules and procedures to help ensure that work tasks can be performed safely without injury to employees through the following:

- We inform employees about our IIPP
- We encourage all employees to work safely
- We communicate with employees who are not following safety protocols

## **Employee Communication**

MONKEY BUSINESS CAMP communicates with employees on safety matters through the following:

- Safety and illness prevention protocols are outlined in our staff handbook that is read by all employees upon hire
- Site directors are asked to scan their sites before others arrive and report any safety hazards to supervisors
- We encourage all employees to report safety hazards to site directors and/or supervisors and to take steps to reduce illness at camp, e.g. regular washing of hands before meals
- We give safety reminders and collect feedback regarding any potential hazards at weekly meetings with all staff while camp is in session for more than one week at a time
- We direct site directors to report any issues related to safety or health in once a week surveys (called End of Day Survey) so that our Operations team can address.
- We give relevant safety guidance to staff whenever new substances, processes, procedures or equipment are introduced into the workplace
- We make all employees aware of our IIPP upon hire

## **Hazard Assessment**

MONKEY BUSINESS CAMP conducts hazard assessment through the following:

- Site directors and supervisors conduct daily safety inspections on site while camp is in session
- Supervisors hold quarterly safety meetings
- We collect feedback regarding any potential hazards at weekly meetings with all staff while camp is in session
- We ask site directors to send regular details about their site in end day surveys so that we can address any potential safety hazards
- We encourage all employees to report safety hazards to site directors and/or supervisors immediately

These are the job title(s) of the person(s) responsible for conducting inspections and evaluating hazards at our workplace:

Bradley Olson and Samantha Swor

## **Accident Investigation**

MONKEY BUSINESS CAMP takes the following steps when investigating accidents and near misses:

- Visit the accident scene as soon as possible
- Interview injured workers and witnesses
- Examine the workplace for factors associated with the accident/exposure
- Determine the root cause of the accident/exposure
- Take corrective action to prevent the accident/exposure from happening again
- Keep a record of the findings and corrective actions taken

We also take these actions:

Use Accident Investigation Checklist

The person(s) responsible for conducting accident investigations at MONKEY BUSINESS CAMP is:  
Samantha Swor and Bradley Olson

## Hazard Correction

Hazards must be corrected in a timely manner as soon as employees or supervisors become aware of the hazard. We correct workplace hazards:

- As soon as possible after a hazard is reported
- In the case of an imminent hazard, we will remove all employees from the hazardous area until the hazard is corrected

The job title of the person who is responsible for making sure hazards are corrected is: Bradley Olson

## Employee Training

We will conduct training in the following instances:

- To all new employees
- When employees are given new job assignments
- Whenever new substances, processes, procedures, or equipment are introduced into the workplace
- Whenever the employer is made aware of a new hazard
- For supervisors to make them aware of the safety procedures

## Employee Access

MONKEY BUSINESS CAMP provides employees with access to the written IIPP through:

We provide unobstructed access via employee staff paperwork accounts or staff google drive link, which allows employees to review, print, or email a copy of the IIPP.

A hard copy of the IIPP can be provided within five business days after receiving the request.

IIPP can be accessed on site via staff cell phones at any time

## Recordkeeping

We keep records of inspections and hazard assessments for at least one year

Other records we keep:

- 1) Site Director End of Day Surveys-as long as we are in business
- 2) Accident Investigation Records-as long as we are in business
- 3) OSHA 300 Logs and 300A Summary-for 5 years
- 4) Safety Google Calendar confirming daily safety checks when camp in session, and detailing actions taken to address any hazards