

California Safety Manual

Example Stone Works (SAMPLE — not a real business)

Effective September 11, 2026

This is a read-through copy of the complete program, bound from the separate plan documents in this download.

Edit the individual plan documents, not this file. Each plan keeps its own version and review date, and this copy is rebuilt from them. An edit made here is lost the next time any plan is reissued.

Plans in this Manual

Each plan below is maintained as its own document with its own version history and review cycle. This manual binds the version of each that was current on the date above.

Plan	Authority	Version	Effective	Next review
Part 1 — Your Injury and Illness Prevention Program				
Injury and Illness Prevention Program	8 CCR §3203	1	2026-09-11	2027-09-11
Required Postings and Notifications	8 CCR §340, §14300.32, §14300.41, §3204(g), §1509(c)	1	2026-09-11	2027-09-11
Part 2 — Required for your operation				
Code of Safe Practices	8 CCR §1509(b)	1	2026-09-11	2027-09-11
Task Hazard Analysis	8 CCR §3203(a)(4); §1509	1	2026-09-11	2027-09-11
Subcontractors and Multi-Employer Worksites	8 CCR §1509, §3203; Labor Code §6400	1	2026-09-11	2027-09-11
Emergency Action Plan	8 CCR §3220	1	2026-09-11	2027-09-11
Fire Prevention Plan	8 CCR §3221	1	2026-09-11	2027-09-11
Hazard Communication Program	8 CCR §5194	1	2026-09-11	2027-09-11
Control of Hazardous Energy (Lockout/Tagout)	8 CCR §3314	1	2026-09-11	2027-09-11
Heat Illness Prevention Plan	8 CCR §3395 / §3396	1	2026-09-11	2027-09-11
Wildfire Smoke Protection Plan	8 CCR §5141.1	1	2026-09-11	2027-09-11
Workplace Violence Prevention Plan	Labor Code §6401.9	1	2026-09-11	2027-09-11
Respirable Crystalline Silica Exposure Control Plan (Construction)	8 CCR §1532.3	1	2026-09-11	2027-09-11
Respirable Crystalline Silica Exposure Control Plan	8 CCR §5204	1	2026-09-11	2027-09-11
Respiratory Protection Program	8 CCR §5144	1	2026-09-11	2027-09-11
Personal Protective Equipment — Hazard Assessment and Training	8 CCR §3380(f)	1	2026-09-11	2027-09-11
Hearing Conservation Program	8 CCR §5097–§5100	1	2026-09-11	2027-09-11
Permit-Required Confined Space Program	8 CCR §5157	1	2026-09-11	2027-09-11
Repetitive Motion Injury Program	8 CCR §5110	1	2026-09-11	2027-09-11
Part 3 — Supporting materials				

Plan	Authority	Version	Effective	Next review
Code of Safe Practices (General Industry)	8 CCR §3203(a)(3), (a)(7)	1	2026-09-11	2027-09-11
Medical Services and First Aid	8 CCR §3400	1	2026-09-11	2027-09-11
Machine Guarding	8 CCR §4002, §4184	1	2026-09-11	2027-09-11
Fall Protection	8 CCR §1670 / §3210–§3212	1	2026-09-11	2027-09-11
Excavation and Trenching Safety	8 CCR §1541, §1541.1, §341	1	2026-09-11	2027-09-11

Revision and Approval Log

Title 8 CCR §3203 does not require this page. It is a record Example Stone Works (SAMPLE — not a real business) keeps so that the question “when was this last reviewed, and who approved it?” can be answered from the binder. Each row is one revision of one plan; the version and effective date are filled in as issued, and the last two columns are signed by hand when the revision is reviewed and accepted. Blank rows are for revisions not yet made.

Plan	Ver.	Effective	Reviewed by (print and sign)	Approved by (print and sign)	Date
Injury and Illness Prevention Program	1	2026-09-11			
Code of Safe Practices	1	2026-09-11			
Code of Safe Practices (General Industry)	1	2026-09-11			
Task Hazard Analysis	1	2026-09-11			
Subcontractors and Multi-Employer Worksites	1	2026-09-11			
Emergency Action Plan	1	2026-09-11			
Medical Services and First Aid	1	2026-09-11			
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Wildfire Smoke Protection Plan	1	2026-09-11			
Workplace Violence Prevention Plan	1	2026-09-11			
Respirable Crystalline Silica Exposure Control Plan (Construction)	1	2026-09-11			
Respirable Crystalline Silica Exposure Control Plan	1	2026-09-11			
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Permit-Required Confined Space Program	1	2026-09-11			
Repetitive Motion Injury Program	1	2026-09-11			
Machine Guarding	1	2026-09-11			
Fall Protection	1	2026-09-11			
Excavation and Trenching Safety	1	2026-09-11			

A plan is not revised by editing a printed page. Revisions are made in the program that produced these documents and reissued, which is what moves the version number above.

Contents

Part 1 — Your Injury and Illness Prevention Program

Every California employer must have a written IIPP under Title 8 §3203 and must post the required notices. There is no version of a business that does not owe this part. If you read nothing else, read this.

1. Injury and Illness Prevention Program 8 CCR §3203
2. Required Postings and Notifications 8 CCR §340, §14300.32, §14300.41, §3204(g), §1509(c)

Part 2 — Required for your operation

Each plan here is required in writing, but only because of something specific about this business — the equipment recorded, the industry, the chemicals, the temperature, the headcount. Each chapter states the standard that binds it. Nothing is here by default.

3. Code of Safe Practices 8 CCR §1509(b)
4. Task Hazard Analysis 8 CCR §3203(a)(4); §1509
5. Subcontractors and Multi-Employer Worksites 8 CCR §1509, §3203; Labor Code §6400
6. Emergency Action Plan 8 CCR §3220
7. Fire Prevention Plan 8 CCR §3221
8. Hazard Communication Program 8 CCR §5194
9. Control of Hazardous Energy (Lockout/Tagout) 8 CCR §3314
10. Heat Illness Prevention Plan 8 CCR §3395 / §3396
11. Wildfire Smoke Protection Plan 8 CCR §5141.1
12. Workplace Violence Prevention Plan Labor Code §6401.9
13. Respirable Crystalline Silica Exposure Control Plan (Construction) 8 CCR §1532.3
14. Respirable Crystalline Silica Exposure Control Plan 8 CCR §5204
15. Respiratory Protection Program 8 CCR §5144
16. Personal Protective Equipment — Hazard Assessment and Training 8 CCR §3380(f)
17. Hearing Conservation Program 8 CCR §5097–§5100
18. Permit-Required Confined Space Program 8 CCR §5157
19. Repetitive Motion Injury Program 8 CCR §5110

Part 3 — Supporting materials

The documents you hand out, post and fill in, plus the chapters that record how a standard is met where no standard requires a written plan. Not optional in practice — a program with no filled-in records is not an implemented program — but not itself a written-plan mandate.

20. Code of Safe Practices (General Industry) 8 CCR §3203(a)(3), (a)(7)

21. Medical Services and First Aid 8 CCR §3400

22. Machine Guarding 8 CCR §4002, §4184

23. Fall Protection 8 CCR §1670 / §3210–§3212

24. Excavation and Trenching Safety 8 CCR §1541, §1541.1, §341

How this Manual is Organized

Each numbered chapter is a complete plan. Where a Cal/OSHA standard requires that plan to be in writing, the chapter satisfies that requirement. Where no written plan is required, the chapter records how this employer meets the standard's substantive requirements.

Required to be in writing: Injury and Illness Prevention Program (8 CCR §3203); Code of Safe Practices (8 CCR §1509(b)); Task Hazard Analysis (8 CCR §3203(a)(4); §1509); Subcontractors and Multi-Employer Worksites (8 CCR §1509, §3203; Labor Code §6400); Emergency Action Plan (8 CCR §3220); Fire Prevention Plan (8 CCR §3221); Hazard Communication Program (8 CCR §5194); Control of Hazardous Energy (Lockout/Tagout) (8 CCR §3314); Heat Illness Prevention Plan (8 CCR §3395 / §3396); Wildfire Smoke Protection Plan (8 CCR §5141.1); Workplace Violence Prevention Plan (Labor Code §6401.9); Respirable Crystalline Silica Exposure Control Plan (Construction) (8 CCR §1532.3); Respirable Crystalline Silica Exposure Control Plan (8 CCR §5204); Respiratory Protection Program (8 CCR §5144); Required Postings and Notifications (8 CCR §340, §14300.32, §14300.41, §3204(g), §1509(c)); Personal Protective Equipment — Hazard Assessment and Training (8 CCR §3380(f)); Hearing Conservation Program (8 CCR §5097–§5100); Permit-Required Confined Space Program (8 CCR §5157); Repetitive Motion Injury Program (8 CCR §5110)

Documents how the standard is met: Code of Safe Practices (General Industry) (8 CCR §3203(a)(3), (a)(7)); Medical Services and First Aid (8 CCR §3400); Machine Guarding (8 CCR §4002, §4184); Fall Protection (8 CCR §1670 / §3210–§3212); Excavation and Trenching Safety (8 CCR §1541, §1541.1, §341)

Scope. This employer performs work both at its own facility and at customer or job sites. Facility work falls under the General Industry Safety Orders; work at a customer site altering a fixed structure is construction work under the Construction Safety Orders. Each chapter states which of the two it addresses. In particular, the silica exposure control plan covers in-facility work under §5204 and does not cover construction work, which is governed by §1532.3 and has no high-exposure trigger task concept.

Injury and Illness Prevention Program (Title 8 CCR §3203)

Policy Statement

Example Stone Works (SAMPLE — not a real business) is committed to providing a safe and healthful workplace for all employees. This written Injury and Illness Prevention Program (IIPP) has been established to comply with Title 8 California Code of Regulations (CCR) Section 3203 and to identify, evaluate, and correct workplace hazards in a systematic and ongoing manner. Every employee, supervisor, and manager shares responsibility for the success of this program.

This policy is issued and supported by the management of Example Stone Works (SAMPLE — not a real business).

Owner or senior management (print name and title)

Date: _____

The person responsible for implementing and maintaining this Program day to day is identified in Section 1 below.

1. Responsibility (Title 8 CCR §3203(a)(1))

Dana Okafor (sample), Operations Manager, has the authority and responsibility for implementing and maintaining this IIPP at Example Stone Works (SAMPLE — not a real business). Responsibilities include:

- Maintaining and updating this written program as conditions change.
- Ensuring supervisors and employees understand and follow safe work practices.
- Coordinating scheduled workplace inspections and hazard assessments.
- Ensuring hazards are corrected in a timely manner.
- Maintaining required training and inspection records.

Owner or senior management

- Adopts this Program and provides the money, time and people to run it.
- Reviews the Program at least annually, and after any serious injury.
- Backs a stop-work decision. A supervisor who stops unsafe work and is overruled learns not to stop it again.

Supervisors and foremen

- Enforce safe work practices in their own work areas, and correct unsafe practices when they see them rather than reporting them onward.
- Train their crew on the hazards of each task before it starts, and record that they did.
- Hold the safety meetings this Program requires, and record what was discussed and who attended.
- Investigate injuries, illnesses and near-misses in their areas and report them the same day.
- Have the authority to stop work, and are expected to use it.

Every employee

- Follow the safe work practices they have been trained in, and use the protective equipment the task requires.
- Report a hazard, an injury, an illness or a near-miss to a supervisor the same day — however minor it seems.
- Stop work they believe is unsafe. Nobody is disciplined for doing so, for reporting a hazard, or for reporting an injury.
- Ask before starting a task they have not been trained for.

These duties apply to whoever holds the role, whether or not a name has been written against it. Naming the people who hold them makes the Program easier to enforce and easier to defend.

Employees are told who the IIPP Administrator is during new employee orientation and at safety meetings, and the name is posted with the other required workplace postings. The Administrator can be reached at (555) 555-0188, safety@example.invalid.

2. Compliance (Title 8 CCR §3203(a)(2))

Example Stone Works (SAMPLE — not a real business) maintains a system for ensuring that employees comply with safe and healthful work practices. The system has three parts: recognition of safe work, retraining where practices fall short, and disciplinary action where they continue to. Progressive discipline is the primary mechanism.

2.1 Recognition of Safe Work Practices

Employees who consistently follow safety rules, report hazards, and contribute to a safe workplace are recognized through:

- Verbal and written recognition from supervisors and management.
- Safety recognition programs, where applicable.
- Positive reinforcement during safety meetings and performance reviews.

2.2 Training and Retraining

Where an employee is found not following a safe work practice, retraining on that practice is provided before or alongside any disciplinary step. Retraining is recorded on the training record in the same way as any other training.

2.3 Disciplinary Action

Where unsafe work practices continue, the following steps are applied as appropriate to the severity of the violation:

- Verbal warning and retraining on the applicable safety rule.
- Written warning documented in the employee's personnel file.
- Suspension or other formal disciplinary action.
- Termination of employment for continued or serious violations.

Supervisors apply this system consistently and document all disciplinary actions related to safety violations. No employee is disciplined for reporting a hazard, for reporting an injury, or for stopping work they reasonably believe to be unsafe.

3. Communication (Title 8 CCR §3203(a)(3))

Example Stone Works (SAMPLE — not a real business) maintains a system for communicating with employees on occupational safety and health matters, including provisions designed to encourage employees to report hazards without fear of reprisal. The primary method of communication is: Toolbox / Tailgate Safety Meetings, conducted Weekly.

- New employee orientation covering this IIPP and site-specific hazards.
- Ongoing safety meetings to review hazards, incidents, and corrective actions.
- Posted safety information, hazard notices, and required OSHA postings.

Employees may report a hazard without giving their name: the suggestion box by the break room, opened weekly by the owner. A report made this way is acted on the same as any other, and no employee is retaliated against for making one.

Safety and health information is communicated in English and Spanish, so that it is in a form readily understandable by all affected employees. Training materials, hazard notices, and this program are made available in those languages.

Example Stone Works (SAMPLE — not a real business) does not use a labor/management safety and health committee. The communication requirement in §3203(a)(3) is met by the methods described above. A committee is one way to meet that requirement under §3203(c), not a requirement in itself.

4. Hazard Assessment (Title 8 CCR §3203(a)(4))

Example Stone Works (SAMPLE — not a real business) conducts periodic inspections to identify and evaluate workplace hazards. Scheduled inspections are performed Weekly, and additional inspections are performed:

- When this Program was first established.
- Whenever new substances, processes, procedures, or equipment are introduced.
- Whenever new or previously unrecognized hazards are identified.
- Whenever occupational injuries or illnesses occur.
- Whenever workplace conditions warrant an inspection.

Based on the intake assessment, the following hazard categories apply to this workplace and are addressed throughout this program:

- Dust / Respirable Crystalline Silica
- Machinery / Moving Equipment
- Noise / Hearing Conservation
- Chemicals / Hazardous Substances
- Ergonomic Hazards

Inspection records, including the name of the person conducting the inspection, unsafe conditions found, and corrective actions taken, are maintained by the IIPP Administrator.

5. Investigation of Occupational Injuries and Illnesses (Title 8 CCR §3203(a)(5))

Example Stone Works (SAMPLE — not a real business) investigates every occupational injury, occupational illness, exposure to a hazardous substance, and near-miss incident to determine the root cause and prevent recurrence. The investigation procedure includes:

- Visiting the incident site as soon as possible after the incident is reported.
- Interviewing the injured employee and any witnesses.
- Examining the workplace for factors that contributed to the incident.
- Determining the cause(s) of the incident.
- Recommending corrective measures to prevent recurrence.
- Documenting findings and corrective actions on an incident investigation form.

5.1 Reporting a Serious Injury to Cal/OSHA

A serious injury or illness, or a death, is reported to the nearest Cal/OSHA district office immediately. Immediately means as soon as practically possible and in no case more than eight (8) hours after Example Stone Works (SAMPLE — not a real business) knows, or with diligent inquiry would have known, of it. Where exigent circumstances can be demonstrated the report may be made within 24 hours. The report is made by telephone or through the online mechanism the Division provides.

This obligation is separate from the investigation described above and is not discharged by completing an incident investigation form.

A serious injury or illness is one that (§330(h)):

- Requires inpatient hospitalization, for other than medical observation or diagnostic testing. There is no minimum length of stay — the 24-hour threshold that appears in older programs was removed from the definition.
- Involves an amputation.
- Involves the loss of an eye.
- Involves any serious degree of permanent disfigurement.

The definition excludes an injury, illness or death caused by an accident on a public street or highway — unless the accident occurred in a construction zone.

When in doubt, report. The cost of a report that turns out not to have been required is nothing; the cost of a missed one is a citation on top of whatever happened.

6. Correction of Unsafe Conditions, Work Practices, and Procedures (Title 8 CCR §3203(a)(6))

Unsafe or unhealthy conditions, work practices, and procedures are corrected in a timely manner based on the severity of the hazard:

- Imminent hazards are corrected immediately, and affected employees are removed from exposure until the hazard is abated.
- Serious hazards are corrected as soon as possible, with interim protective measures put in place if correction cannot be completed immediately.
- Other hazards are corrected in a timely manner consistent with the degree of risk.

The IIPP Administrator tracks identified hazards through to correction and documents the corrective action taken and the date completed.

7. Training and Instruction (Title 8 CCR §3203(a)(7))

Example Stone Works (SAMPLE — not a real business) provides health and safety training to all employees, including managers and supervisors, in accordance with Title 8 CCR §3203(a)(7).

Training is provided:

- When the IIPP is first established.
- To all new employees during orientation.
- To employees given new job assignments for which training has not previously been received.
- Whenever new substances, processes, procedures, or equipment are introduced that present a new hazard.
- Whenever the employer is made aware of a new or previously unrecognized hazard.
- To supervisors, to familiarize them with the safety and health hazards to which employees under their immediate direction and control may be exposed.

