



**JETT PRO**  
**INJURY and ILLNESS PREVENTION PROGRAM**

For Compliance with:  
California Code of Regulations,  
Title 8  
Section 3202

# **Injury and Illness Prevention Program**

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## **IIPP Program Description**

In 1973, the State of California adopted its own safety and health program, as permitted by the Federal Occupational Safety and Health Act (OSHA) of 1970. The California Department of Industrial Relations, Department of Occupational Safety and Health (Cal-OSHA) establishes comprehensive occupational safety and health regulations that protect the working people of California. Title 8 of the California Code of Regulations (CCR) mandates that all California employers develop an Injury and Illness Prevention Program (IIPP). The IIPP must detail the means and methods of each employer will use to ensure safety and health of its employees. This IIPP requirement is unique to California; there is no analog regulation in the federal standard. As such, California people enjoy the unique protection and benefits required by this regulation. Jett Pro Line Maintenance in California maintains it's IIPP in full compliance with state requirements. The stations also seek to ensure that all of our employees are cognizant of the requirement of this regulation and that this program protects their health and safety.

In addition to the above, Jett Pro has chosen to adopt this manual at locations outside California when requested by certain airline customers. The wording may state "California requirements" (in order to show specific compliance to California agencies) however, it where provided to stations outside Ca. the same procedures will apply unless otherwise noted.

## **IIPP Scope**

Jett Pro's IIPP is the program that ensures all employees have working conditions that are safe and healthy. As required by California regulation, all other safety programs and required training are governed by the principles set forth in the IIPP in accordance with the Ground Service Equipment (GSE) Manual and Company requirements. Training and inspection requirements ensure compliance with California requirements.

## **Policy Statement**

It is the policy of Jett Pro Line Maintenance to provide a safe and healthy worksite environment for the employees and our customers. To help achieve this goal, we promote a comprehensive IIPP that integrates a cooperative effort with all employees to identify and eliminate unsafe conditions/practices, to control health hazards, and to comply fully with all applicable safety and health regulations.

Station personnel are ultimately responsible for maintaining a safe and healthy work environment. Under the manager's or supervisor's guidance, the employees are responsible for developing, implementing, enacting and maintaining the IIPP. Management at Jett Pro take the leadership role in ensuring the program's effectiveness through developing the proper safety culture for those they supervise and ensuring that all operations under their control are conducted in compliance with the appropriate regulations and company guidelines. All employees at Jett Pro are responsible for preventing workplace injuries/illnesses by continuously performing their tasks safely and in accordance to company safety program requirements.

## **IIPP Contact**

The primary IIPP contact is: Miguel Itriago 909 980 0552 or [mitriago@jettpro.aero](mailto:mitriago@jettpro.aero)

## 1. Responsibilities

- a. JETT PRO local management is responsible for the implementation of the stations IIPP. The local manager/supervisor shall:
  1. Provide guidance to all employees regarding compliance requirements.
  2. Provide oversight of all activities concerning IIPP compliance.
  3. Ensure periodic safety inspections and audits are performed on a scheduled basis in compliance with the regulatory requirements.
  4. Assist in identifying unsafe or unhealthy conditions.
  5. Ensure safety and health training programs comply with company requirements.
  6. Maintain safety and health records consistent with the requirements of this document and company policy.
  7. Conduct at minimum an annual review of this document and make the current revision available via the company intranet site located at [www.insidejettpro.com](http://www.insidejettpro.com)
  8. Maintain this IIPP Manual and all forms required for employee initial and recurrent training on the intranet.
  
- b. Quality Assurance will:
  1. Develop procedures that ensure effective compliance with the company's safety policies.
  2. Interpret, with assistance from HR, existing or pending safety and health legislation and recommend appropriate compliance strategies to all personnel.
  
- c. Station Management will:
  1. Develop and maintain area specific safety procedures.
  2. Establish clearly outlines safety responsibilities for all employees.
  3. Conduct and document preliminary investigations of all reported injuries and illnesses.
  4. Ensure all employees know how to access Material Safety Data Sheets (MSDS), located in JETTS.
  5. Ensure that all hazardous materials are properly labeled, stored and identified for disposal, as appropriate.

6. Conduct and document periodic safety inspections of facilities and equipment to identify unsafe acts and conditions.
  7. Initiate disciplinary action against employees who fail or refuse to follow site safety procedures.
  8. Maintain safety and health records that include periodic inspections, accident investigations, corrective actions, disciplinary documents, etc.
  9. Maintain all records and report monthly shop/customer/agency audit results to the GSE Specialist - ONT.
  10. Maintain frequent communication with GSE Specialist, or local management person and report on monthly shop meeting agendas (shops with 3 or more personnel). Otherwise reporting will be through the local management person.
- d. Employees will:
1. Utilize established safe work procedures at all times while in the work environment.
  2. Comply with all Jett Pro's safety, health and heat related illnesses and their respective policies and regulations.
  3. Report all unsafe conditions, when observed without fear or reprisal.

