



**PARKPOINT**  
H E A L T H C L U B S

**Parkpoint Health Clubs**

**Injury & Illness Prevention Program**

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# INJURY AND ILLNESS PREVENTION PROGRAM

## POLICY STATEMENT & ACKNOWLEDGEMENT OF RECEIPT

It is the policy of **Parkpoint Health Clubs** to provide a safe and healthful workplace. Every employee is responsible for the safety of himself/herself as well as others in the workplace. To achieve our goal of maintaining a safe workplace, everyone must be safety conscious at all times. In compliance with California law and to promote the concept of a safe workplace, **Parkpoint Health Club** maintains an injury and illness prevention program.

I understand that I have access to and can review the Injury and Illness Prevention Program (IIPP) for Parkpoint Health Clubs. The IIPP is located in the club office as well as online (Staff Resources page on our website) and available to employees and/or employee representatives for future review if needed.

It is the responsibility of the Club Manager/Department Supervisor to provide and review the IIPP to each employee, as well as to answer any questions about the IIPP. It is the employee's responsibility to read and comply with our safety requirements outlined in the IIPP .

***I have been given access to the Injury and Illness Prevention Program, and agree to read and comply with the required Safe Practices, referring any questions to my supervisors.***

Employee Name: \_\_\_\_\_

Date of Hire: \_\_\_\_\_

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## ELEMENTS OF INJURY AND ILLNESS PREVENTION PROGRAM

This IIPP includes all of the following elements consistent with 8 CCR3203 and other applicable Cal/OSHA standards:

*Injury and Illness Prevention Program Requirements:* This IIPP includes all of the following minimum elements consistent with the injury and illness prevention standard:

1. Identification of the **responsible person(s)**.
2. A system to **communicate** safety with employees.
3. A method to enforce **compliance** with safety rules.
4. How workplace **hazards are identified**.
5. How workplace **hazards are abated**.
6. **Accident investigation**.
7. Safety **training**.
8. **Recordkeeping** consistent with applicable requirements.

## **RESPONSIBILITY**

*Adoption: This Injury and Illness Prevention Program is hereby approved and supersedes any previous program that has been in effect since July 1, 1991.*

Person responsible for implementing this injury and illness prevention program:

Club Manager and Department Supervisor

Other persons may assist the above-named person as designated by management or the responsible person.

### **Senior Management**

No program is successful without the commitment and participation of senior management. Senior management must set safety policy and provide leadership by participation, example, and demonstrating interest in the program.

The responsibilities of senior management are:

- Develop policy
- Allocate adequate resources
- Ensure responsibility
- Review and evaluate results

### **Responsible Person**

The duties of the responsible person are:

- Advise senior management on safety and health policy issues.
- Maintain current information on local, state, and federal safety and health regulations.
- Act as a liaison with government agencies.
- Schedule and conduct regular safety meetings with all employees.
- Establish and/or review methods and procedures for correcting unsafe and unhealthy conditions and work practices.
- Correct unsafe and unhealthy work practices in a timely manner and document those corrections on provided forms.
- Ensure that employees receive training on general safe and healthful work practices for the company and specific safe and healthful work practices for each of their job assignments.
- Ensure that there is a procedure for communicating to employees in an understandable manner the company's safety and health rules and procedures.

- Ensure the establishment of accident and investigation procedures, including the maintenance of injury and illness records.
- Ensure compliance with safe and healthful work practices.
- Ensure that records on training, inspections, and corrective measures are properly maintained as required by this program.

### **Supervisors**

Supervisors are responsible for ensuring that employees know and abide by the company's policies and procedures on safety. They are expected to do everything within their control to assure a safe workplace in their area.

The responsibilities of the supervisor are:

- Ensure that each subordinate is able to and understands how to complete each assigned task safely.
- Advise the program administrator of training needs of subordinates
- Make sure equipment and machines are in safe operating condition.
- Ascertain that subordinates follow safe work practices and health regulations.
- Correct unsafe and unhealthful conditions within their power.
- Investigate accidents to discover causes and identifying corrective action to prevent future occurrences.
- Conduct periodic inspections of their work areas according to the appropriate inspection checklist.

### **Employees**

No program is successful without the participation of employees.

The responsibilities of the employee are:

- Follow all rules, regulations, and procedures set forth in the safety manual.
- Report any injury or loss immediately to the supervisor.
- Promote a positive attitude about safety and never perform any unsafe practice that could place the employee or others in danger.
- Report all hazardous conditions and unsafe work practices to the supervisor.