7.1 List of Training Subjects

Every employee receives training on the general subjects below. Completion is recorded on the training record for each session.

- This Injury and Illness Prevention Program: what it contains, where to find it, and how to get a copy.
- How to report an unsafe condition, an injury, an illness or a near-miss, and the rule that no one is disciplined for reporting.
- Who the IIPP Administrator is and how to reach them.
- Emergency procedures: evacuation routes, assembly points, alarm signals, and who to call.
- Location and use of first aid supplies and fire extinguishers.
- Safe lifting and manual material handling.
- Personal protective equipment: what is required for each task, how to inspect it, wear it and store it.
- Housekeeping: keeping walkways, exits and work areas clear.
- Safe use of the hand and power tools used in this work.
- The specific hazards of each employee's own job assignment and the controls used for them.

The following hazard-specific subjects apply to this workplace and are trained on for the employees exposed to them:

- Dust / Respirable Crystalline Silica
- Machinery / Moving Equipment
- Noise / Hearing Conservation
- Chemicals / Hazardous Substances
- Ergonomic Hazards

7.2 Whether the Training Worked

Training is judged by whether it changes what people do, not by whether it was delivered. The following are used to judge it, and what they show is reviewed at the annual review of this Program:

- Worksite observation of whether the practices taught are being followed.
- The number and quality of hazards employees report — a rise in reporting after training is evidence the training worked.
- Whether the same hazard or the same unsafe practice is found again at a later inspection.
- Injury, illness and near-miss counts and their causes, compared with earlier periods.
- Employee feedback on whether the training was understandable and relevant to the work.

Where these show that training did not take effect, the employees concerned are retrained and the training itself is revised.

8. Employee Access to this Program (Title 8 CCR §3203(a)(8))

Employees, and their designated representatives, have the right to examine and receive a copy of this Program. Example Stone Works (SAMPLE — not a real business) provides access in a reasonable time, place, and manner, and in no event later than five (5) business days after a request is received.

- Requests are made to the IIPP Administrator named in Section 1.
- Access is provided by a printed copy, or by unobstructed access through a company server or website that employees can reach from their normal place of work.
- The first printed copy provided to an employee is free of charge.
- This Program remains available to employees for the duration of their employment.

9. Recordkeeping (Title 8 CCR §3203(b))

Example Stone Works (SAMPLE — not a real business) maintains records sufficient to document compliance with this IIPP, including:

- Records of scheduled and periodic hazard assessments/inspections, including the person(s) conducting the inspection, unsafe conditions identified, and corrective action taken.
- Documentation of safety and health training, including the training date, content, and attendees.
- Inspection and training records are maintained for at least one (1) year, consistent with Title 8 CCR §3203(b). Section 9.1 sets out the retention period for every record this Program produces, including the exceptions §3203(b) allows a smaller employer.

9.1 How Long Each Record Is Kept

One year is the §3203(b) floor for inspection and training records, and §3203(b) lets an employer with fewer than 10 employees elect a shorter or lighter record in two places — noted below. Several records this Program produces are governed by other standards with longer periods, and keeping everything for one year would destroy some of them years early:

- Inspection records — at least 1 year (§3203(b)(1)) — an employer with fewer than 10 employees may instead elect to keep them only until the hazard is corrected.
- Training records — at least 1 year (§3203(b)(2)) — an employer with fewer than 10 employees may instead elect to keep a log of the instruction given to each employee on hire and on new duties, and the records of an employee who worked less than one year need not be kept beyond employment if they are given to the employee on leaving.
- Hazard correction records — at least 1 year, with the inspection records they arise from.
- Safety meeting records — at least 1 year.

- Employer's Report of Occupational Injury or Illness (Form 5020) — 5 years.
- Cal/OSHA Form 300 log and Form 300A summary — 5 years; the summary is posted 1 February to 30 April each year for the previous year.
- Employee's Claim for Workers' Compensation Benefits (DWC-1) — 5 years.
- Employee exposure records — air monitoring, wipe and area samples, biological monitoring — 30 years (§3204).
- Employee medical records — duration of employment plus 30 years — except for an employee of less than one year, whose records need not be kept beyond employment if they are given to the employee on leaving (§3204(d)).
- Safety data sheets, or a record of the chemical and where and when it was used — 30 years (§3204).

Employees and their designated representatives have the right to examine and copy their own exposure and medical records, and access is provided within fifteen (15) days of a request.

These records are kept at The shop office, in the safety binder. They are available to employees and their designated representatives on request, and to the Division on request.

Appendix: Hazard-Specific Programs

The following hazard-specific programs are incorporated into this IIPP based on hazards identified for this workplace.

A. Respirable Crystalline Silica (Title 8 CCR §5204 and §1532.3)

Example Stone Works (SAMPLE — not a real business) has identified respirable crystalline silica as a workplace hazard.

Two standards apply, and which one governs is decided by the work rather than by the material. Work at this employer's own facility falls under §5204. Construction work, including work at a customer site that alters a fixed structure, falls under §1532.3.

Work at this employer's facility (§5204):

- Assess employee exposure to respirable crystalline silica for all operations that could generate dust.
- Implement engineering controls (e.g., wet methods, local exhaust ventilation) and work practice controls to minimize exposure.
- Provide respiratory protection in accordance with Title 8 CCR §5144 when engineering and work practice controls are insufficient.
- Restrict housekeeping practices that expose employees to airborne silica where feasible alternatives exist (e.g., prohibiting dry sweeping or use of compressed air without ventilation).
- Provide initial and annual training on the hazards of respirable crystalline silica and the contents of the exposure control plan.
- Offer medical surveillance to employees required to wear a respirator for silica exposure 30 or more days per year, consistent with §5204.

Construction work (§1532.3):

- §1532.3(g) requires a written exposure control plan describing the tasks that involve exposure, the engineering controls, work practices and respiratory protection used to limit it, the housekeeping measures used, and the procedures used to restrict access to work areas. It is reviewed and evaluated at least annually and updated as necessary.
- A competent person is designated to make frequent and regular inspections of job sites, materials and equipment to implement that plan.
- Where a task appears in Table 1 and the engineering controls, work practices and respiratory protection it specifies are fully and properly implemented, those specified methods govern that task.
- The action level is 25 micrograms per cubic meter and the permissible exposure limit is 50 micrograms per cubic meter, each as an 8-hour time-weighted average.
- Dry sweeping, dry brushing and cleaning with compressed air are not permitted where they could contribute to exposure, unless no alternative method is feasible.
- Medical surveillance is made available to each employee required to use a respirator for 30 or more days per year.
- Training covers the health hazards, the tasks that cause exposure, the controls in use, the contents of §1532.3, the identity of the competent person, and the medical surveillance program.

This section identifies the obligation. It does not itself constitute the written exposure control plan the standard requires, which is maintained as a separate document.

B. Hazard Communication Program / GHS Training (Title 8 CCR §5194)

Example Stone Works (SAMPLE — not a real business) maintains a written Hazard Communication Program consistent with the Globally Harmonized System (GHS) of classification and labeling, as required by Title 8 CCR §5194. This includes:

- Maintaining a current inventory of hazardous chemicals used at the workplace.
- Maintaining Safety Data Sheets (SDS) for each hazardous chemical, accessible to all employees during their work shift.
- Ensuring hazardous chemical containers are labeled with GHS-compliant labels, including pictograms, signal words, and hazard statements.
- Providing GHS training to employees before initial exposure, covering: how to read labels and SDSs, physical and health hazards of chemicals in their work area, and protective measures available.
- Training on new hazardous chemicals when they are introduced into the workplace.
- Informing employees of the hazards of non-routine tasks, and of the hazards of chemicals contained in unlabeled pipes in their work areas - a required element of the written program under §5194(e)(1).

C. Control of Hazardous Energy / Lockout-Tagout (Title 8 CCR §3314)

Example Stone Works (SAMPLE — not a real business) has identified machinery and/or moving equipment as a workplace hazard. Title 8 CCR §3314 governs the control of hazardous energy during cleaning, servicing, adjusting and setting-up of machinery and equipment, and requires:

- Hazardous energy control procedures documented in writing (§3314(g)(2)), with separate procedural steps for each machine or piece of equipment, except where equipment shares similar operational controls and disconnect locations, or has a single energy supply with no stored energy. The procedures state their scope and purpose, who is authorized, the steps for shutting down, isolating, blocking and securing the equipment, the steps for placing, removing and transferring lockout and tagout devices, and how control is tested and verified.
- Use of locks, tags, and other energy-isolating devices to prevent the unexpected start-up or release of stored energy.
- Authorized-employee training on the scope, purpose, and rules of the procedures before performing service or maintenance.
- Affected-employee training on the purpose of the procedures and the prohibition on restarting or reenergizing locked-out equipment.
- Inspection at least annually (§3314(j)) by someone other than the employees who use the procedure, to evaluate its continued effectiveness, with a certification recording the machine, the date, the employees involved and the name of the person who performed the inspection.

This section identifies the obligation. The machine-specific written procedures §3314(g)(2)(A) requires are carried in the Control of Hazardous Energy (Lockout/Tagout) document of this program, one procedure sheet per machine.

D. Hearing Conservation (Title 8 CCR §5097)

Stone cutting, grinding and polishing equipment commonly produces sound levels approaching or exceeding the level at which §5097 applies. A continuing, effective hearing conservation program is administered whenever employee noise exposures equal or exceed an 8-hour time-weighted average of 85 decibels, A-scale:

- Noise monitoring to identify employees exposed at or above 85 dBA as an 8-hour TWA, and to allow proper selection of hearing protectors.
- Audiometric testing made available at no cost to exposed employees - a baseline audiogram, and annual testing thereafter.
- Hearing protectors provided, and required to be worn by any employee who has experienced a standard threshold shift.
- Training in the selection, fit, use and care of hearing protectors.
- Records of exposure measurements and audiometric tests.

F. Repetitive Motion Injuries (Title 8 CCR §5110)

§5110 is a conditional standard. Its program requirement is triggered where a repetitive motion injury has been objectively identified and diagnosed by a licensed physician in more than one employee performing an identical work activity, reported to the employer within the last 12 months, and predominantly caused (50 percent or more) by that repetitive job, process or operation. Where triggered, the program addresses:

- Worksite evaluation of each job, process or operation of identical work activity, for exposures that have caused repetitive motion injuries.
- Control of those exposures through engineering controls such as work station redesign, adjustable fixtures or tool redesign, and administrative controls such as job rotation, work pacing or work breaks.
- Employee training covering the program, the exposures, the symptoms and consequences of repetitive motion injuries, the importance of reporting them early, and the methods used to minimize them.

Code of Safe Practices (8 CCR §1509(b))

Example Stone Works (SAMPLE — not a real business). adopts this Code of Safe Practices, which relates to its own operations. §1509(b) requires it to be posted at a conspicuous location at each job site office, or provided to each supervisory employee who shall have it readily available.

1. All employees follow safe work practices and use the protective equipment required for the task. Anyone unsure how to perform a task safely stops and asks a supervisor before starting.
2. Anyone may stop work they believe is unsafe. No employee is disciplined for stopping work on that basis or for reporting a hazard.
3. Injuries, illnesses and near-misses are reported to a supervisor the same day they occur, however minor they appear.
4. Horseplay, fighting and practical jokes are prohibited on any worksite.
5. No employee works while impaired by alcohol, drugs, or medication that affects alertness or coordination.
6. Tools and equipment are inspected before use. Anything damaged is tagged and removed from service rather than worked around.
7. Guards, barriers and safety devices are not removed, bypassed or disabled. Where a guard must be removed to service equipment, the lockout/tagout procedure applies.
8. Work areas, walkways, stairs and exits are kept clear. Materials are stacked so they cannot fall or shift.
9. Employees do not lift beyond their capacity. Heavy or awkward loads are moved with mechanical assistance or with help.
10. Personal protective equipment is worn where required — eye protection, hearing protection, respiratory protection, foot protection and hand protection as the task demands.
11. Only trained and authorized employees operate powered equipment, including forklifts, lifts and powered saws.
12. Employees working alone or off site check in according to the procedure for that worksite.
13. Emergency exit routes, assembly points, first aid supplies and fire extinguishers are known to every employee before work begins at a site.
14. Every supervisor conducts a tailgate or toolbox safety meeting at least every 10 working days, and records who attended and what was covered.

Additional rules specific to a particular operation, material or piece of equipment are added to this Code as those operations are introduced. A Code that never changes is a Code that no longer describes the work.

Safety Meetings (§1509(c) and (d))

- Supervisory employees conduct toolbox or tailgate safety meetings at least every 10 working days to emphasize safety.
- Periodic management-directed safety meetings are held to review safety issues, incidents and corrective actions.
- Attendance and subject matter are recorded for both.

Code of Safe Practices (General Industry) (8 CCR §3203(a)(3), (a)(7))

No Cal/OSHA standard requires a general-industry employer to keep a written Code of Safe Practices — §1509(b), which does require one, applies to construction work. This Code is kept as good practice, and because §3203(a)(3) requires safe work practices to be communicated to employees and §3203(a)(7) requires training on them. Example Stone Works (SAMPLE — not a real business). adopts the rules below and makes them available to every employee.

This Code covers work at this employer's own facility. Work at job sites is covered by the Code of Safe Practices issued under §1509(b), which is a separate chapter of this manual.

General Rules

15. All employees follow safe work practices and use the protective equipment required for the task.
Anyone unsure how to do a job safely stops and asks a supervisor before starting.
16. Anyone may stop work they believe is unsafe. No employee is disciplined for stopping work on that basis or for reporting a hazard.
17. Injuries, illnesses and near-misses are reported to a supervisor the same day they happen, however minor they look.
18. Horseplay, fighting and practical jokes are prohibited.
19. No employee works while impaired by alcohol, drugs, or medication that affects alertness or coordination.
20. Guards, interlocks and safety devices stay in place. Where a guard has to come off to clean or service equipment, the machine is locked out first (§3314) and the guard goes back on before it runs again.
21. Only trained and authorized employees operate powered equipment.
22. Tools and equipment are inspected before use. Anything damaged is tagged and taken out of service rather than worked around.
23. Floors, aisles, walkways, stairs and exits are kept clear and dry. Spills are cleaned up immediately, not stepped around.
24. Materials are stacked so they cannot fall, shift or block a sprinkler head, an electrical panel or an exit.
25. Loads are lifted with the legs, close to the body, without twisting. Anything too heavy or too awkward is moved with equipment or with a second person, not with a better grip.
26. A ladder or step stool is used to reach height — never a chair, a bucket, a crate or the edge of a shelf. Ladders are set on level ground and nobody stands on the top step.
27. Loose clothing, dangling jewellery, lanyards and long hair are secured away from moving parts, open flame and hot surfaces.
28. Footwear is closed-toe and appropriate to the work, and slip-resistant wherever floors get wet or greasy.
29. Hazardous chemicals stay in labelled containers, are never transferred into food or drink containers, and are never mixed together. Safety data sheets are available to every employee on every shift (§5194).

30. Access to electrical panels is kept clear, damaged cords are removed from service, and only qualified persons open or work on energized equipment.
31. Every employee knows where the exits, the assembly point, the first aid supplies and the fire extinguishers are before their first shift ends.

Manufacturing and Shop Floor

These rules are additional to the general rules above and apply to the work this employer actually does.

32. Guards stay on. A machine whose guard is missing, defeated or bypassed is out of service until the guard is back on — not until the end of the run.
33. Nothing is adjusted, cleared, cleaned, measured or reached into while a machine can start. It is locked out first (§3314). Most machine injuries happen during a jam, a changeover or a clean-down, not during a normal cycle.
34. Gloves, loose sleeves, ties, lanyards, rings and long hair are kept away from rotating parts. At a drill press, a lathe or any rotating shaft, a glove is a hazard rather than protection.
35. Eye protection is worn on the shop floor, not only at the machine. Chips and sparks travel further than the person making them expects.
36. Chips, swarf and offcuts are cleared with a brush, hook or vacuum — never with a hand, and never with compressed air where it would put dust into the air.
37. Hearing protection is worn in posted areas. An area is posted because a measurement said so (§5097), not because it sounds loud.
38. Hoists, slings, chains and lifting eyes are inspected before use and loaded within their rating. Nobody stands or works under a suspended load.
39. Welding, cutting and grinding are done away from combustibles, with screens up and ventilation running, under the hot work provisions of the Fire Prevention Plan rather than by local custom.
40. Solvents, coolants, oils and parts-washer fluids stay in labelled containers with their safety data sheets available to every employee on every shift (§5194). Soaked rags go into a closed metal container, not an open bin.
41. Any dust, fume, mist or vapour that needs a respirator means the Respiratory Protection Program applies (§5144) — medical evaluation, fit testing and all. A paper mask handed out at the toolbox is not a respiratory protection program.
42. Oil, coolant and hydraulic leaks are cleaned up and the source repaired, rather than absorbed indefinitely with a bag of granules.
43. Compressed air is not used to clean clothing or skin.
44. Setups, die changes and tool changes follow that machine's written lockout procedure, and the guard is back before the first cycle.
45. Powered trucks on the shop floor follow the same rules as in a warehouse (§3668): trained and evaluated operators, no passengers, loads within rating.

Rules specific to a new operation, material or piece of equipment are added to this Code as those are introduced. A Code that never changes is a Code that no longer describes the work.

Task Hazard Analysis (8 CCR §3203(a)(4); §1509)

Example Stone Works (SAMPLE — not a real business). analyses a task before doing it. The analysis breaks the task into steps, names what could go wrong at each step, and says what will be done about it. It is prepared with the people who will do the work, not for them, and they sign it.

This is the chapter that turns the rest of this program into something a crew uses. Everything else states what is required; this states what we are about to do, this morning, with this equipment.