## **2. Adherence to Health and Safety Policies and Procedures**

- a. Jett Pro Management is responsible to develop the written policies and procedures related to:
  1. Station safety and health requirements, including employee emergency procedures, etc.
  2. Task specific procedures that include mandatory safety requirements.

## **3. Safety Communication**

- a. Several avenues are used to communicate with employees regarding matters related to occupational safety and health, these are:
  1. Company Intranet - JETTS
  2. Standard Operating Procedures Manual
  3. Management Briefings

4. Bulletin Board Postings
5. Jett Pro provides a proactive response to direct inquires
6. Monthly Shop meeting (3 or more employees)

#### **4. Hazard Assessment and Control**

- a. Stations shall conduct periodic safety inspections of the station and equipment.
- b. Annual audits will be conducted. There will also be periodic audits conducted by Jett Pro Management.
- c. Audit safety findings will be posted on the GSE bulletin board and discussed at monthly shop meetings or discussed with the local management.

#### **5. Accident Investigation**

The station management, supervisor, lead and individual employees provide the resources to ensure a safe, secure operation every day. The following guidelines provide the steps to follow in case of personal injury or accident/incident to company or customer equipment.

#### **6. In the event of any injuries:**

1. Ensure medical needs are met.
2. Call and notify Supervisor, Lead, Aircraft Station Manager and region General Manager in that order. The first person reached should then notify the next higher management person etc.
3. Fill out an Incident Report.
4. For heat related illnesses ensure the person is out of direct sunlight. Provide as much water as possible for the person to drink and observe. Should the situation worsen take the person to the nearest hospital. Notify management immediately.

**For significant injuries:** (Admission to Hospital, Amputation, Fracture, Heart Attack, Loss of Consciousness):

1. Ensure medical needs are met.
2. Call and notify Supervisor, Lead, A/C Station Manager and region General Manager in that order. The first person reached should then notify the next higher management person etc.

3. Notify Upper Management/HR.
4. Secure the incident site.
5. Take digital photos of the scene/equipment.
6. If GSE equipment is involved, tag and remove from service, contact GSE Specialist to evaluate damage.
7. Identify personnel involved including any witnesses and gather statements.
8. Fill out Incident/Accident Reports, HR5 & HR9

## **6. Correction of Unsafe Conditions and Work Practices**

- a. Unsafe acts will result in a verbal warning and a second infraction will result in a written warning.
- b. Unsafe actions will also be addressed via the Monthly Shop Meeting and will be communicated to employees.

## **7. Safety and Health Training**

- a. Employee training on general work practices which include safety items will be conducted annually and documented electronically on Training Form T1.
- b. Training will be provided to:
  1. All new employees.
  2. Employees given new job assignments for which training has not previously received and documented.
  3. Whenever new substances, processes, procedures or equipment are introduced into the workplace and represent a new hazard.
  4. Jett Pro management will familiarize themselves with the safety and health hazards to which employees may be exposed.
- c. Training and instruction shall inform employees:
  1. That the success of Jett Pro's IIPP relies on everyone's cooperation.
  2. Of the safe work procedures required for their jobs, and how these procedures protect them against exposure.
  3. When personal protective equipment is required or needed, how to use it and maintain it in good condition.
  4. When to do if emergencies occur in the workplace.
- d. All employees must be informed and understand that:
  1. They shall not proceed with a job or use a piece of equipment until they have received instructions on how to perform or use it correctly.



2. They shall not proceed with a job that appears to be unsafe.
3. Mechanical safeguards must always be kept in place.
4. They are to report to their next level of management any work-related injury or illness suffered, however slight.
5. Personal protective equipment must be used when and where required, and maintained properly.
6. Jett Pro has a concise training path that will provide initial new hire training and annual training which includes safety.

## **8. Recordkeeping**

Cal-OSHA regulations have requirements for the maintenance and retention of records for occupational injuries and illnesses, medical surveillance, exposure monitoring, inspections and other activities relevant to occupational health and safety. To comply with these requirements and to demonstrate that critical elements of this IIPP are being implemented, the following record retention schedule shall be kept. These record retentions requirements apply to non California stations also.

<b>Record Description</b>	<b>Retention Timeframe</b>
Notices of Safety Violations	Minimum 1 year
Reports of Corrected Safety Violations	Minimum 1 year
Employee Safety Training Records	Employment Duration
*Cal-OSHA 300 Log and Summary	5 years plus current
IIPP Audit and Inspection Records	Minimum 1 year
Accident Report Forms	Minimum 2 years
Safety Posting	Minimum 1 year
Shop Meeting Agendas	Minimum 2 year

\*Note: The Cal-OSHA 300 (and related) Log is maintained by the GSE Specialist at ONT and covers all stations where this IIPP Manual is distributed. All other records will be maintained at local stations.

## **9. Record Viewing**

The following records referenced in this IIPP manual can be viewed and printed from the company intranet site, JETTS: [www.insidejettpro.com](http://www.insidejettpro.com)

- a. GSE Indoctrination Training Checklist
- b. Shop Meeting Agenda
- c. Shop Audit

## **10. Heat Prevention and Safety Illness Awareness**

Heat related illness is a real factor when working outside without shade during the summer months. The amount of sweat is not an indicator of becoming heat exhausted. In fact it can be a sign of the very illness this paragraph. Adequate precaution is needed by all employees and for the most part precautions stem from common sense.