## COMMUNICATION

*Policy and Responsibility:* **Parkpoint Health Club** recognizes that open, two-way communication between management and staff on health and safety issues is essential to an injury-free, productive workplace. Communications are implemented through safety meetings, anonymous notification procedures, and safety postings.

The person responsible for the IIPP shall assure that effective employee communications are maintained through the following methods:

- Explanation of the IIPP and its procedures.
- Description of any new hazards that have been introduced or identified through inspection or investigation of injuries, illnesses or accidents.
- Consideration of employee suggestions and questions (including anonymous ones) and a response provided.

The following system of communication is designed to facilitate a continuous flow of safety and health information between management and staff in a form readily understandable:

1. New employee orientation will include a review of this Injury and Illness Prevention Program and a discussion of policies and procedures that the employee is expected to follow.
2. From time to time, the company will post and/or distribute written safety notifications. Employees should check company bulletin boards regularly for such postings.
3. Safety-related memos and documents are to be read promptly. Questions about the meaning or implementation of this information should be directed to the supervisor.
4. All employees are encouraged to inform their supervisor or program administrator or other designee of any matter which they perceive to be a workplace hazard and/or a potential workplace hazard. Employees are also encouraged to make safety suggestions and safety training suggestions.
5. No employee shall be retaliated against for reporting hazards or potential hazards or for making suggestions related to safety.
6. All suggestions will be reviewed by the program administrator or designee, who will initiate an investigation of each report of a hazard, potential hazard or safety suggestion.

*Documentation of Safety Communications:* Each instance of employee communication is documented. The documentation includes the following:

- Safety meetings are documented through a sign-in sheet.
- Written employee suggestions or questions are maintained on file along with the response, including information on how the response was provided to employees.

## COMPLIANCE

*Employee Compliance:* All employees are responsible for using safe work practices, for following all directives, policies and procedures, and for assisting in maintaining a safe work environment. If non-compliance is observed, the following disciplinary measures will be used as appropriate to assure future compliance. The method used should be selected based on the gravity of the violation and the frequency of such violation and be administered according to progressive discipline employee relations policies:

- Private counseling by the person responsible for implementing the IIPP or a designee;
- Loss of incentives, negative effect on performance evaluation and similar personnel actions;
- A written warning or warnings; and
- Suspension or termination.

*Documentation of Safety Communications and Enforcement:* Actions taken to enforce compliance with safe work practices in cases that exceed verbal counseling will be documented in the employee's personnel record by the person responsible for the IIPP.



## **WORKPLACE HAZARD EVALUATION AND ABATEMENT**

Hazard control is the heart of an effective IIPP program. The company's hazard control goal is to identify hazards that exist or develop in the workplace, describe how to correct those hazards, and initiate steps to prevent their recurrence.

*Identification of Hazards:* This IIPP's system to identify safety and health hazards includes using information from Cal/OSHA standards and other relevant material in this program to discover any potential hazards in the workplace. In addition, potential hazards may be identified by reviewing causes of injury and illness (*OSHA Log 300* and *Worker's Compensation Employer's Report of Occupational Injury or Illness*, also known as the "Employer's First Report"), periodic scheduled inspections of the workplace, investigating injuries, illnesses and accidents, and considering information provided by employees.

*Prevention of Hazards:* Compliance with any applicable Cal/OSHA standard will be assured to address hazards covered by such standards. In addition, any unsafe or unhealthy condition or work practice that is discovered will be corrected in a timely manner based on the following:

If the hazard discovered may cause a serious injury or illness, it shall be corrected immediately or employees removed from the area, source of exposure, or unsafe piece of equipment.

If the hazard is one that is easily abated, it shall be corrected immediately.

Other hazards shall be corrected in a timely manner.

*Documentation of Hazard Identification and Abatement:* Facility inspection checklists shall be used to document hazard identification as well as abatement steps (for example, noting the corrective action taken). Actions taken may include, but are not limited to:

- Fixing or replacing defective equipment
- Implementing safer procedures
- Installing guards or modifying equipment
- Employee training
- Posting warning notices

All such actions taken and the dates they are completed shall be documented on the appropriate forms.

## **PERIODIC SCHEDULED INSPECTIONS**

*Responsibility and Frequency of Inspections:* Periodic scheduled inspections of the workplace are conducted by, or under the direction of, the person responsible for implementing the IIPP at the following frequency: MONTHLY.