1. When an Analysis Is Prepared

- Before a job is bid, so that the cost of doing it safely is in the bid rather than discovered later.
- Before work starts on a new site.
- Before each new phase of work.
- Before any operation with its own standard — excavation, confined space entry, hot work, work at height, silica-generating work.
- Before a subcontractor begins a scope of work on a site we control.
- Again whenever the method, the equipment, the crew or the conditions change. An analysis written for a different day is not an analysis.

2. Choosing the Control

Controls are chosen in this order. A lower one is used only when everything above it has been considered and ruled out.

46. **Eliminate.** Do not do the task, or do it another way that has no hazard. Prefabricating off site, or ordering material cut to size, removes a hazard rather than managing it.
47. **Substitute.** Use a less hazardous material, tool or method.
48. **Engineering control.** Change the equipment or the workplace so the hazard does not reach the person — water feed, local exhaust, guarding, a barrier, a platform instead of a ladder.
49. **Administrative control.** Change how or when people work — rotation, restricted access, sequencing, a permit, training.
50. **Personal protective equipment.** Last. It protects one person, only while it is worn correctly, and only if it is present. A task whose only control is PPE has not been analysed.

3. Who Prepares It, and Who Signs

- The supervisor or competent person responsible for the task prepares it, with the crew.
- Every person doing the task signs it before starting. A signature means they were told what could go wrong and what to do about it, and had the chance to say the analysis is wrong.
- Where another employer's crew is doing the work on a site we control, they provide their own analysis for their scope before they start.
- The signed analysis is kept with the site records for at least one year.

An analysis nobody signed is a document. An analysis the crew argued with and changed is a control.

4. Analyses Started for Our Known Tasks

The tasks below are ones this employer has already described, so the required control is filled in from the standard. The steps, the equipment and the site are left blank because those are the parts only the people doing the work can supply — and a generated guess at them would read plausibly and be wrong.

Handheld power saws (any blade diameter)

Task or activity	Handheld power saws (any blade diameter)
Site / location	
Date	
Prepared by	
Equipment and tools used	Handheld power saws (any blade diameter)
Permits required	
Training or certification required	
PPE required	

Step of the task	What could go wrong	What we do about it
[the step where silica dust is generated]	Respirable crystalline silica	Use a saw equipped with an integrated water delivery system that continuously feeds water to the blade. Operate and maintain the tool in accordance with the manufacturer's instructions to minimise dust emissions. Respiratory protection: None required with the specified control

Everyone doing this task signs below. A signature means they were told what could go wrong and what to do about it, and had the chance to say the analysis is wrong.

Name	Company	Signature

Handheld power saws (any blade diameter)

Task or activity	Handheld power saws (any blade diameter)
Site / location	
Date	
Prepared by	
Equipment and tools used	Handheld power saws (any blade diameter)
Permits required	
Training or certification required	
PPE required	

Step of the task	What could go wrong	What we do about it
[the step where silica dust is generated]	Respirable crystalline silica	Use a saw equipped with an integrated water delivery system that continuously feeds water to the blade. Operate and maintain the tool in accordance with the manufacturer's instructions to minimise dust emissions. Respiratory protection: APF 10 or greater

Everyone doing this task signs below. A signature means they were told what could go wrong and what to do about it, and had the chance to say the analysis is wrong.

Name	Company	Signature

Handheld and stand-mounted drills (including impact and rotary hammer drills)

Task or activity	Handheld and stand-mounted drills (including impact and rotary hammer drills)
Site / location	
Date	
Prepared by	
Equipment and tools used	Handheld and stand-mounted drills (including impact and rotary hammer drills)
Permits required	
Training or certification required	

Task or activity	Handheld and stand-mounted drills (including impact and rotary hammer drills)
PPE required	

Step of the task	What could go wrong	What we do about it
[the step where silica dust is generated]	Respirable crystalline silica	Use a drill equipped with a commercially available shroud or cowl with a dust collection system. Operate and maintain the tool in accordance with the manufacturer's instructions to minimise dust emissions. The dust collector must have a filter with 99% or greater efficiency and a filter-cleaning mechanism. Use a HEPA-filtered vacuum when cleaning holes. Respiratory protection: None required with the specified control

Everyone doing this task signs below. A signature means they were told what could go wrong and what to do about it, and had the chance to say the analysis is wrong.

Name	Company	Signature

5. Blank Analysis Form

Copy this page for any task not already covered above.

Task or activity	
Site / location	
Date	
Prepared by	
Equipment and tools used	
Permits required	
Training or certification required	
PPE required	

Step of the task	What could go wrong	What we do about it

Everyone doing this task signs below. A signature means they were told what could go wrong and what to do about it, and had the chance to say the analysis is wrong.

Name	Company	Signature

Subcontractors and Multi-Employer Worksites (8 CCR §1509, §3203; Labor Code §6400)

On most of its job sites, Example Stone Works (SAMPLE — not a real business) employees are not the only people at work. This chapter records what is expected of every other employer on the site, and what this employer does about hazards it did not create.

Cal/OSHA may cite an employer who created a hazard, whose employees were exposed to one, who controlled the site, or who was in a position to correct one. A contractor is routinely responsible for hazards created entirely by someone else. Nothing below is a favour to a subcontractor; it is how this employer meets its own duty.

1. Before a Subcontractor Starts Work

- A site safety orientation is given to the subcontractor's supervisor and crew, covering the hazards of this site, the emergency procedures, where the first aid supplies and fire extinguishers are, and who to report a hazard to.
- The subcontractor provides a task or activity hazard analysis for its scope of work — what it will do, what could go wrong, and what it will do about that — which is reviewed before work begins.
- Any permit the work requires is obtained and posted before the work starts, not during it.

2. What Each Subcontractor Provides

Each subcontractor remains responsible for the safety of its own employees and for its own written programs. It provides:

- Its own written Injury and Illness Prevention Program, and its own Code of Safe Practices, kept on site.
- A safety data sheet for every hazardous chemical brought onto the site, before it arrives, with a complete set kept accessible to its own employees.
- Copies of every permit its work requires — excavation, hot work, confined space entry — provided before the associated work starts and posted on site.
- Records of its tailgate and toolbox safety meetings, with the subjects covered and who attended.
- Records of its own frequent and regular inspections of its work areas and equipment, and of the corrective action taken.
- Evidence that its employees are trained for the work they are doing and hold any certification that work requires.
- Immediate notice of any injury to its employees on this site, and a written report as soon as the facts are known.

Tailgate or toolbox safety meetings are held by each subcontractor every 10 working days, and the records are given to this employer.

3. Hazards Created by Another Employer

- Any employee of any employer on this site may stop work they believe to be unsafe, and no one is penalised by this employer for doing so.
- A hazard found on this site is raised with the employer who created it and recorded, with the date, on the inspection record — naming which employer is responsible for correcting it.
- Where that employer does not correct it in a time appropriate to the severity, this employer removes its own employees from exposure and stops the affected work until it is corrected.
- An imminent hazard is acted on immediately regardless of who created it. Waiting for the responsible employer is not a response to an imminent hazard.

4. Injuries to Another Employer's Employees

Each employer reports and records injuries to its own employees. Example Stone Works (SAMPLE — not a real business). additionally records any injury occurring on a site it controls, so that the cause can be investigated and the corrective action tracked with every other hazard on that site. Serious injuries are reported to Cal/OSHA by the injured person's own employer within eight hours, and this employer confirms that the report was made rather than assuming it.

5. Records Kept

- Site safety orientation rosters, by company and date.
- Subcontractor tailgate and toolbox meeting records.
- Task or activity hazard analyses for each subcontractor's scope.
- Permits obtained by any employer on the site.
- Safety data sheets for every chemical brought onto the site.
- Inspection records naming the employer responsible for each hazard found and the date it was corrected.

Emergency Action Plan (8 CCR §3220)

Example Stone Works (SAMPLE — not a real business). has 18 employees. §3220 requires this plan to be in writing. The exception at §3220(e)(3), which lets an employer of 10 or fewer employees communicate the plan orally, does not apply here.

1. What this Plan Must Contain (§3220(b))

§3220(b) sets these out as the minimum. Each is answered for this workplace below.

Emergency escape procedures and route assignments

How to get out, by what route, from each work area.

Procedures for employees who remain to operate critical operations before they evacuate

Which operations must be shut down or made safe first, by whom, and the point past which they leave regardless.

Procedures to account for all employees after evacuation

Where people assemble and who counts them against a list.

Rescue and medical duties for those employees who perform them

Who does what, and what they are trained and equipped for.

The preferred means of reporting fires and other emergencies

What to call, and from where.

Names or regular job titles of persons or departments who can be contacted for further information or explanation of duties under the plan

A person an employee can ask.

2. Evacuation and Route Assignments

[Evacuation routes and exit assignments have not been recorded for this workplace. This is the first element §3220(b) names, and a plan without it is not a plan.]

Assembly point: The visitor parking bay, west of the shop door.

Employees are accounted for at the assembly point against a current list. Anyone unaccounted for is reported immediately to the responding emergency services rather than searched for by employees.

3. Critical Operations Before Evacuating

No operation at this workplace must be kept running or shut down before evacuating. All employees evacuate immediately on the alarm.

4. Reporting an Emergency

- Call 911 for fire, medical emergency, or any situation beyond the immediate control of the people present.
- Alert others by a verbal alarm carried by every supervisor.
- Report the emergency to the person named in section 6 of this plan as soon as it is safe to do so.
- A serious injury, illness or death must additionally be reported to Cal/OSHA immediately. That obligation is separate from this plan and is not discharged by following it.

5. Rescue and Medical Duties

Employees are not expected to perform rescue or firefighting duties they have not been trained and equipped for. Where an employee is assigned such a duty, the training for it is recorded like any other training.

6. Who to Ask (§3220(b)(6))

Dana Okafor (sample), Operations Manager can explain any duty under this plan. Contact: (555) 555-0188, safety@example.invalid.

7. Training (§3220(e))

- Employees are trained on this plan when it is first established, when they are first assigned, and whenever their duties or the plan change.
- Enough trained employees are designated to assist in a safe and orderly evacuation.
- The plan is kept where employees can review it.

Medical Services and First Aid (8 CCR §3400)

Example Stone Works (SAMPLE — not a real business). maintains the medical services and first aid provisions §3400 requires. §3400 applies to every California employer; it has no headcount threshold and no industry exception.

§3400 does not require a written program. This chapter is a record of how each of its six subsections is met, not a claim that the section asked for a document.

1. What §3400 Requires

§3400(a) — Ready availability of medical personnel. The employer ensures the ready availability of medical personnel for advice and consultation on matters of industrial health or injury.

§3400(b) — A trained first-aid person. In the absence of an infirmary, clinic or hospital in near proximity to the workplace that is used for the treatment of all injured employees, a person or persons are adequately trained to render first aid.

§3400(c) — Adequate first-aid materials. Adequate first-aid materials, approved by the consulting physician, are readily available for employees on every job, and are kept in a sanitary and usable condition.

§3400(d) — Quick-drench and eye-flush facilities. Where the eyes or body of any person may be exposed to injurious corrosive materials, suitable facilities for quick drenching or flushing of the eyes and body are provided within the work area for immediate emergency use.

§3400(e) — Stretchers and warm covering. Stretchers and blankets, or other adequate warm covering, may be required by the Division unless ambulance service is available within 30 minutes under normal conditions.

§3400(f) — Provision made in advance. Effective provisions are made IN ADVANCE for prompt medical treatment in the event of serious injury or illness.

2. How This Employer Meets Them

[No trained first-aid person has been named. §3400(b) requires one wherever there is no infirmary, clinic or hospital in near proximity that treats all injured employees. "Near proximity" is not defined by the section as a number of minutes or miles, so an employer relying on it should be able to say why the facility qualifies. Name the person, or record why (b) does not apply here.]

[The facility that treats injured employees has not been recorded. §3400(f) requires provisions to be made IN ADVANCE — the word is the requirement. Deciding where somebody goes while they are bleeding is not making provision in advance.]

- First-aid materials are kept where employees can reach them without asking permission or finding a key.
- The kit is checked on the schedule in the compliance calendar and restocked after every use.
- Emergency numbers and the route to the nearest facility are posted with the other required notices.

3. Corrosive Materials and Eyewash (§3400(d))

Based on what was recorded about this workplace, §3400(d) is likely to apply here: materials are used that may expose the eyes or body to injurious corrosive substances. Where that is so, suitable quick-drench or eye-flush facilities are required **WITHIN THE WORK AREA** for immediate emergency use — not in another building, and not behind a locked door.

Whether a particular product counts is read off its Safety Data Sheet, not off this chapter. Section 4 of the SDS states the first-aid measures, and Section 8 states whether eyewash or drench facilities are called for. Where the SDS says so, the fixture is required and no risk assessment overrides it.

4. What This Chapter Does Not Cover

- Reporting a serious injury to Cal/OSHA. That duty and its eight-hour clock are in the Injury and Illness Prevention Program chapter (§342(a), §330(h)).
- Recording injuries on the Form 300 log. That is §14300 and is covered by the recordkeeping sections of this Program.
- Bloodborne pathogen exposure control, which is a separate standard (§5193) and binds only where employees have reasonably anticipated contact with blood or other potentially infectious materials. A designated first-aid responder often does.

Fire Prevention Plan (8 CCR §3221)

Example Stone Works (SAMPLE — not a real business). has 18 employees. §3221(a) requires this plan to be in writing and to be kept at the workplace where employees can review it. The oral-communication exception at §3221(d)(2) does not apply here.

1. What §3221(b) Requires This Plan to Contain

§3221(b)(1)

A list of the major fire hazards, their proper handling and storage procedures, potential ignition sources and their control, and the type of fire protection equipment necessary to control each major hazard

§3221(b)(2)

The names or job titles of those responsible for maintenance of equipment and systems installed to prevent or control ignitions or fires

§3221(b)(3)

The names or job titles of those responsible for control of fuel source hazards

2. Fire Hazards, Storage, and What Puts Them Out (§3221(b)(1))

[No fire hazards have been recorded for this workplace. §3221(b)(1) asks for the major fire hazards by name, with how each is handled and stored, what could ignite it, and what would put it out. The list below is a starting point drawn from the standard's subject matter and from what actually burns on residential construction sites. It is not a statement about this employer. Confirm the rows that apply, strike the rest, and add what is missing.]

Hazards to confirm, strike, or add to:

Fire hazard	Handling and storage	Fire protection equipment
Gasoline and diesel for saws, generators and compactors	Approved safety cans with flame arrestors, stored outside occupied structures and away from any ignition source. Refuel only with the engine off and cool.	Class B — dry chemical (ABC) extinguisher
LPG cylinders for temporary heat, torches and roofing kettles	Upright, valve protected, secured against falling, stored outdoors. Never inside an enclosed structure or a vehicle overnight.	Class B — dry chemical (ABC) extinguisher; shut the valve first if it can be reached safely
Hot work — cutting, welding, grinding, torch-applied roofing	A permit and a fire watch. Combustibles moved 35 feet away or covered. Fire watch stays for at least 30 minutes after the work stops.	Class A/B — extinguisher at the work position, not on the truck
Combustible waste — sawdust, form lumber, packaging, cardboard, insulation offcuts	Removed from the structure daily and kept out of stairwells, exits and mechanical rooms. Not burned on site.	Class A — water or ABC extinguisher

Fire hazard	Handling and storage	Fire protection equipment
Temporary heating equipment	Placed on a stable non-combustible surface, clear of combustibles by the manufacturer's stated distance, off and cool before the site is left.	Class A/C — ABC extinguisher
Temporary electrical — extension cords, task lighting, temp panels	GFCI protected, cords out of water and out of doorways, no daisy chains, damaged cords removed from service rather than taped.	Class C — ABC extinguisher; de-energize first
Solvent-soaked and oil-soaked rags (stains, finishes, linseed oil)	Closed metal container emptied daily. These self-heat: a pile of rags left in a corner overnight is a genuine ignition source and not a theoretical one.	Class A/B — ABC extinguisher

3. Who Maintains the Fire Protection Equipment (§3221(b)(2))

[Nobody has been named. §3221(b)(2) asks for a name or a job title. Two of the three things §3221(b) requires are names, and this is one of them. A plan that leaves it blank has not answered the subsection.]

- Portable extinguishers are inspected monthly and serviced annually, and the tag records both.
- An extinguisher that has been discharged, damaged or found out of charge is taken out of service and replaced the same day, not at the next service.

4. Who Controls the Waste (§3221(b)(3) and (c))

[Nobody has been named. §3221(b)(3) asks for a name or a job title for control of fuel source hazards. Housekeeping that is everybody's job is nobody's job by Friday afternoon.]

- Combustible waste is removed from the structure daily.
- Exits, stairs, corridors and mechanical rooms are kept clear — these are the places where accumulated waste turns a fire into a trapped crew.
- Solvent- and oil-soaked rags go in a closed metal container that is emptied at the end of each day.
- Waste is not burned on site.

5. Maintenance of Ignition-Prevention Equipment (§3221(e))

Equipment and systems installed to prevent the accidental ignition of combustible materials are maintained regularly and properly, according to established procedures. Where a manufacturer sets a schedule, that schedule is the procedure.

6. Telling Employees (§3221(d))

- Employees are apprised of the fire hazards of the materials and processes they are exposed to.
- Upon initial assignment, each employee is reviewed on the parts of this plan they must know to protect themselves in an emergency.
- The written plan is kept at the workplace and made available for employees to review.
- Getting out of the building is covered by the Emergency Action Plan in this program. This plan is about stopping the fire from starting; that one is about what happens once it has.

Hazard Communication Program (8 CCR §5194)

Example Stone Works (SAMPLE — not a real business). maintains this written Hazard Communication Program so that the hazards of all chemicals produced or imported are classified, and information concerning those hazards is transmitted to employees. Dana Okafor (sample), Operations Manager is responsible for the program.