The four factors used in Heat Illness Prevention are these listed below.

a. Training: Employees and management should be made aware of how heat related illness can affect a body. There is possible personal risk associated with being in direct sunlight without shade or water.

b. Water: There should be enough fresh water made available for all employees working in the sun for, at a minimum, one quart per hour.

c. Shade: Employees should make use of shade on a periodic basis when the temperatures are exceeding 100 degrees or when a person believes he may need some prevention recovery. Waiting until a sick feeling arrives can be detrimental to your task on the ramp and others relying on your services.

d. Planning: This Cal/OSHA heat standard or guideline complies with the Cal/OSHA Heat Illness Prevention Standard.

e. Employees will receive training in these guidelines as well as guidelines in prevention measures and how to contact emergency services if needed.

f. It is the duty of Jett Pro local station management to implement the above procedures and to monitor the awareness with each employee annually. Training should be documented on form T1 and records maintained in each persons file. Also the dates of accomplishment should be shown on the Jett Pro Training Matrix.

# Attachment 1

## Management/Leadership & Employee Participation

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Written managerial commitment to worker safety and mishap prevention. <u>Example:</u> Written management "Mission Statement" that is known to all in the department.
<input type="checkbox"/>	<input type="checkbox"/>	Top management's personal involvement in prevention activities. <u>Example:</u> Upper level management reviews operation and makes recommendations/comments. Manager conducts a Monthly Shop Meeting and uses minutes/presentation and follow up if needed.
<input type="checkbox"/>	<input type="checkbox"/>	Safety & Health objectives are integrated into the Overall business planning. <u>Example:</u> Safety activities and performance is a substantial part of management's oversight. Plan should include OJI and mishap performance objectives.
<input type="checkbox"/>	<input type="checkbox"/>	Clearly assigned Safety & Health prevention responsibilities with documentation of accountability. <u>Example:</u> Documented areas of responsibilities for managers with quantifiable ways of measuring performance regarding OJI's & mishap prevention activities.
<input type="checkbox"/>	<input type="checkbox"/>	Meaningful employee involvement in activities that have an effect on safety and health with OJI/mishap prevention being the goal. <u>Example:</u> Periodic safety briefings for all employees. Employees are free to bring up safety concerns and receive timely responses. Management encourages and authorizes employees to stop activities that present potentially serious safety and health hazards. Monthly Shop Meeting
<input type="checkbox"/>	<input type="checkbox"/>	Periodic safety, health, and prevention program evaluations. <u>Example:</u> Shared responsibility of both the department and local personnel to perform periodic evaluations.

## Workplace Analysis

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Self inspections with written documentation. <u>Example:</u> Periodic walk through of the facility with documentation of observations. Corrective actions and dates for completion are established. Safety Audits are performed by management as a part of their continual improvement process.

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Industrial hygiene monitoring of toxic substances and noise. Example: Written process set up to whom contact when Industrial issues arise.

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Routine hazard analysis procedures that result in improved work practices and/or training for employees when applicable. Example: Performed as needed by JP Management.

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A written hazard reporting system enabling employees to pass on their observations or concerns to management without fear of reprisal.

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Accident (mishap and injury) investigations with written documentation. Example: Written procedure for timely investigation and entry of both OJI and Mishap into the SOP Manual. Process for upper management's follow up to ensure strong, useful preventive measures are complete.

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Analysis of trends in injuries/mishaps. Example: Use local Mgmt to assist in the analysis of the injury and mishap trends for each department.

## **Hazard Prevention and Control**

Yes      No

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Access to certify safety and health professionals. Example: Written process set up to whom contact when Industrial issues arise.

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Written safety procedures and practices that are understood and followed by all employees (Corporate level responsibility/support). Example: Departmental manual that states procedures for the safe completion of each task, SOP, QAM, RSM, TPM

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A consistent disciplinary system applied to all employees who disregard established policy and procedure

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Readily accessible medical services. Example: Written process of getting injured employee to the health clinic or local hospital.

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Documented ongoing monitoring and maintenance of workplace equipment. Example: GSE Daily Inspection Record documented and easily accessible.

## **Safety and Health Training**

Yes	No

Managers, leads and employees have received federally mandated training on applicable regulatory standards. (Corporate level assistance may be necessary for some issues). Example: Annual Safety Training.

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Documentation of all training received. Example: Training Matrix.

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Written safety and health plans by location. (Corporate level assistance may be necessary for some items.) Example: Written programs that reference application of regulatory standards, injury and mishap prevention programs, etc. Written plans that are readily available for all employees or other entities to review upon request and have someone accountable for updates and review of programs. SOP & HR manual.

## **Business Partner Review Certification**

Business Partner Company Name & Address: \_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Business Partner Manager Contact: \_\_\_\_\_

Jett Pro Reviewer: \_\_\_\_\_

Date: \_\_\_\_\_