1. Container Labels and Other Forms of Warning

Shipped containers arrive labelled by the manufacturer or importer. Workplace containers are labelled either with the full information required for a shipped container, or with the product identifier together with words, pictures, symbols, or a combination of these, which provide at least general information regarding the hazards.

- Labels on incoming containers are not removed or defaced.
- Any container whose label is lost or illegible is relabelled before it is returned to use.
- Employees are trained to read and understand the label elements, including pictograms, signal words and hazard statements.

2. Safety Data Sheets

Copies of the safety data sheet for each hazardous chemical in the workplace are maintained, and are readily accessible to employees during each work shift.

- Safety data sheets are kept where employees work, not only in an office, and access does not depend on asking a supervisor.
- Where sheets are kept electronically, a reliable means of access is maintained, including during a power or network outage.
- A sheet that has not arrived with a shipment is requested from the manufacturer, importer or distributor, and the request is recorded.

3. Hazardous Chemical Inventory

The list below identifies the hazardous chemicals known to be present, using a product identifier that is referenced on the appropriate safety data sheet. It is reviewed whenever a chemical is added or removed.

[The chemical inventory has not yet been completed. §5194(e)(1)(B) requires a list of the hazardous chemicals known to be present, by product identifier. This program is not complete until it is supplied.]

4. Non-Routine Tasks and Unlabeled Pipes

Before an employee performs a non-routine task involving a hazardous chemical — for example cleaning a mixing vessel, entering a confined space, or working on a system that normally stays closed — the supervisor informs the employee of the chemicals involved, the hazards they present, and the protective measures required for that task.

- Contents of unlabeled pipes in a work area are identified to any employee working on or near them, before that work begins.
- The same information is given to contractors' employees who will perform work in the area.

5. Employee Information and Training

Employees are provided information and training on hazardous chemicals in their work area at the time of their initial assignment, and whenever a new chemical hazard is introduced into their work area.

- The requirements of §5194 and the location and availability of this written program.
- Operations in their work area where hazardous chemicals are present.
- Methods and observations used to detect the presence or release of a hazardous chemical.
- The physical, health, and simple asphyxiation hazards of the chemicals in the area.
- Measures employees can take to protect themselves, including work practices, emergency procedures and personal protective equipment.
- The details of this program, including an explanation of the labelling system and the safety data sheet, and how employees can obtain and use the hazard information.

6. Respirable Crystalline Silica

This employer performs work involving respirable crystalline silica, so silica is included in this Hazard Communication Program. §5204(l)(2) and §1532.3(i)(1) requires it, and requires at least the following hazards to be addressed:

- Cancer
- Lung effects
- Immune system effects
- Kidney effects

Silica appears on the chemical inventory in section 3, the safety data sheets for silica-containing materials are held with the others in section 2, and the four hazards above are covered in the training described in section 5.

This section is the hazard communication duty only. The exposure controls, respiratory protection, housekeeping, medical surveillance and written exposure control plan that silica also requires are in the Respirable Crystalline Silica Exposure Control Plan chapter of this Program, not here.

7. Availability of this Program

This written program is made available, upon request, to employees, their designated representatives, the Chief of the Division of Occupational Safety and Health, and the National Institute for Occupational Safety and Health.

Control of Hazardous Energy (Lockout/Tagout) (8 CCR §3314)

§3314 applies to the cleaning, repairing, servicing, setting-up and adjusting of machines and equipment where the unexpected energization or start-up, or the release of stored energy, could injure someone. It is not about running a machine. It is about the moment someone reaches into one.

1. The Rule That Shapes This Document (§3314(g)(2)(A))

“The employer's hazardous energy control procedure shall include separate procedural steps for the safe lockout/tagout of each machine or piece of equipment affected by the hazardous energy control procedure.”

One procedure may cover several machines only where one of the following is true:

- The machines' operational controls are configured in a similar manner, the locations of their disconnect points are identified, and their shutdown sequences are similar; or
- The machine or equipment has a single, readily identified energy supply with no stored hazardous energy.

That exception is narrower than it is usually read. A shop of different machines does not qualify because it would be convenient. Section 5 of this document carries one procedure sheet per machine.

2. What Each Procedure Must Contain (§3314(g)(1))

- A statement of the intended use of the procedure.
- The procedural steps for shutting down, isolating, blocking and securing the machine or equipment.
- The procedural steps for the placement, removal and transfer of lockout or tagout devices, and who is responsible for them.
- The requirements for testing to determine and verify the effectiveness of the lockout or tagout devices and other energy control measures.

3. Locks, Tags and Devices (§3314(d), (e))

- Prime movers, equipment and power-driven machines with lockable controls, or readily adaptable to them, are locked out.
- The employer provides the accident prevention signs, tags, padlocks, seals or other similarly effective means. Employees do not supply their own.
- Tagout devices are non-reusable, attachable by hand, self-locking, and non-releasable with a minimum unlocking strength of at least 50 pounds — a tag that can be pulled off by hand is not a tagout device.
- A tag is a warning. A lock is a barrier. Where a control can be locked, it is locked, and a tag alone is not the answer.
- One lock per person. The person who applied a lock is the person who removes it, and removing someone else's lock is not a shortcut but the way people are killed.

4. Groups and Shift Changes (§3314(h), (i))

- On group lockout, each authorized employee affixes their own personal lockout or tagout device to the group lockout device when they begin work, and removes it when they stop. The group device comes off last.
- Where work continues across a shift change, protection is transferred in an orderly way between the off-going and oncoming employees, so the machine is never unprotected for the length of a handover.

5. Machine-Specific Procedures (§3314(g)(2)(A))

[No machine with hazardous energy has been recorded for this workplace. §3314(g)(2)(A) requires separate procedural steps for each machine, so if any machine here is cleaned, serviced, set up or adjusted, this section is incomplete until it is listed. A blank sheet follows; copy it for each machine.]

Lockout/Tagout Procedure — [Machine name]

[This sheet names an equipment category, not a machine. §3314(g)(2)(A) asks for each machine or piece of equipment. Write in the actual unit — make, model and where it is — or this procedure covers nothing in particular.]

Intended use of this procedure: the cleaning, repairing, servicing, setting-up and adjusting of the machine named above.

Machine-specific fact	Fill in
Energy sources	Electrical, hydraulic, pneumatic, mechanical, thermal, chemical, gravity — list every one
Isolating devices and where they are	Disconnect, valve, breaker, blind — and the location of each
Stored energy and how it is released	What holds energy after the power is off, and what makes it safe
How the isolation is verified	What is tried, tested or measured, and what result proves it worked
Authorized employees for this machine	Who is permitted to lock this machine out
Special conditions	Anything about this machine that the six steps above do not cover

Steps, in order:

1. Notify

Tell every affected employee that the machine is being shut down and locked out, and why.

2. Shut down

Stop the machine by its normal stopping procedure. An emergency stop is not a shutdown procedure.

3. Isolate

Operate every energy-isolating device listed below so the machine is isolated from every energy source.

4. Lock and tag

Each authorized employee affixes their own lock and tag to each isolating device. One lock per person, and the person who applied it is the person who removes it.

5. Release stored energy

Relieve, disconnect, restrain or otherwise render safe every source of stored or residual energy — springs, hydraulic and pneumatic pressure, capacitors, elevated parts, thermal mass, tension.

6. Verify

Try to start the machine by its normal controls, confirm it does not start, and return the controls to off. Test for the absence of energy where testing is the only way to know.

To restore: check the machine is clear of tools and people, confirm all guards are back, notify affected employees, then each person removes their own lock and tag before the machine is energized.

Written by: _____ Date: _____ Reviewed: _____

6. Annual Inspection (§3314(j))

The procedure is inspected at least annually to evaluate its continued effectiveness. The inspection is performed by an authorized employee or person OTHER than the one(s) using the procedure being inspected — a person cannot audit their own habit.

The certification identifies:

- The machine or equipment on which the procedure was being used
- The date of the inspection
- The employees included in the inspection
- The person performing the inspection

7. Training (§3314(l))

Authorized employees — those who apply the locks:

- The hazardous energy control procedures, and the hazards of the activities they perform.
- Recognising the energy sources on the machines they work on, the magnitude of that energy, and the methods for isolating it.

Affected employees — those who operate the machines or work nearby:

- The purpose and use of the energy control procedure.
- That they must never attempt to restart or re-energize a machine that is locked or tagged out.

Heat Illness Prevention Plan (8 CCR §3395 / §3396)

TRANSLATION NOTE: a Spanish-language counterpart to this plan is maintained and posted alongside it, as required by §3395(i) and §3396(i).

Example Stone Works (SAMPLE — not a real business). maintains this Heat Illness Prevention Plan under 8 CCR §3395 for outdoor places of employment and §3396 for indoor work areas. Coverage is determined for each work area. Every work area that is not indoor is treated as outdoor.

1. Work Areas Covered

[Work areas have not been enumerated. This plan is not complete until each area is listed and classified as indoor or outdoor.]

2. Provision of Water

Drinking water is provided free of charge, and is fresh, pure, suitably cool and located as close as practicable to where employees are working. Where water is not plumbed, at least one quart per employee per hour is available for the entire shift, and containers are refilled during the shift. Employees are encouraged to drink frequently.

3. Access to Shade (outdoor areas, §3395)

- Shade is present when the temperature exceeds 80 degrees Fahrenheit, and is available at all times on request otherwise.
- Shade accommodates all employees on a recovery or rest period and those on meal periods, seated in a normal posture without touching one another.
- Shade is located as close as practicable to the work area.
- Employees are allowed and encouraged to take a preventative cool-down rest in the shade for at least five minutes whenever they feel the need to do so, and are monitored during it.

4. Cool-Down Areas (indoor areas, §3396)

- A cool-down area is available at all times, blocked from direct sunlight and shielded from other radiant heat sources.
- It is maintained at less than 82 degrees Fahrenheit, unless the employer demonstrates that is infeasible.

- It accommodates the employees on a recovery period, seated normally without touching one another, and drinking water is available there.

5. High-Heat Procedures (§3395(e))

This employer's industry is not among those listed in §3395(a)(2), so the high-heat procedures in subsection (e) do not apply. Every other requirement of §3395 does apply -- the industry list limits subsection (e) only, not the standard.

6. Control of Indoor Heat (§3396(e))

Where an indoor work area reaches 87 degrees Fahrenheit, or 82 degrees where employees wear clothing that restricts heat removal or work in a high radiant heat area, controls are applied in this order:

- Engineering controls first -- air conditioning, cooling fans, evaporative coolers, increased natural ventilation where outdoor air is cooler, local exhaust, shielding from radiant heat sources, insulation of hot surfaces, isolation of hot processes.
- Administrative controls where engineering controls are not feasible or not sufficient -- acclimatization, rotation, scheduling work in cooler hours, work/rest schedules, reducing work intensity, relief workers.
- Personal heat-protective equipment last -- water-cooled or air-cooled garments, cooling vests, wetted over-garments, heat-reflective clothing.

A plan that lists cooling vests as a primary control is non-compliant on its face. Where the target is not feasible, heat is reduced to the lowest feasible level and the basis for that infeasibility is recorded.

7. Acclimatization

- All employees are closely observed by a supervisor or designee during a heat wave -- any day when the predicted high is at least 80 degrees Fahrenheit and at least ten degrees higher than the average high of the preceding five days.
- An employee newly assigned to a high-heat area is closely observed for the first 14 days of employment.
- Employees are allowed to acclimatize gradually, with lighter duty and more frequent rest in their first days.

8. Emergency Response

- Employees showing signs of heat illness are not left alone and are not sent home without being offered on-site first aid or emergency medical services.
- Where an employee shows signs of serious heat illness, emergency medical services are contacted immediately and the employee is moved to a cool area and cooled while waiting.
- Clear and precise directions to the work site are given to emergency responders, and are prepared in advance for every site, including customer sites that change daily.

9. Training

- Employees are trained before they begin work, and supervisors before they begin supervising.
- Training covers the environmental and personal risk factors for heat illness, this employer's procedures, the importance of drinking water, the importance and right to a cool-down rest, acclimatization, the signs and symptoms of heat illness, how to report them, and the emergency response procedures.
- Training is provided in a language and at a literacy level the employees understand.

10. Review

This plan is reviewed at least annually, before the onset of hot weather, and whenever work areas or operations change.

Wildfire Smoke Protection Plan (8 CCR §5141.1)

This plan is in force whenever the current Air Quality Index for PM2.5 at a worksite reaches 151 or above and exposure to wildfire smoke can reasonably be anticipated. It is not a seasonal plan. Smoke arrives when it arrives, and the obligation to know the number starts before the shift does, not after somebody complains.

Why you have this chapter: You recorded construction work, which puts crews outdoors where smoke reaches them.

1. When This Plan Does Not Apply (§5141.1(a)(2))

Each of the following is a condition that has to be true at the time, for the employees in question. None of them exempts a company. A crew inside a filtered cab is exempt while they are in it and covered the moment they get out.

- Enclosed buildings or structures where the air is filtered by a mechanical ventilation system and the windows, doors and other openings are kept closed except to enter and leave.
- Enclosed vehicles where the air is filtered by a cabin air filter and the windows, doors and other openings are kept closed except to enter and leave.
- Worksites where the employer demonstrates by measurement that the PM2.5 concentration is below a current AQI of 151.
- Employees exposed to a current AQI for PM2.5 of 151 or greater for a total of one hour or less during a shift.
- Firefighters engaged in wildland firefighting.

2. Finding Out the Number (§5141.1(c))

Employee exposure is determined before each shift and periodically afterwards, by AQI forecast or by direct measurement at the worksite.

[No method has been recorded for checking the AQI before a shift. §5141.1(c) requires the determination, and a plan that does not say who checks what, where, and when has not made it. Name the source, the person, and the point in the day.]

Acceptable sources:

- U.S. EPA AirNow (airnow.gov), by ZIP code for the worksite
- The local air quality management district's current readings
- The U.S. Forest Service or CARB wildfire smoke forecasts
- Direct measurement of PM2.5 at the worksite, by someone who knows how to use the instrument and how to convert the reading to an AQI

3. Telling the Crew (§5141.1(d))

- Employees are told the current AQI for PM2.5 and the protective measures available to them, by Toolbox / Tailgate Safety Meetings.
- Employees may report worsening air quality, and any symptom of wildfire smoke exposure, to a supervisor at any time.
- No employee is retaliated against for making such a report. This is stated in the standard itself, and it is the part of the standard that stops working the first time somebody is made to regret speaking up.
- An employee who reports symptoms may seek medical treatment without fear of reprisal.

4. Controlling the Exposure (§5141.1(f)(1))

Engineering controls first, then administrative controls, and respirators only where those are not feasible or not enough.

Engineering

Move the work into a filtered building or a cab with a working cabin air filter, and keep it closed up.

Administrative

Move the work to a time or a place with cleaner air; reduce how long and how hard people work outdoors; add breaks in clean air. Heavy exertion moves far more smoke into the lungs than standing still does, so slowing the work is a real control and not a gesture.

Respirators

Provided at AQI 151 and above for voluntary use; required above AQI 500. See section 5.

5. Respirators: Two Tiers, Not One (§5141.1(f)(2))

At a current AQI for PM2.5 of 151 through 500, respirators are PROVIDED and their use is VOLUNTARY.

- NIOSH-approved respirators that protect against PM2.5 — an N95 filtering facepiece is the ordinary choice.
- Enough of them, in more than one size, so that an employee who wants one gets one that fits their face.
- No fit testing and no medical evaluation are required, because §5144(c)(2) exempts the voluntary use of filtering facepieces from those requirements.
- Employees are still told how to put one on, how to seal-check it, and what it will not do.

Above a current AQI for PM2.5 of 500, respirator use is REQUIRED.

At that point the exemption for voluntary use falls away and the full weight of §5144 applies to this workplace: a written respiratory protection program, medical evaluation of each wearer, and fit testing before use. An employer who has planned only for the voluntary tier has an obligation waiting for them on the worst air day of the year. The Respiratory Protection Program in this manual is what that obligation is met with.

[No stock of respirators has been recorded. Respirators that have to be bought after the smoke arrives are respirators the crew does not have. Record how many, what sizes, and where they are kept.]

6. Training (§5141.1(e) and Appendix B)

Training covers the topics Appendix B sets as the minimum, and is given in a language readily understandable by the employees — here, E, n, g, l, i, s, h, , a, n, d, , S, p, a, n, i, s, h.

- The health effects of wildfire smoke.
- The right to obtain medical treatment without fear of reprisal.
- How employees can obtain the current AQI for PM2.5.
- The requirements of §5141.1.
- The employer's two-way communication system under §5141.1(d).
- The employer's methods to protect employees from wildfire smoke.
- The importance, usage and limitations of respirators.
- The proper use and maintenance of respirators, including how to put one on and take it off, how to do a seal check, and what a respirator cannot do for you.

7. Who Runs This Plan

Dana Okafor (sample), Operations Manager is responsible for checking the AQI, deciding what protective measures apply, and making sure respirators are on hand before they are needed.

Workplace Violence Prevention Plan (Labor Code §6401.9)

Example Stone Works (SAMPLE — not a real business). maintains this written Workplace Violence Prevention Plan under Labor Code §6401.9, which has been operative since 1 July 2024. It applies to all employees at every worksite under this employer's control, including employer-provided transportation.

1. Definitions

Workplace violence is classified in four types:

- Type 1 — Committed by a person who has no legitimate business at the worksite, including violence with criminal intent.
- Type 2 — Directed at employees by customers, clients, patients, students, inmates, or visitors.
- Type 3 — Against an employee by a present or former employee, supervisor, or manager.
- Type 4 — Committed in the workplace by a person who does not work there, but has or is known to have had a personal relationship with an employee.

A threat of violence is a statement or conduct that causes a person to fear for their safety and that serves no legitimate purpose. Workplace violence does not include lawful acts of self-defence or defence of others.

2. Scope

This plan covers every worksite under this employer's control and every employee working at one, including employees working at customer or third-party sites and employees using employer-provided transportation.

3. Responsibility (§6401.9(c)(1))

Dana Okafor (sample), Operations Manager is responsible for implementing this plan. A plan that assigns responsibility to 'management' rather than to a named person does not satisfy §6401.9(c)(1).

4. Employee Involvement (§6401.9(c)(2))

- Employees and any authorized employee representative are actively involved in developing and implementing this plan.
- Employees participate in identifying and evaluating workplace violence hazards, and in designing and delivering training.
- Employee input is sought at the annual review and after any incident.

5. Coordination with Other Employers (§6401.9(c)(3))

Where employees of another employer work at a shared worksite — staffing agency workers, contractors, or crews working at a customer site — this employer coordinates on workplace violence hazards, reporting procedures, and emergency response, so that all workers at the site know how to report and how to respond.

6. Reporting and Anti-Retaliation (§6401.9(c)(4)–(6))

- Employees report workplace violence incidents, threats, and concerns to the person named in Section 3.
- Employees may report without fear of reprisal. No employee will be retaliated against for reporting an incident, a threat, or a hazard, or for participating in an investigation.
- Employees are informed of the results of an investigation and of any corrective action taken.
- Compliance with this plan is expected of every employee, supervisor and manager, and is addressed through the same system the Injury and Illness Prevention Program uses.

This plan and its training are provided in English and Spanish, at a literacy level employees understand.

7. Emergency Response (§6401.9(c)(7))

- Employees are alerted to a workplace violence emergency by verbal alert and telephone.
- Employees evacuate or shelter in place according to the nature of the emergency, to the assembly points identified for each worksite.
- Law enforcement is contacted by the person named in Section 3, or by any employee where there is an immediate threat.

8. Training (§6401.9(e))

- Training is provided when the plan is first established, and at least annually thereafter.
- Training covers this plan and how to obtain a copy, how to report workplace violence, the hazards specific to employees' jobs, the four types of workplace violence, and the corrective measures in place.
- Training includes an opportunity for interactive questions and answers with a person knowledgeable about this plan.
- Additional training is provided when a new hazard is identified or the plan changes.

9. Hazard Identification and Correction (§6401.9(c)(8)–(9))

Inspections for workplace violence hazards are conducted:

- When this plan was first established.
- After each workplace violence incident.
- When changes in the workplace or in work practices affect employee safety.
- When new materials, processes or procedures are introduced.
- When the employer becomes aware of a new or previously unrecognized hazard.

Hazards identified at this workplace include:

- Working alone
- Contact with the public or customers on site
- Cash handling
- Unauthorized or uncontrolled access points
- Inadequate lighting, including parking areas
- Limited or blocked escape routes
- Late-night or early-morning operations
- Understaffing
- Work performed in customers' homes or at third-party sites
- Workplace-related stalking, or domestic violence reaching the workplace

Identified hazards are corrected using engineering controls and work practice controls — for example lighting, access control, barriers, alarms and panic devices, visitor sign-in, buddy systems for field work, check-in procedures for employees working alone, and staffing sufficient to maintain order and respond to incidents in a timely way. Corrections are made in a timeframe based on the severity of the hazard, with interim protection where immediate correction is not possible.

10. Post-Incident Response and Investigation (§6401.9(c)(11))

- Every workplace violence incident and every threat is investigated, beginning as soon as practicable after it is reported.
- The investigation reviews what happened, the circumstances that contributed, and whether existing controls were effective.
- Employees involved are offered medical care and, where available, employee assistance or counselling.
- Findings drive corrective action, and employees are informed of the outcome.

11. Violent Incident Log (§6401.9(d))

A violent incident log is maintained for every workplace violence incident. Each entry records the date, time and location; the type or types of violence; a detailed description; the classification of the person who committed the violence; the circumstances at the time; where the incident occurred; the type of incident; the consequences to the employee; the actions taken in response; and who completed the log and when.

The log contains no personal identifying information. Names and other identifying details of any employee, patient, client or other person involved are recorded only in the separate incident investigation record, which is kept confidential and access-restricted.

This separation exists so that the log can be released as written. Under §6401.9(f) employees and their representatives may request these records and must receive them within 15 calendar days, free of charge, for examination and copying. A log containing identifying information would have to be redacted by hand under that deadline.

12. Recordkeeping and Retention (§6401.9(f))

- Violent incident log — retained for a minimum of 5 years (§6401.9(f)).
- Hazard identification, evaluation and correction records — retained for a minimum of 5 years (§6401.9(f)).
- Incident investigation records — retained for a minimum of 5 years (§6401.9(f)).
- Training records — retained for a minimum of 1 year (§6401.9(f)).
- Records are made available to the Division on request.
- Records are made available to employees and their representatives within 15 calendar days of a request, free of charge, for examination and copying.
- Records are never deleted at the end of a retention period without review; the retention periods above are floors, not expiry dates.

13. Annual Review (§6401.9(c)(12))

- This plan is reviewed at least annually, with employee participation.
- It is also reviewed after any workplace violence incident, and whenever a deficiency in the plan becomes apparent.
- The review date, the participants, and any revisions are recorded with the version history.

Pending regulation. Under §6401.9(h) the Occupational Safety and Health Standards Board must adopt a general industry workplace violence prevention standard by 31 December 2026. When it is adopted this plan will require review against the final rule.

Respirable Crystalline Silica Exposure Control Plan (Construction) (8 CCR §1532.3)

How this chapter was written. Every requirement in it is drawn from the text of 8 CCR §1532.3 as published by Cal/OSHA, and cited to the subsection it comes from. It has not been reviewed by a Certified Industrial Hygienist or a California safety attorney. The answers specific to this employer are the employer's own.

1. Scope — Why This Standard and Not §5204

Example Stone Works (SAMPLE — not a real business). performs construction work, which is governed by §1532.3. §5204 covers general industry and maritime and does not apply to construction work. The two are not variants of one another: §5204 turns on a list of fifteen high-exposure trigger tasks, a concept §1532.3 does not contain, while §1532.3 offers Table 1 — specified controls, task by task — which §5204 does not.

Work performed at this employer's own fixed facility, rather than at a construction site, may fall under §5204 instead and is not covered by this plan.

2. Exposure Limits

- Action level: 25 micrograms per cubic meter of air, as an 8-hour time-weighted average.
- Permissible exposure limit: 50 micrograms per cubic meter of air, as an 8-hour time-weighted average. No employee is exposed above this limit.

3. What This Written Plan Must Contain (§1532.3(g)(1))

- A description of the tasks in the workplace that involve exposure to respirable crystalline silica.
- A description of the engineering controls, work practices and respiratory protection used to limit employee exposure to respirable crystalline silica for each task.
- A description of the housekeeping measures used to limit employee exposure to respirable crystalline silica.
- A description of the procedures used to restrict access to work areas, when necessary, to minimise the number of employees exposed to respirable crystalline silica and their level of exposure, including exposures generated by other employers or sole proprietors.

The appendix to this chapter is the first two of those elements. Housekeeping is section 5 and access restriction is section 6.

4. Competent Person (§1532.3(g)(4))

Sam Whitfield (sample), Shop Foreman is the competent person for this plan: an individual capable of identifying existing and foreseeable respirable crystalline silica hazards, and authorised to take prompt corrective measures to eliminate or minimise them. The competent person makes frequent and regular inspections of job sites, materials and equipment to implement this plan.

5. Housekeeping (§1532.3(f))

- Dry sweeping and dry brushing are not permitted where they could contribute to employee exposure, unless wet sweeping, HEPA-filtered vacuuming or another method that minimises the likelihood of exposure is not feasible.
- Compressed air is not used to clean clothing or surfaces where it could contribute to exposure, unless it is used together with a ventilation system that effectively captures the dust cloud, or no alternative method is feasible.

6. Restricting Access to Work Areas

- Silica-generating work is scheduled and located so that the smallest practicable number of employees is exposed.
- Work areas are marked or barriered while the work is under way, and employees not engaged in the task stay clear.
- Where employees of another employer or a sole proprietor are working nearby, they are told what is being done, where, and when — §1532.3(g)(1) requires this plan to account for exposures generated by others as well as by us.

7. Respiratory Protection

Where Table 1 requires a respirator for a task, or where an exposure assessment shows exposure above the PEL that engineering and work practice controls cannot bring down, respirators are provided and used under the Respiratory Protection Program maintained to §5144. Use in those circumstances is required rather than voluntary, so the exemption at §5144(c)(2)(B) does not apply.

8. Medical Surveillance (§1532.3(h))

Medical surveillance is made available to each employee who will be required to use a respirator for 30 or more days a year, at no cost and at a reasonable time and place.

- The initial examination is made available within 30 days after initial assignment, unless the employee has had an examination meeting these requirements within the last three years.

- The examination consists of a medical and work history emphasising past and present exposure and any signs or symptoms of respiratory disease; a physical examination with emphasis on the respiratory system; a chest X-ray interpreted and classified under the ILO International Classification of Radiographs of Pneumoconioses by a NIOSH-certified B Reader; pulmonary function testing including FVC, FEV1 and the FEV1/FVC ratio; testing for latent tuberculosis infection; and any other test the physician or licensed health care professional considers appropriate.
- Periodic examinations are made available at least every three years, or more often if the PLHCP recommends it.
- The employee receives the PLHCP's written medical report within 30 days of the examination. The employer obtains the PLHCP's written medical opinion within 30 days and gives the employee a copy within 30 days of receiving it.

This employer keeps the schedule of examinations only. The physician's or licensed health care professional's findings go to the employee; the employer receives only the written medical opinion the standard permits it to receive.

9. Hazard Communication (§1532.3(i)(1))

Respirable crystalline silica is included in the Hazard Communication Program this employer maintains under §5194. §1532.3(i)(1) requires at least these hazards to be addressed: cancer, lung effects, immune system effects, and kidney effects.

This is a duty on the Hazard Communication Program, not on this plan. Stating it here does not discharge it — check that the chemical inventory, the labels and the safety data sheets in that program actually account for silica.

10. Training (§1532.3(i)(2))

- The health hazards of respirable crystalline silica.
- The specific tasks at this workplace that could result in exposure.
- The specific measures this employer has implemented to protect employees, including the engineering controls, work practices and respirators in the appendix.
- The contents of §1532.3.
- The identity of the competent person named in section 4.
- The purpose and a description of the medical surveillance program.

11. Recordkeeping (§1532.3(j))

- Air monitoring data — §1532.3(j)(1). Each record states the date of measurement, the task monitored, the sampling and analytical methods used, the number, duration and results of the samples taken, the identity of the laboratory, the protective equipment worn by the employees monitored, and the name and job classification of each employee represented.
- Objective data — §1532.3(j)(2). Where objective data is relied on instead of monitoring, the record states the silica-containing material, the source of the data, the testing protocol and the results, a description of the process or task the data is taken to represent, and the other data relevant to the process, task, material and controls being represented.

- Medical surveillance — §1532.3(j)(3). The record holds the employee's name, a copy of each PLHCP's and specialist's written opinion, and a copy of the information given to those professionals.
- All three are maintained and made available in accordance with §3204, which governs how long employee exposure and medical records are kept and who may see them.

Medical records are confidential. This employer keeps the schedule and the written opinions the standard permits it to hold, and does not keep clinical findings.

12. Plan Review and Availability

- The effectiveness of this written plan is reviewed and evaluated at least annually and updated as necessary. §1532.3(g)(2).
- This plan is made readily available for examination and copying, on request, to each employee it covers, their designated representatives, and the Chief and the Director. §1532.3(g)(3).

Appendix — Table 1 Controls for the Tasks We Perform

Task	Control the standard requires	What we use for it	Duration / place	Respirator
(ii) Handheld power saws (any blade diameter)	Use a saw equipped with an integrated water delivery system that continuously feeds water to the blade. Operate and maintain the tool in accordance with the manufacturer's instructions to minimise dust emissions.	Handheld saw with integrated water feed	Outdoors 4 hrs/shift or less	None required with the specified control
(ii) Handheld power saws (any blade diameter)	Use a saw equipped with an integrated water delivery system that continuously feeds water to the blade. Operate and maintain the tool in accordance with the manufacturer's instructions to minimise dust emissions.	Handheld saw with integrated water feed	Indoors / enclosed More than 4 hrs/shift	APF 10 or greater

Task	Control the standard requires	What we use for it	Duration / place	Respirator
(vii) Handheld and stand-mounted drills (including impact and rotary hammer drills)	Use a drill equipped with a commercially available shroud or cowling with a dust collection system. Operate and maintain the tool in accordance with the manufacturer's instructions to minimise dust emissions. The dust collector must have a filter with 99% or greater efficiency and a filter-cleaning mechanism. Use a HEPA-filtered vacuum when cleaning holes.	Rotary hammer with shroud and dust collector	Indoors / enclosed 4 hrs/shift or less	None required with the specified control

Where a Table 1 entry applies and its controls, work practices and respiratory protection are fully and properly implemented, exposure does not have to be assessed for that task. "Fully and properly" is the whole of the condition: a water-fed saw run dry, or a dust collector with a clogged filter, is not the Table 1 control and does not carry its protection.

Respirable Crystalline Silica Exposure Control Plan (8 CCR §5204)

How this chapter was written. Every requirement in it is drawn from the text of 8 CCR §5204 as published by Cal/OSHA, and cited to the subsection it comes from. It has not been reviewed by a Certified Industrial Hygienist or a California safety attorney. The answers specific to this employer are the employer's own.

1. Purpose, Scope and Authority

Example Stone Works (SAMPLE — not a real business), maintains this written exposure control plan under 8 CCR §5204 to identify tasks involving exposure to respirable crystalline silica, the controls used for each, and the protections provided to employees who perform them. It is reviewed at least annually and updated as needed.

Scope limitation. §5204(a)(1)(A) excludes construction work, which is covered by §1532.3. Work performed at a customer site that alters a fixed structure — including installing fabricated stone into a building — is construction work and is not covered by this plan. §1532.3 contains no high-exposure trigger task provisions and imposes a different set of requirements.

2. Key Definitions and Thresholds

- Action Level — $25 \mu\text{g}/\text{m}^3$ of respirable crystalline silica, as an 8-hour time-weighted average.
- Permissible Exposure Limit (PEL) — $50 \mu\text{g}/\text{m}^3$, as an 8-hour time-weighted average.
- High-exposure trigger task — machining, crushing, cutting, drilling, abrading, abrasive blasting, grinding, chiseling, carving, gouging, polishing, buffing, fracturing, intentional breaking, or intentional chipping of artificial stone containing more than 0.1 percent crystalline silica by weight, or other silica-containing products including natural stone containing more than 10 percent by weight. It also includes clean up, disturbing, or handling of the wastes, dusts, residues, debris or other materials created during those tasks.
- Regulated area — an area demarcated by the employer where high-exposure trigger tasks are performed.

High-exposure trigger tasks must be performed in a regulated area regardless of measured exposure levels. §5204(a)(3) states that the section applies to those tasks regardless of employee exposures, exposure assessments, or objective data, and the objective-data exemption in §5204(a)(2) expressly does not apply to them.

3. Responsibility

- Competent person for silica: [competent person not named]. Capable of identifying existing and foreseeable silica hazards and authorised to take prompt corrective measures, including stopping work.
- Qualified person performing air sampling: [qualified person not named].

4. Tasks, Controls and Respiratory Protection

Appendix A lists every task performed at this facility, the material and its silica content, whether it is a high-exposure trigger task, the engineering controls and work practices applied, the respirator used, and the air monitoring dates.

5. Housekeeping

- Dry sweeping, shovelling, disturbing or any other dry clean-up of waste, dust, debris or residue is prohibited, as is any use of compressed air on that material, on any surface, clothing or body surface that may carry silica, or to backflush or clean filters. §5204(f)(2)(D). For high-exposure trigger tasks these prohibitions are absolute — the feasibility exceptions in §5204(i) do not reach them. §5204(i)(3).
- Waste is collected in leak-tight containers using wet methods or HEPA-filtered vacuums, at the end of each shift or more often where visible accumulation would otherwise occur.
- Rotating employees between tasks is prohibited as a means of achieving compliance.
- Clean up and handling of silica-containing waste is itself a high-exposure trigger task and carries the same requirements.
- Wet methods means water covering the working surface — a constant, continuous and appropriate volume of running water applied directly to the work object, submersion of the work object, or water-jet cutting. §5204(b)(17). A hand-held water bottle is not a wet method. Where a tool integrates its own water feed, the flow rate meets or exceeds the manufacturer's specification.
- Water that is recycled for these purposes is filtered to remove silica before it is reused. §5204(b)(17)(A).

- Readily accessible washing facilities are provided under §3366, as §5204(f)(2)(B)4. requires for this work.

6. Exposure Assessment and Air Monitoring

Representative air sampling is conducted by a qualified person. Re-assessment intervals follow the most recent result:

- Above the PEL of 50 $\mu\text{g}/\text{m}^3$ — re-monitor within 3 months.
- At or above the Action Level of 25 $\mu\text{g}/\text{m}^3$ but below the PEL — re-monitor within 6 months.
- Below the Action Level — re-assess at least every 12 months where high-exposure trigger tasks are performed.

Results are recorded in Appendix B, together with the sampling date, the task, the laboratory and analytical method, and the qualified person who conducted the sampling.

Plan Review and Availability

This plan is reviewed at least annually and whenever a change in tasks, materials, equipment or controls affects exposure. The review date and the person who conducted it are recorded with the version history.

This written plan is made readily available for examination and copying, on request, to each employee it covers, to their designated representatives, and to the Chief and the Director. §5204(f)(3)(C). A plan kept where the people working under it cannot read it does not satisfy that.

Appendix A — Task, Control and Respirator Matrix

One row per task performed at this facility. High-exposure trigger tasks are shaded and must be performed inside a regulated area regardless of measured exposure levels (8 CCR §5204).

Task	Material / silica content	High-exposure trigger task?	Engineering controls	Work practices	Respirator (APF)	Air monitoring last / next due
—	— not established	No	—	—	—	No sampling on record
—	— not established	No	—	—	—	No sampling on record
—	— not established	No	—	—	—	No sampling on record

Respiratory Protection Program (8 CCR §5144)

How this chapter was written. Every requirement in it is drawn from the text of 8 CCR §5144 as published by Cal/OSHA, and cited to the subsection it comes from. It has not been reviewed by a Certified Industrial Hygienist or a California safety attorney. The answers specific to this employer are the employer's own.

Example Stone Works (SAMPLE — not a real business). maintains this written respiratory protection program with worksite-specific procedures, as required by §5144(c)(1) wherever respirators are necessary to protect employee health or are required by the employer.

Dana Okafor (sample) administers this program and evaluates its effectiveness. §5144(c)(3) requires the program administrator to be qualified by appropriate training or experience COMMENSURATE WITH THE COMPLEXITY OF THE PROGRAM. A workplace running powered air-purifying respirators against a silica hazard has a more complex program than one issuing half masks for nuisance dust, and the standard scales the expectation with it.

1. Required Elements

This program covers each element §5144(c)(1) requires:

- Selection — Procedures for selecting respirators for use in this workplace.
- Medical evaluation — Medical evaluations of employees required to use respirators.
- Fit testing — Fit testing procedures for tight-fitting respirators.
- Use — Procedures for proper use in routine and reasonably foreseeable emergency situations.
- Maintenance — Procedures and schedules for cleaning, disinfecting, storing, inspecting, repairing, discarding and otherwise maintaining respirators.
- Air quality — Procedures to ensure adequate air quality, quantity and flow for atmosphere-supplying respirators.
- Hazard training — Training employees in the respiratory hazards they are potentially exposed to during routine and emergency situations.
- Use training — Training employees in the proper use of respirators, including putting them on and removing them, any limitations on their use, and their maintenance.
- Evaluation — Procedures for regularly evaluating the effectiveness of the program.

2. Why Respirators Are Required Here

Construction work (§1532.3):

For construction work, Table 1 of §1532.3 specifies task by task the engineering controls and work practices required and whether respiratory protection is required with them. Where those specified methods are fully and properly implemented, they govern the task. Where a task is not on Table 1, or the specified methods are not fully implemented, exposure is assessed and respirators are required wherever exposure exceeds the permissible exposure limit of 50 micrograms per cubic meter as an 8-hour time-weighted average.

Work at this employer's facility (§5204):

Where employees perform high-exposure trigger tasks under §5204, a full-face tight-fitting powered air-purifying respirator with an assigned protection factor of 1000, or equivalent, fitted with a HEPA, N100, R100 or P100 filter, is required.

Respirator use in these cases is required rather than voluntary, so the exemption at §5144(c)(2)(B) for voluntary filtering facepiece use does not apply.

3. Sequence: Medical Evaluation, Fit Test, Use

§5144(e)(1) requires a medical evaluation to determine the employee's ability to use a respirator BEFORE the employee is fit tested or required to use the respirator. No employee is fit tested or issued a respirator until the evaluation is complete.

4. Medical Evaluation (§5144(e))

- Evaluations are performed by Sample City Occupational Health, a physician or other licensed health care professional.
- The evaluation uses the medical questionnaire in §5144 Appendix C, sections 1 and 2 of Part A, or an initial medical examination obtaining the same information.
- The employee completes the questionnaire confidentially, during work hours or at a time and place convenient to them.
- The employer receives a written recommendation on the employee's ability to use the respirator — not the underlying medical information.
- A further evaluation is provided where the employee reports symptoms, where the PLHCP or program administrator determines one is needed, where fit testing or program evaluation reveals a need, or where workplace conditions change materially.

5. Fit Testing (§5144(f))

- Fit testing is conducted by Sample City Occupational Health before initial use, whenever a different respirator facepiece is used — a different size, style, model or make — and at least annually thereafter. §5144(f)(2).
- An additional fit test is conducted whenever the employee reports, or the employer, PLHCP, supervisor or program administrator observes, a change in the employee's physical condition that could affect fit — facial scarring, dental changes, cosmetic surgery, or an obvious change in body weight. §5144(f)(3).
- Employees perform a user seal check EACH TIME they put on a tight-fitting respirator, using the procedures in Appendix B-1. §5144(g)(1)(C).
- A tight-fitting facepiece is not used where facial hair comes between the sealing surface and the face or interferes with valve function, or where any other condition interferes with the face-to-facepiece seal or valve function. §5144(g)(1)(A).

5.1 Which fit test method is permitted

Three subsections decide this together, and a program that says “qualitative or quantitative” and stops has not answered the question for the respirator it actually issues.

- §5144(f)(6) — a qualitative fit test (QLFT) may only be used to fit test negative pressure air-purifying respirators that must achieve a fit factor of 100 or less.
- §5144(f)(7) — a quantitative fit test (QNFT) is passed at a fit factor of 100 or more for a tight-fitting half facepiece, and 500 or more for a tight-fitting full facepiece.
- §5144(f)(8) — fit testing of tight-fitting atmosphere-supplying respirators and tight-fitting powered air-purifying respirators is done IN THE NEGATIVE PRESSURE MODE, regardless of the mode of operation used for respiratory protection.

Read together: because (f)(8) puts a tight-fitting powered air-purifying respirator into negative pressure mode for the test, (f)(6)'s ceiling reaches it. A tight-fitting FULL facepiece has to reach a fit factor of 500, and a qualitative test cannot demonstrate more than 100. So a qualitative fit test cannot qualify a tight-fitting full-facepiece respirator. That test must be quantitative.

One consequence worth knowing before buying equipment. §5204(h)(3)(A) allows the work to be done in a full-face tight-fitting PAPR OR in a helmet or hood PAPR at the same assigned protection factor of 1000. Fit testing under §5144(f) applies to TIGHT-FITTING facepieces. A helmet or hood is loose-fitting, so it requires no fit test at all — and the facial-hair prohibition above does not reach it either. The two routes give the same protection factor and a very different annual obligation per employee.

6. Maintenance, Cleaning and Storage (§5144(h))

- Respirators are cleaned and disinfected on a schedule — after each use where issued to more than one employee, and as often as necessary where issued to an individual.
- Respirators are stored to protect them from damage, contamination, dust, sunlight, extreme temperature and moisture, and so the facepiece and valves are not deformed.
- Respirators are inspected before each use and during cleaning, and defective respirators are removed from service.

7. Filter and Cartridge Change Schedule (§5144(d))

Respirators are equipped either with an end-of-service-life indicator certified by NIOSH, or with a change schedule based on objective information or data. Filters are not used until breathing becomes difficult; that is not a change schedule.

8. Training

- Employees are trained before first use, and at least annually thereafter.
- Training covers why the respirator is necessary, its limitations and capabilities, how to put it on and take it off, how to check the seal, how to use it in an emergency or when it fails, how to recognise medical signs that limit its effective use, and the maintenance and storage procedures.
- Training is provided in a language and at a literacy level the employees understand.

9. Program Evaluation (§5144(c)(1)(I))

The program is evaluated at least annually. Employees who use respirators are consulted on fit, comfort, ease of breathing, interference with their work, and confidence in the equipment, and the findings are used to correct the program.

10. Recordkeeping

- Written recommendations from the PLHCP are retained. Underlying medical records are confidential and are not kept in this program.
- Fit test records are retained until the next fit test is administered, and record the employee, the type, make, model and size of respirator, the date, and the test results.
- A copy of the current written program is available to employees.
- §5144(o) states that compliance with Appendix A (fit testing procedures), Appendix B-1 (user seal check), Appendix B-2 (cleaning), Appendix C (the medical questionnaire) and Appendix D (information for voluntary users) is MANDATORY. They are part of the standard, not guidance attached to it.

Required Postings and Notifications (8 CCR §340, §14300.32, §14300.41, §3204(g), §1509(c))

Postings are the cheapest compliance failure there is. Nothing has to be assessed, written or trained — a piece of paper has to be on a wall — and an inspector notices its absence within a minute of walking in.

A POSTING goes on a wall whether or not anybody asks. A NOTIFICATION is told to a person. They are different duties and one does not discharge the other.

1. What Must Be Posted

What	Authority	Where	When
Cal/OSHA Notice — “Safety and Health Protection on the Job”, as furnished by the Division	§340	At least one in each establishment, in a conspicuous place where notices to employees are customarily posted. Where work sites are dispersed, as in construction, at each location where employees report daily.	Always up. The employer takes steps to ensure it is not altered, defaced or covered by other material.
Form 300A, Annual Summary of Work-Related Injuries and Illnesses	§14300.32	A copy in each establishment, in a conspicuous place where notices to employees are customarily posted.	From February 1 of the year following the year it covers, until April 30. Certified first by a company executive — an owner, a corporate officer, the highest-ranking official at the establishment, or that person's immediate supervisor.
Code of Safe Practices	§1509(c)	A conspicuous location at each job site office, OR provided to each supervisory employee, who keeps it readily available.	Always available while work is in progress.

2. What Must Be Told, Not Posted (§3204(g))

This is the one employers most often believe they have already done. §3204(g) is an ANNUAL duty to tell each employee, in person or in a way that reaches them. A poster on a wall does not satisfy it, and neither does having told them once when they were hired.

§3204(g) — Upon an employee first entering employment, AND at least annually thereafter.

The existence, location and availability of medical and exposure records; who is responsible for maintaining them and providing access; and each employee's rights of access to them

§3204(g)(2) — On request, at any time.

A copy of §3204 itself, kept readily available to employees on request

3. The Form 300A Trap (§14300.32)

- It is posted from February 1 to April 30, not for the whole year and not only on February 1. Taking it down in March is a violation; so is never putting it up because there were no recordable injuries — a summary showing zero is still a summary that must be posted.
- It is CERTIFIED before it goes up, by a company executive: an owner, a corporate officer, the highest-ranking official at the establishment, or that person's immediate supervisor. A safety coordinator signing it is not certification.
- Employees who do not report to a fixed location weekly are sent or handed a copy during the same February-to-April window (§14300.32(b)(7)). For a contractor with crews who never see the office, this is the part that gets missed.

4. Electronic Submission to Cal/OSHA (§14300.41)

Posting the Form 300A on the wall and submitting it to Cal/OSHA are two different duties with two different deadlines, and an employer who does the first often believes they have done the second. The posting runs February 1 to April 30. The submission, where it is owed at all, is due March 2 through the federal Injury Tracking Application.

This establishment: No electronic submission required

18 employees is below the 20-employee floor for Appendix H industries, and below the 250-employee threshold that applies regardless of industry.

[Missing: NAICS code. Until this is supplied the answer is unknown, and unknown is not an exemption — the determination has to be made before March 2.]

Every employer must still report a serious injury, illness, or death to Cal/OSHA immediately, whether or not they keep injury records (§14300.2, §342).

This program does not produce the Form 300 log, the Form 300A summary or the Form 301 incident reports. Those record what actually happened to particular employees and are certified by a company executive; they are the employer's record to keep, not a document to be generated from an intake form.

5. Keeping the Wall Honest (§340)

- The employer takes steps to ensure notices are not altered, defaced or covered by other material. A required poster behind the schedule board is not posted.
- Where work sites are dispersed, as in construction, the notice goes at each location where employees report daily — not only at the office nobody visits.
- The postings are walked and checked at least annually, and whenever a new site opens.

[No posting location has been recorded. §340 asks for a conspicuous place where notices to employees are customarily posted, which means a specific wall that somebody is responsible for. Name it.]

6. What This Document Does Not Cover

These are the Cal/OSHA postings under Title 8. A California employer also owes wage orders, pay notices, workers' compensation, disability insurance and harassment postings under other bodies of law that have nothing to do with occupational safety. They are real obligations and they are not listed here, because listing them would imply this program covers them.

Personal Protective Equipment — Hazard Assessment and Training (8 CCR §3380(f))

§3380(f)(1) requires the employer to assess the workplace to determine whether hazards are present, or are likely to be present, that necessitate personal protective equipment — and then to select PPE suitable for each hazard found, communicate that selection to the employees who need it, and ensure it fits properly. This chapter covers the four kinds of PPE that carry a written hazard-assessment and training certification under §3380(f): head, eye and face, hand, and foot protection.

- §3381 — Head protection
- §3382 — Eye and face protection
- §3384 — Hand protection
- §3385 — Foot protection

Two other kinds of PPE have their own, more specific program elsewhere in this manual rather than being folded in here: respiratory protection is governed by §5144 (its own chapter, with medical evaluation and fit testing), and hearing protectors are governed by §5097–§5100 (the Hearing Conservation Program). Body protection — ordinary protective clothing — is required by §3383 but does not carry this section's certification duty.

Example Stone Works (SAMPLE — not a real business) performs both facility and construction work. This chapter documents the PPE program for facility work under the General Industry Safety Orders. Work performed at a construction job site is governed by the Construction Safety Orders' own PPE provisions, which this chapter does not cover.

Defective or damaged PPE must never be used (§3380(f)(3)). Remove it from service and replace it before the affected employee continues work.

Hazard Assessment

Example Stone Works (SAMPLE — not a real business) certifies the workplace hazard assessment below, identifying the areas or tasks assessed, the hazard found in each, and the PPE selected for it. The certification is updated whenever a new task, process, material or piece of equipment changes what this assessment covers — it is not a one-time form.

PPE Hazard Assessment Certification

Title 8 CCR §3380(f)(1)-(2)

One row per work area or task. Add rows as new tasks, processes, materials or equipment introduce a hazard this assessment does not yet cover. Defective or damaged PPE may never be used (§3380(f)(3)) — note it here and replace it before work continues.

Work area / task	Hazard identified	PPE selected	Basis for selection

This document is the written certification required by §3380(f)(2). §3380 sets no fixed retention period; keep the current certification on file, and keep a superseded one as the record of when the assessment changed.

Workplace evaluated: Example Stone Works (SAMPLE — not a real business).

Certified by (name / title): _____

Assessment date(s): _____

Training

Every employee required to use head, eye/face, hand, or foot protection is trained, before doing that work, on:

- When PPE is necessary.
- What PPE is necessary.
- How to properly don, doff, adjust and wear the PPE.
- The limitations of the PPE.
- The proper care, maintenance, useful life and disposal of the PPE.

Each employee must demonstrate an understanding of that training and the ability to use the PPE properly before being allowed to do work that requires it (§3380(f)(5)). Where the employer has reason to believe a trained employee's understanding or skill has fallen short — because the workplace changed, the PPE changed, or an employee's use of it showed a gap — that employee is retrained (§3380(f)(6)).

PPE Training Certification

Title 8 CCR §3380(f)(4)-(7)

Signed by each employee at Example Stone Works (SAMPLE — not a real business). required to use head, eye/face, hand or foot protection, once they have demonstrated an understanding of the training and the ability to use the PPE properly (§3380(f)(5)). An employee who cannot must be retrained before doing PPE-reliant work (§3380(f)(6)).

Employee name	Date of training	PPE type(s) covered	Employee signature

This document is the written certification required by §3380(f)(7).

Hearing Conservation Program (8 CCR §5097–§5100)

§5097(a) requires a hearing conservation program “whenever employee noise exposures equal or exceed an 8-hour time-weighted average sound level (TWA) of 85 decibels”. That is the whole trigger, and it is lower than most people expect: a saw, a router and a compressor in one room will reach it without anyone having to raise their voice about it.

[Noise exposure at this workplace has not been measured. §5097 obliges the employer to determine whether the trigger is met, and not measuring is not the same as being below it. Until a measurement exists, whether this program is required is unknown — and the sections below describe what would be owed if it is. Measure first; that is the one duty that applies either way.]

1. Monitoring (§5097(b))

- Exposure is determined by area monitoring or by personal monitoring that is representative of the employee's exposure.
- Employees are allowed to observe the monitoring.
- Monitoring is repeated whenever a change in production, process, equipment or controls increases exposure enough that additional employees may be at or above the action level, or that the hearing protectors in use may no longer attenuate enough (§5097(b)(3)).

2. Audiometric Testing (§5097(c))

- A valid baseline audiogram is established for each employee exposed at or above the action level (§5097(c)(5)).
- A new audiogram is obtained at least annually thereafter (§5097(c)(10)).
- Testing is at no cost to the employee.
- A standard threshold shift is a change in hearing threshold relative to the baseline audiogram of an average of 10 dB or more at 2000, 3000 and 4000 Hz in either ear (§5097(d)(8)).
- Where a standard threshold shift is found, the employee is notified in writing within 21 days, and is fitted or refitted with hearing protectors and retrained in their use.

Each audiogram record contains:

- The employee's name and job classification
- The date of the test
- The examiner's name
- The date of the last acoustic or exhaustive calibration of the audiometer
- The employee's most recent noise exposure assessment

3. Hearing Protectors (§5097(d), §5098)

- Hearing protectors are made available at no cost to every employee exposed at or above the action level, and replaced as necessary.
- An employee not using hearing protectors is fitted with them, trained in their use and care, and required to use them where §5097(d)(5)(A) applies.
- A variety is offered — a protector nobody will wear protects nobody. Fit and comfort decide whether the program works.
- The employer ensures the protectors are worn, and evaluates their attenuation for the specific noise environment they are used in.

4. Training (§5099)

Every employee exposed at or above an 8-hour TWA of 85 dBA is trained, and the training is repeated ANNUALLY, updated to match changes in protective equipment and work processes. It covers:

- The effects of noise on hearing.
- Hearing protectors — the advantages, disadvantages and attenuation of the various types, and instruction on selecting, fitting, using and caring for them.
- The purpose of audiometric testing, and an explanation of the test procedures.

5. Records (§5100)

Record	Kept for	Authority
Noise exposure measurements	2 years	§5100
Audiometric test records	The duration of the affected employee's employment	§5100
Background sound pressure levels in the audiometric test room	As long as the audiograms they support	§5100

Audiometric records are kept for the duration of employment, not for a fixed number of years. A shift is only visible against a baseline, and a baseline thrown away after two years cannot show anything.

Permit-Required Confined Space Program (8 CCR §5157)

Confined space entry kills more rescuers than entrants. That is why §5157(k) requires rescue to be arranged before entry rather than improvised after it, and why the attendant under §5157(i) never goes in — not even to help.

Why you have this chapter: The question was not answered. §5157(c)(1) makes evaluating the workplace for permit spaces a duty on its own, so not having looked is an unmet obligation rather than an exemption — which is why this chapter is here rather than absent. Evaluate, record the answer, and if there are none this chapter will drop out of your next version.

1. What Makes a Space a Permit Space (§5157(b))

A confined space is large enough to enter and perform work, has limited or restricted means of entry or exit, and is not designed for continuous employee occupancy. It becomes a PERMIT-required confined space if it has any one of the following:

- Contains or has a potential to contain a hazardous atmosphere.
- Contains a material that has the potential for engulfing an entrant.
- Has an internal configuration such that an entrant could be trapped or asphyxiated by inwardly converging walls, or by a floor which slopes downward and tapers to a smaller cross-section.
- Contains any other recognized serious safety or health hazard.

2. Which of the Three Cases This Employer Is In

[This workplace has not been evaluated for permit-required confined spaces. §5157(c)(1) makes that evaluation a duty in its own right — not having looked is not the same as not having any. Until the evaluation is done, which of the three cases below applies is unknown.]

- No permit spaces: the §5157(c)(1) duty to evaluate and find that out is the only duty, and it is a real one.
- Permit spaces but no entry: no written program, but effective measures to keep employees out, plus §5157(c)(1), (c)(2), (c)(6) and (c)(8).
- Entry: the full written program under §5157(c)(4).

3. Duties That Apply Even Without Entry

- §5157(c)(1) — evaluate the workplace to determine whether any spaces are permit spaces.
- §5157(c)(2) — where the workplace contains permit spaces, inform exposed employees and others working in the area, by posting danger signs or an equally effective means, of the existence, location and danger of those spaces.
- §5157(c)(3) — take effective measures to prevent employees from entering. A sign alone is not an effective measure where the opening is one a person can simply step into.
- §5157(c)(6) — provide at least one attendant outside any permit space into which entry is authorised, for the duration of the entry.
- §5157(c)(8) — the host employer duties in section 7 below, where a contractor will enter.

4. The Permit Spaces at This Workplace

None listed.

Sections 5 and 6 describe what would be required if entry is ever authorised. They are not in force while employees are kept out — but the day someone needs to go in is not the day to start writing them.

5. The Entry Permit (§5157(f))

Each permit, signed by the entry supervisor before entry, identifies:

- The permit space to be entered, and the purpose of the entry
- The date, and the authorised duration of the entry
- The authorised entrants, the attendants, and the entry supervisor
- The hazards of the permit space
- The measures used to isolate the space and to eliminate or control its hazards
- The acceptable entry conditions
- The results of initial and periodic tests, with the tester's initials and the time
- The rescue and emergency services available, and how to summon them
- The communication procedures between entrants and attendants
- The equipment provided — testing, communications, personal protective, alarm, lighting, and rescue
- Any other information needed for safety, and any other permit issued for the work (such as hot work)

The completed permit is made available to the entrants at the time of entry, and cancelled permits are retained for at least one year so the annual program review under §5157(d)(14) has something to review.

6. Roles (§5157(h), (i), (j), (k))

Authorised entrant

Knows the hazards, uses the equipment properly, communicates with the attendant, and exits immediately on an order to evacuate, on recognising a warning sign or symptom, on a prohibited condition, or on an alarm.

Attendant

Knows the hazards, keeps an accurate count of who is inside, REMAINS OUTSIDE for the duration of the entry, monitors activities and conditions, orders evacuation when needed, and summons rescue. The attendant does not enter the space to attempt a rescue — that is how the second death happens.

Entry supervisor

Knows the hazards, verifies that every requirement on the permit is met before endorsing it, confirms that rescue services are available and can be summoned, removes unauthorised people, and terminates the entry when the work is done or a prohibited condition arises.

Rescue (§5157(k))

At least one standby person at the site is trained and immediately available to perform rescue and emergency services. Rescue is arranged before entry, not improvised after it.

7. Contractors (§5157(c)(8))

Where a contractor will enter a permit space at this workplace, this employer as host:

- Inform the contractor that the workplace contains permit spaces, and that entry is allowed only through compliance with a permit space program.
- Apprise the contractor of the elements that make the space in question a permit space, including the identified hazards and the employer's experience with the space.
- Apprise the contractor of any precautions or procedures the employer has implemented for the protection of employees in or near the space.
- Coordinate entry operations where employees of both employers will be working in or near permit spaces.
- Debrief the contractor at the conclusion of the entry operations regarding the program followed and any hazards confronted or created.

8. Annual Review (§5157(d)(14))

The permit space program is reviewed using the cancelled permits retained under §5157(e)(6), within one year after each entry, and revised as necessary to ensure that employees participating in entry operations are protected.

Repetitive Motion Injury Program (8 CCR §5110)

§5110 is unlike every other standard in this program. The others are owed because of what the employer does. This one is owed because of what has already happened to people — it is triggered by injuries, not by hazards.

1. The Trigger (§5110(a))

All of the following must be true:

- 2 or more employees suffered repetitive motion injuries.
- The RMIs were predominantly caused — 50% or more — by a repetitive job, process or operation.
- The affected employees were performing identical work activity (the same repetitive task).
- The RMIs were musculoskeletal injuries that a licensed physician objectively identified and diagnosed.
- The RMIs were reported to the employer within the previous 12 months.

This employer has NOT recorded that the §5110(a) trigger is met, so §5110 does not currently require a repetitive motion injury program here. Ergonomic hazards were identified at this workplace, which is why this chapter is included — but identifying a hazard is not the trigger, and this document does not claim an obligation that does not exist.

The test above is written out so it can be applied the day it starts to matter. Two physician-diagnosed repetitive motion injuries from the same repetitive task, reported within twelve months, and the program in section 2 becomes required.

Separately, and regardless of §5110: ergonomic hazards that have been identified at this workplace are hazards under §3203(a)(4) and are corrected under §3203(a)(6) like any other. Waiting for two diagnosed injuries before acting is not what the IIPP asks of anyone.

2. The Program (§5110(b))

[Not currently required. Set out here so it is ready if the trigger is met.]

Worksite evaluation

Each job, process or operation of identical work activity, or a representative number of them, is evaluated for exposures that have caused the RMIs.

Control of exposures

Exposures that have caused RMIs are corrected in a timely manner, or if not capable of being corrected, minimised to the extent feasible. The employer considers engineering controls — workstation redesign, adjustable fixtures, tool redesign — and administrative controls, such as job rotation, work pacing and rest breaks.

Training

Employees are trained on the employer's program, the exposures that have been associated with RMIs, the symptoms and consequences of injuries caused by repetitive motion, the importance of reporting symptoms early, and the methods used to minimise RMIs.

3. What Counts as Compliance (§5110(c))

Measures actually implemented satisfy the obligation unless it is shown that a measure known to but not taken by the employer is substantially certain to cause a greater reduction in such injuries. In other words: doing something reasonable is the standard, but ignoring a fix you already knew about is not.

Machine Guarding (8 CCR §4002, §4184)

Example Stone Works (SAMPLE — not a real business). operates machinery that requires guarding. Two sections apply and they are not the same duty.

1. The Machine Itself (§4002)

§4002(a) requires all machines, parts of machines, or component parts of machines which create hazardous revolving, reciprocating, running, shearing, punching, pressing, squeezing, drawing, cutting, rolling or mixing or similar action to be guarded.

§4002(b) requires keys, set screws, projections or recesses which create a hazard not guarded by the frame of the machine or by location to be removed, made flush, or guarded.

2. The Point of Operation (§4184)

§4184(a) requires machines with a grinding, shearing, punching, pressing, squeezing, drawing, cutting, rolling, mixing or similar action, where an employee comes within the danger zone, to be guarded at the POINT OF OPERATION. §4184(b) extends the same duty to machines used in any industry not specifically covered in Group 8 that present similar hazards — so “our machine is not on the list” is not an answer.

The point of operation is where the work is done and the hand goes. A machine can be fully guarded at its belts and pulleys and still be unguarded where it matters.

3. Guards Are Not Optional Once Removed

- A guard removed for maintenance, cleaning or a changeover is replaced before the machine is returned to service. The person who removed it is responsible for it going back.
- A machine found running without a required guard is shut down and tagged out until the guard is refitted — not finished first.
- A guard that is defeated, propped, taped back or bypassed to keep production moving is treated as a serious matter and recorded as one.
- Guards are checked as part of the scheduled inspection this Program requires under §3203(a)(4).

4. Guarding and Lockout Are Different Duties

This is the confusion worth naming. Guarding (§4002, §4184) protects the operator during NORMAL OPERATION. Lockout/tagout (§3314) protects whoever is cleaning, servicing, repairing or unjamming the machine, by making sure it cannot start. Neither substitutes for the other, and the written per-machine procedures live in the Control of Hazardous Energy chapter, not here — that is the one of the two that §3314 requires in writing.

Neither §4002 nor §4184 requires a written machine guarding program. Neither section asks for a document at all. This chapter records the duty and how it is met; the guard on the machine is the compliance.

Fall Protection (8 CCR §1670 / §3210–§3212)

Example Stone Works (SAMPLE — not a real business). controls fall hazards on every worksite. This chapter records how the requirements below are met. No Cal/OSHA standard requires a written fall protection plan, and §1670 — unlike the federal rule — does not offer one as an alternative to conventional fall protection.

1. Construction Work (§1670)

Approved personal fall arrest, personal fall restraint or positioning systems are provided and used where an employee is exposed to falling in excess of 7½ feet from the perimeter of a structure, or from unprotected sides and edges.

- Personal fall arrest systems stop a fall and limit the forces on the employee. Positioning devices limit free fall to two feet.
- Anchorage points are selected by a qualified person and are independent of any anchorage used to support or suspend platforms.
- Harnesses, lanyards and connectors are inspected before each use, and any component that has arrested a fall or shows damage is removed from service permanently.
- Employees are trained on the fall hazards of their work, the systems used, and how to inspect, don and adjust them.

2. Work at the Employer's Own Facility (§3210–§3212)

- Guardrails or equivalent protection are provided at elevated locations (§3210).
- Wall openings from which a person could fall are protected (§3211).
- Floor openings, floor holes, skylights and roof openings are covered or guarded (§3212).
- Covers are secured and marked so they cannot be displaced or mistaken for the floor.

3. Rescue

Before work begins where a fall arrest system will be used, the plan for rescuing a suspended worker is established. Suspension trauma can develop within minutes, so waiting for emergency services is not a rescue plan on its own.

Excavation and Trenching Safety (8 CCR §1541, §1541.1, §341)

Example Stone Works (SAMPLE — not a real business). performs excavation and trenching work under the Construction Safety Orders. This chapter records how those requirements are met; no standard requires a written excavation plan, but three obligations below carry documents of their own.

1. Cal/OSHA Permit (§341)

A Cal/OSHA permit — Annual or Project — is required for the construction of trenches or excavations 5 feet or deeper into which any person is required to descend. The permit is obtained before work begins, and an Annual Permit is renewed before it lapses.

This is a California requirement with no federal equivalent, and it is the one most often missed by employers working from a federal template.

2. Competent Person (§1541)

- [competent person not named] is the competent person for excavation work, authorized to take prompt corrective measures including stopping work.
- Daily inspections of excavations, adjacent areas and protective systems are made by the competent person before work starts and as conditions change.
- Water removal equipment and operations are monitored by the competent person.

3. Protective Systems (§1541.1)

Employees in an excavation 5 feet or deeper are protected by an adequate sloping, benching, shoring or shielding system, unless the excavation is made entirely in stable rock, or is less than 5 feet deep and examination by the competent person shows no indication of a potential cave-in.

- Systems are designed using the standard slope, the tabulated data in the standard's appendices, other tabulated data, or a design prepared by a registered professional engineer.
- A design that does not use one of the tabulated options is stamped and signed by a registered professional engineer.
- At least one copy of the design is kept at the jobsite while the slope is being constructed, and is made available to the Division on request afterwards.

4. Access, Egress and Atmosphere (§1541)

- A stairway, ladder, ramp or other safe means of egress is located in trench excavations 4 feet or more deep, within 25 feet of lateral travel for any employee.
- Where a hazardous atmosphere could reasonably exist, the atmosphere is tested before employees enter an excavation deeper than 4 feet.
- Where employees or equipment cross an excavation more than 6 feet deep and wider than 30 inches, walkways or bridges with standard guardrails are provided.
- Spoil, materials and equipment are kept back from the edge, and employees are protected from loose rock or soil falling in.
- Underground utilities are located and marked before excavation begins, and are protected, supported or removed as the work proceeds.

Compliance Calendar

Every recurring obligation the plans in this manual create, with the standard that imposes it. Dates are not printed here because they move: the interval is what the standard fixes.

How often	What	Plan	Authority
Each use, or each day worked	Competent-person inspection of excavations, adjacent areas and protective systems	Excavation and Trenching Safety	§1541
	Inspection of harnesses, lanyards and connectors	Fall Protection	§1670
	Remove combustible waste and residues from work areas	Fire Prevention Plan	§3221(c)
	Respirator inspection	Respiratory Protection Program	§5144(h)
	Walk of the site for hazards created by any employer on it	Subcontractors and Multi-Employer Worksites	§3203(a)(4)
	Review of the analysis with the crew doing the work	Task Hazard Analysis	§3203(a)(3)
	Determine the current AQI for PM2.5 for each worksite	Wildfire Smoke Protection Plan	§5141.1(c)
Weekly to fortnightly	Scheduled workplace inspection	Injury and Illness Prevention Program	§3203(a)(4)
	Test and flush emergency eyewash and drench equipment where it is installed	Medical Services and First Aid	§3400(d)
	Competent-person inspection of job sites, materials and equipment for silica hazards	Respirable Crystalline Silica Exposure Control Plan (Construction)	§1532.3(g)(4)
	Tailgate or toolbox safety meeting	Code of Safe Practices	§1509(c)
	Collection of subcontractor tailgate meeting records	Subcontractors and Multi-Employer Worksites	§1509(c)
Quarterly to half-yearly	Management-directed safety meeting	Code of Safe Practices	§1509(d)
	Check that every required guard is in place and effective	Machine Guarding	§4002, §4184
	Check first-aid supplies and restock	Medical Services and First Aid	§3400(c)
Annually	Review this Code of Safe Practices and update it for any new operation, material or equipment introduced since the last review	Code of Safe Practices (General Industry)	§3203(a)(3)
	Periodic inspection of the hazardous energy control procedure	Control of Hazardous Energy (Lockout/Tagout)	§3314(j)
	Review of this plan against the current site and workforce	Emergency Action Plan	§3220

How often	What	Plan	Authority
	Cal/OSHA excavation permit renewal	Excavation and Trenching Safety	§341
	Maintain the equipment and systems installed to prevent accidental ignition of combustible materials	Fire Prevention Plan	§3221(e)
	Review of this plan against the fire hazards actually present	Fire Prevention Plan	§3221
	Confirm silica is on the chemical inventory and its four named health effects are in the hazard training	Hazard Communication Program	§5204(l)(2) and §1532.3(i)(1)
	Review of this plan	Heat Illness Prevention Plan	§3395 / §3396
	Review of this Program	Injury and Illness Prevention Program	§3203(a)
	Confirm the trained first-aid person is still employed here and still certified	Medical Services and First Aid	§3400(b)
	Evaluate the workplace to determine whether any spaces are permit-required confined spaces	Permit-Required Confined Space Program	§5157(c)(1)
	Post the certified Form 300A annual summary	Required Postings and Notifications	§14300.32
	Tell each employee about their medical and exposure records — what exists, where it is, who holds it, and their right to see it	Required Postings and Notifications	§3204(g)
	Walk the wall: confirm every required posting is up, current, and not covered by anything else	Required Postings and Notifications	§340
	Review of this exposure control plan	Respirable Crystalline Silica Exposure Control Plan	§5204(f)
	Silica training	Respirable Crystalline Silica Exposure Control Plan	§5204(j)
	Review of this exposure control plan	Respirable Crystalline Silica Exposure Control Plan (Construction)	§1532.3(g)(2)
	Fit test	Respiratory Protection Program	§5144(f)
	Respirator training	Respiratory Protection Program	§5144(k)
	Evaluation of this program	Respiratory Protection Program	§5144(l)
	Check the stock of N95 respirators kept for smoke events	Wildfire Smoke Protection Plan	§5141.1(f)(2)
	Review of this plan, with employee input	Workplace Violence Prevention Plan	Labor Code §6401.9(c)
	Workplace violence prevention training	Workplace Violence Prevention Plan	Labor Code §6401.9(e)

How often	What	Plan	Authority
Every few years	Medical surveillance for employees required to use a respirator 30 or more days a year	Respirable Crystalline Silica Exposure Control Plan (Construction)	§1532.3(h)
When it happens	Addition of rules for a new operation or piece of equipment	Code of Safe Practices	§1509(b)
	Cover this Code in new-employee orientation and record who was trained on it	Code of Safe Practices (General Industry)	§3203(a)(7)
	Training of authorized employees on the energy control procedures and the hazards of the work	Control of Hazardous Energy (Lockout/Tagout)	§3314(l)
	Instruction of affected employees in the purpose and use of the energy control procedure	Control of Hazardous Energy (Lockout/Tagout)	§3314(l)
	Training an employee on their duties under this plan	Emergency Action Plan	§3220(e)
	Atmospheric testing before entry	Excavation and Trenching Safety	§1541
	Removal from service of a component that arrested a fall	Fall Protection	§1670
	Review the parts of this plan an employee must know to protect themselves	Fire Prevention Plan	§3221(d)(2)
	Addition of a new chemical to the inventory, with its SDS	Hazard Communication Program	§5194(e)
	Training on a newly introduced chemical hazard	Hazard Communication Program	§5194(h)
	Determine whether any employee's 8-hour TWA noise exposure reaches 85 dBA	Hearing Conservation Program	§5097(b)
	Heat illness training for employees and supervisors	Heat Illness Prevention Plan	§3395(h) / §3396(h)
	Re-assessment of a work area's indoor or outdoor coverage	Heat Illness Prevention Plan	§3396(b)
	Inspection performed because something changed	Injury and Illness Prevention Program	§3203(a)(4)
	Training on a newly introduced hazard	Injury and Illness Prevention Program	§3203(a)(7)
	Complete or update the written PPE hazard assessment certification	Personal Protective Equipment — Hazard Assessment and Training	§3380(f)(1)-(2)
	Train each employee required to use head, eye/face, hand or foot protection, and retrain when required	Personal Protective Equipment — Hazard Assessment and Training	§3380(f)(4)-(6)

How often	What	Plan	Authority
	Check whether §5110 has been triggered — two or more physician-diagnosed RMIs from identical work activity, predominantly caused by a repetitive job, reported in the last 12 months	Repetitive Motion Injury Program	§5110(a)
	Silica training	Respirable Crystalline Silica Exposure Control Plan (Construction)	§1532.3(i)(2)
	Medical evaluation	Respiratory Protection Program	§5144(e)
	Safety orientation for a subcontractor new to the site	Subcontractors and Multi-Employer Worksites	§3203(a)(3)
	Task hazard analysis for a new task, phase or method	Task Hazard Analysis	§3203(a)(4)
	Training on wildfire smoke covering the Appendix B topics	Wildfire Smoke Protection Plan	§5141.1(e)
	Violent incident log entry	Workplace Violence Prevention Plan	Labor Code §6401.9(d)
	Response to an employee request for the log or the plan	Workplace Violence Prevention Plan	Labor Code §6401.9(f)

Intervals in detail

- Competent-person inspection of excavations, adjacent areas and protective systems — Daily, before work starts, and again as conditions change (§1541).
- Inspection of harnesses, lanyards and connectors — Before each use (§1670).
- Remove combustible waste and residues from work areas — Daily, and before the site is left for a weekend or a holiday (§3221(c)).
- Respirator inspection — Before each use, and during cleaning (§5144(h)).
- Walk of the site for hazards created by any employer on it — Daily while work is under way (§3203(a)(4)). *Record kept: Inspection record naming the responsible employer.*
- Review of the analysis with the crew doing the work — At the start of the task, and at the start of each shift the task continues (§3203(a)(3)). *Record kept: Signatures of everyone doing the task.*
- Determine the current AQI for PM2.5 for each worksite — Before the start of each shift and periodically through it, whenever wildfire smoke can reasonably be anticipated (§5141.1(c)). *Record kept: AQI reading, time and source, and what was done about it. §5141.1 does not require this record — but nothing else shows the determination was ever made..*
- Scheduled workplace inspection — Weekly (§3203(a)(4)). *Record kept: Inspector, unsafe conditions found, corrective action taken.*
- Test and flush emergency eyewash and drench equipment where it is installed — On the manufacturer's schedule; plumbed units are commonly flushed weekly and self-contained units checked for fluid expiry (§3400(d)). *Record kept: Date, unit, who tested, anything found.*
- Competent-person inspection of job sites, materials and equipment for silica hazards — Frequently and regularly, while silica-generating work is under way (§1532.3(g)(4)).
- Tailgate or toolbox safety meeting — At least every 10 working days, by every supervisory employee (§1509(c)). *Record kept: Attendance and subject matter.*
- Collection of subcontractor tailgate meeting records — As the subcontractor holds them, at least every 10 working days (§1509(c)). *Record kept: The subcontractor's own meeting records.*

- Management-directed safety meeting — Periodically, to review safety issues, incidents and corrective actions (§1509(d)). *Record kept: Attendance and subject matter.*
- Check that every required guard is in place and effective — As part of the scheduled workplace inspection, and after any maintenance, changeover or repair that involved removing a guard (§4002, §4184). *Record kept: Machine, guard checked, who checked, anything found.*
- Check first-aid supplies and restock — Regularly enough that they are complete and usable when needed — §3400(c) requires them to be adequate and in sanitary and usable condition, not merely present (§3400(c)). *Record kept: Date checked, who checked, what was replaced.*
- Review this Code of Safe Practices and update it for any new operation, material or equipment introduced since the last review — Annually, and whenever the work changes (§3203(a)(3)). *Record kept: The reviewed Code, dated.*
- Periodic inspection of the hazardous energy control procedure — At least annually, performed by an authorized employee or person other than the one(s) using the procedure being inspected (§3314(j)). *Record kept: The machine or equipment, the date, the employees included, and the person who performed the inspection — the four things §3314(j) requires the certification to identify.*
- Review of this plan against the current site and workforce — At least annually, and whenever the workplace layout, the emergency exits, the alarm, or the named contacts change (§3220).
- Cal/OSHA excavation permit renewal — Annually, where an Annual Permit is held; otherwise a Project Permit before each qualifying job (§341). *Record kept: The permit itself.*
- Maintain the equipment and systems installed to prevent accidental ignition of combustible materials — On the schedule the manufacturer or the installer sets, and at least annually (§3221(e)). *Record kept: What was serviced, when, by whom.*
- Review of this plan against the fire hazards actually present — At least annually, and whenever a new process, material or heat source is brought on site (§3221).
- Confirm silica is on the chemical inventory and its four named health effects are in the hazard training — Whenever the inventory or the training material is revised (§5204(l)(2) and §1532.3(i)(1)). *Record kept: The inventory entry and the training content.*
- Review of this plan — At least annually, before the hot season begins (§3395 / §3396).
- Review of this Program — At least annually, and whenever conditions, operations or regulations change (§3203(a)).
- Confirm the trained first-aid person is still employed here and still certified — Whenever the trained person leaves, changes shift or their certification lapses — first-aid certification is typically two years, but the certifying body sets it (§3400(b)). *Record kept: Name, certifying body, date trained, expiry.*
- Evaluate the workplace to determine whether any spaces are permit-required confined spaces — Before work begins at a new location, and whenever the workplace or the work changes (§5157(c)(1)). *Record kept: What was evaluated, by whom, and the conclusion for each space.*
- Post the certified Form 300A annual summary — By February 1, kept up until April 30. Certified by a company executive before it goes up (§14300.32). *Record kept: The certified summary, and the years it covers.*
- Tell each employee about their medical and exposure records — what exists, where it is, who holds it, and their right to see it — On first entering employment, and at least annually thereafter (§3204(g)). *Record kept: Date, what was said, who was told.*
- Walk the wall: confirm every required posting is up, current, and not covered by anything else — At least annually, and whenever the workplace moves or a new site opens (§340). *Record kept: What was checked, where, and what was replaced.*
- Review of this exposure control plan — At least annually, and whenever a change in equipment, process, personnel or control effectiveness may affect exposure (§5204(f)).
- Silica training — Before assignment and at least annually thereafter (§5204(j)). *Record kept: Date, content, attendees.*
- Review of this exposure control plan — At least annually, and updated as necessary (§1532.3(g)(2)).

- Fit test — Before first use, at least annually thereafter, and again on any change of facepiece size, style, model or make (§5144(f)). *Record kept: Type of test, make and model tested, date, result.*
- Respirator training — Before first use and at least annually thereafter (§5144(k)). *Record kept: Date, content, attendees.*
- Evaluation of this program — At least annually (§5144(l)).
- Check the stock of N95 respirators kept for smoke events — Before fire season and after any event that drew the stock down (§5141.1(f)(2)). *Record kept: Count on hand, sizes, expiry.*
- Review of this plan, with employee input — At least annually (Labor Code §6401.9(c)).
- Workplace violence prevention training — At least annually, and when a new hazard or plan change is introduced (Labor Code §6401.9(e)). *Record kept: Date, content, attendees — kept 1 year.*
- Medical surveillance for employees required to use a respirator 30 or more days a year — Initial examination, then every three years (§1532.3(h)). *Record kept: The schedule only — never the findings.*
- Addition of rules for a new operation or piece of equipment — Whenever an operation, material or piece of equipment the Code does not describe is introduced (§1509(b)).
- Cover this Code in new-employee orientation and record who was trained on it — On hire, and on any change to the Code (§3203(a)(7)). *Record kept: Training sign-in sheet naming the Code as the subject.*
- Training of authorized employees on the energy control procedures and the hazards of the work — Before performing service or maintenance, and whenever a procedure or a machine changes (§3314(l)). *Record kept: Date, content, attendees.*
- Instruction of affected employees in the purpose and use of the energy control procedure — On assignment, and whenever a procedure changes (§3314(l)). *Record kept: Date, content, attendees.*
- Training an employee on their duties under this plan — When the plan is first established, when an employee is first assigned, and whenever their duties or the plan change (§3220(e)). *Record kept: Date, content, attendees.*
- Atmospheric testing before entry — Before entry into any excavation deeper than 4 feet where a hazardous atmosphere could exist (§1541).
- Removal from service of a component that arrested a fall — Immediately, and permanently (§1670).
- Review the parts of this plan an employee must know to protect themselves — Upon each employee's initial assignment, and whenever the hazards of their work change (§3221(d)(2)). *Record kept: Date, content, attendees.*
- Addition of a new chemical to the inventory, with its SDS — Whenever a hazardous chemical arrives that is not already on the inventory (§5194(e)). *Record kept: The inventory and the safety data sheet.*
- Training on a newly introduced chemical hazard — Before an employee is first assigned to work with it (§5194(h)). *Record kept: Date, content, attendees.*
- Determine whether any employee's 8-hour TWA noise exposure reaches 85 dBA — Whenever a change in production, process, equipment or controls may have increased noise exposure (§5097(b)). *Record kept: The measurement, the areas and employees covered, the date.*
- Heat illness training for employees and supervisors — Before the employee begins work that could expose them to heat (§3395(h) / §3396(h)). *Record kept: Date, content, attendees.*
- Re-assessment of a work area's indoor or outdoor coverage — Whenever a work area is added, or its enclosure or use changes (§3396(b)).
- Inspection performed because something changed — Whenever a new substance, process, procedure or equipment is introduced, a new hazard is identified, or an injury occurs (§3203(a)(4)).

- Training on a newly introduced hazard — Whenever a new hazard is introduced or recognised, and for every new employee and every new job assignment (§3203(a)(7)). *Record kept: Date, content, attendees.*
- Complete or update the written PPE hazard assessment certification — Before work requiring head, eye/face, hand or foot protection begins, and again whenever a new task, process, material or piece of equipment introduces a hazard the current assessment does not cover (§3380(f)(1)-(2)). *Record kept: The workplace evaluated, who certified it, and the assessment date(s).*
- Train each employee required to use head, eye/face, hand or foot protection, and retrain when required — Before the employee first performs work requiring the PPE; retrain whenever the workplace or the PPE changes, or an employee's demonstrated understanding or skill is found lacking (§3380(f)(4)-(6)). *Record kept: Each employee's name, the training date(s), and the PPE covered.*
- Check whether §5110 has been triggered — two or more physician-diagnosed RMIs from identical work activity, predominantly caused by a repetitive job, reported in the last 12 months — Whenever a repetitive motion injury is reported (§5110(a)). *Record kept: The injury reports considered, and the conclusion.*
- Silica training — Before assignment to a task involving exposure, and whenever the tasks or controls change (§1532.3(i)(2)). *Record kept: Date, content, attendees.*
- Medical evaluation — Before an employee is fit tested or required to use a respirator, and again where symptoms or conditions warrant (§5144(e)). *Record kept: The PLHCP's written recommendation only — never the findings.*
- Safety orientation for a subcontractor new to the site — Before that subcontractor starts work (§3203(a)(3)). *Record kept: Who attended, from which company, and the date.*
- Task hazard analysis for a new task, phase or method — Before the work starts, and again whenever the method, equipment, crew or conditions change (§3203(a)(4)). *Record kept: The signed analysis, kept with the site records.*
- Training on wildfire smoke covering the Appendix B topics — Before an employee is first exposed, and whenever the plan or their work changes (§5141.1(e)). *Record kept: Date, content, attendees.*
- Violent incident log entry — After every workplace violence incident, whether or not anyone was injured (Labor Code §6401.9(d)). *Record kept: The log itself, with no personal identifying information — kept 5 years.*
- Response to an employee request for the log or the plan — Within 15 calendar days of the request (Labor Code §6401.9(f)).

Appendix: Record Forms

A written program is judged by whether it is live, not by whether it is well written: whether employees know it exists, whether it is actually communicated to them, whether hazards found get corrected, and whether an accident produces a corrective action. These forms are what produces that evidence. Cal/OSHA also publishes free inspection checklists by subject — electrical, ladders, excavation, machine guarding and around sixty more — in English and Spanish; use them alongside Form 3 rather than rewriting them. They may be copied freely and may be replaced with an equivalent electronic record, provided the same fields are captured and the retention periods are met.

Form 1 — Employee Acknowledgment of this Program

Title 8 CCR §3203(a)(3) and §3203(a)(8)

Signed by every employee when they are first given this Program, and again whenever it is materially revised. This is the record that employees of Example Stone Works (SAMPLE — not a real business). know the Program exists, know where to find it, and were given it in a form they understand.

Employee name	Date provided	Language provided in	Told how to obtain a copy (Y/N)	Employee signature

Retain for the duration of employment and at least one (1) year after.

Form 2 — Safety Meeting Record

Title 8 CCR §3203(a)(3); §1509(c) for construction

One sheet per meeting. Construction employers hold these at least every 10 working days. Record what was actually discussed rather than a topic title — a log of dates with no subject matter does not show the Program was communicated.

Date	Led by	Subjects discussed	Hazards or concerns raised by employees	Action taken / by whom	Attendees (names or signatures)

Retain for at least one (1) year.

Form 3 — Scheduled Inspection Record

Title 8 CCR §3203(a)(4) and §3203(b)(1)

Completed for each scheduled and periodic inspection at Example Stone Works (SAMPLE — not a real business). Every unsafe condition or work practice identified must be recorded here together with the action taken to correct it, and tracked until the correction is verified.

Date	Area / process inspected	Person conducting the inspection	Unsafe condition or work practice identified	Action taken to correct	Date corrected

Retain for at least one (1) year — Title 8 CCR §3203(b)(1).

Form 4 — Hazard Correction Record

Title 8 CCR §3203(a)(6)

Correction timing is set by the severity of the hazard, not by convenience. Record the severity assessed, the interim protection used where a hazard could not be corrected immediately, and who verified the correction.

Date identified	Hazard	Severity	Interim protection in place	Corrective action	Verified by / date

Retain with the inspection records for at least one (1) year.

Form 5 — Incident Investigation Record

Title 8 CCR §3203(a)(5)

Completed for every occupational injury, illness, and near-miss. The purpose is the cause and the corrective action, not fault. Serious injury, illness, or death must additionally be reported to Cal/OSHA immediately — this form does not satisfy that obligation.

Date / time of incident	Person(s) involved	Location and task	Description of what happened	Cause(s) determined	Corrective action and date

Retain for at least one (1) year; longer where other standards apply.

Form 6 — Employee's Report of Injury or Exposure

Title 8 CCR §3203(a)(5)

Completed by the injured employee, in their own words, as soon as they are able. It does not replace the investigation record — it is the account the investigation is partly based on. Filing it is not an admission of anything by anybody.

Employee name and job title	Date, time and location of injury	Task being performed at the time	Date and time reported, and to whom	What happened	Part of the body injured, and how	Medical attention — when, and from whom	Witnesses	What would have prevented this?

Retain for at least one (1) year; longer where other standards apply.

Form 7 — Training Sign-In Sheet

Title 8 CCR §3203(a)(7) and §3203(b)(2)

One sheet per training session. The four columns below are the four things the standard requires be documented; a sheet missing any of them is not a compliant record.

Employee name or identifier	Date of training	Type / subject of training	Training provider	Employee signature

Retain for at least one (1) year — Title 8 CCR §3203(b)(2).

Form 8 — Individual Employee Training Record

Title 8 CCR §3203(a)(7) and §3203(b)(2)

One sheet per employee, kept for as long as they work here. Every training they receive goes on it, including retraining after an unsafe practice and refreshers on a certification. This is the sheet to reach for when someone asks what a particular person has been trained to do.

Employee name	Training topic	Date completed	Trainer initials	Employee initials

Retain for the duration of employment and at least one (1) year after — longer than the §3203(b)(2) floor, because the question this answers outlives the year.

Form 9 — Notice of Safety Infraction

Title 8 CCR §3203(a)(2)

Completed when an employee is observed working contrary to a safety rule. Record the retraining given as well as the action taken — a system that only punishes is not the system this Program describes. The employee signs to acknowledge receipt, not agreement, and may add their own account.

Date and location	Employee	Unsafe practice observed	Previous infractions, if any	Retraining given	Action taken	Supervisor and employee signatures

Retain with the training records; at least one (1) year.

Form 10 — Employee Hazard Report

8 CCR §3203(a)(3)

Any employee may use this form to report an unsafe condition or practice. Giving your name is OPTIONAL. No employee will be retaliated against for making a report. Hand it to any supervisor or leave it wherever this program says reports are collected; what happens next is recorded on Form 4, Hazard Correction Record.

Date	Where the hazard is	What is unsafe, and what you think should be done	Your name (optional)

Kept with the hazard correction records, at least one year (§3203(b)(1)).