In addition, whenever information indicates that a previously unrecognized hazard may be present or the introduction of a new substance, process, procedure or equipment is recognized to present a new safety hazard, the area in which the suspected hazard is present will be inspected promptly.

*Documentation of Inspections:* Inspection forms will be completed by the inspector for each inspection, noting the area inspected, person or persons conducting the inspection, findings and any deficiencies noted. Correction of deficiencies shall be accomplished according to applicable standards and indicated on the inspection form.

## ACCIDENT INVESTIGATION

*Policy and Responsibility:* **The purpose of an accident investigation is to find the cause of an accident and prevent further occurrences - not to assign blame.** Any injuries, illnesses or accidents will be investigated to determine if any preventable safety or health hazard contributed to the occurrence. The person responsible for implementing the IIPP or a designee will conduct the investigation in a timely manner after being advised of the incident. Any hazardous condition or work practice that contributed to the injury, illness or accident will be abated according to applicable standards.

**If a reportable serious injury or death occurs, the responsible person will report such within 8 hours via telephone or fax to the nearest Cal/OSHA office (CCR Title 8 342).**

*Documentation of Investigation:* Each investigation of an injury, illness or accident will be documented to indicate information about the incident, the investigator's finding, whether a workplace hazard contributed to the incident, how the hazard will be abated, and the investigator. The investigation will be documented using the "*Accident Investigation Report.*"

Following are suggested investigation techniques:

1. Visit the accident scene as soon as possible.
2. If possible, interview the injured worker at the scene and "walk through" a mock re-enactment.
3. All interviews should be conducted as privately as possible. Interview witnesses one at a time. Talk with everyone who has knowledge of the accident, even if they did NOT actually witness it.
4. Document details graphically. Use sketches, diagrams, and photos as needed, and take measurements when appropriate.
5. Focus on CAUSES and HAZARDS. Develop an analysis of WHAT HAPPENED, HOW IT HAPPENED, AND HOW IT COULD HAVE BEEN PREVENTED. Determine what caused the accident itself, not just the injury.
6. Every investigation should include an action plan. How will you prevent such accidents in the future?
7. If a third party or defective product contributed to the accident, save any evidence. It could be critical to the recovery of claims costs.
8. Consider tagging out and shutting off any equipment involved in an accident, and placing barriers around the site of the accident until the investigation is completed and the equipment is considered safe.
9. Do not allow anyone to touch or remove anything from the scene until the inspection is complete.
10. If necessary, consider placing an employee to stand guard over the area so that nobody tampers with potential evidence.

## SAFETY TRAINING

*Policy and Responsibility:* Training is essential to maximizing the skills and knowledge of employees. Employees will be provided training in safe work practices and the prevention of injuries and illnesses:

- When the IIPP is first established;
- When a new employee is hired, prior to exposure to any potential hazards; or
- When a new hazard is identified.

The person responsible for implementing the IIPP or a designee is responsible for assuring the employee training is provided and documented. Supervisors and other employees may be designated to assist in providing training.

*Supervisor Responsibility:* The supervisor is recognized as the essential link in this training process. Supervisors are expected to know how to perform a designated job in a safe manner and to be able to recognize safety and health hazards facing employees under their immediate supervision. They are expected to assess the training needs of those employees and to give them specific instructions regarding hazards unique to any job assignment.

*Documentation of Training:* Training is documented in the following manner:

- Each employee's personnel records contain a form that indicates the status of the employee's training. The form indicates that IIPP training was provided and when training was received for new hazards, new assignments or to meet refresher training requirements.
- Training sessions will be documented with a sign-in sheet that indicates the date, subject of training, trainer, and attendees. This form will be used to update the individual employee training record.

## RECORDKEEPING AND POSTING REQUIREMENTS

*Policy and Responsibility for IIPP Recordkeeping:* Records that document implementation of the IIPP will be maintained by the person responsible for the program. The following records will be maintained for the period indicated, at a minimum:

- The Written IIPP.....Indefinitely
- OSHA Log 300 Forms.....5 Years
- Inspection Forms.....1 Year
- Investigation Forms.....1 Year
- Employee Training Forms:
  - Personnel Records.....Duration of Employment
  - Training Sign-up Sheets.....1 Year
- Records Relating to Employee Communication and Enforcement:
  - Safety Meeting Sign-in Sheets.....3 Years
  - Employee Suggestion/Question and Responses.....3 Years
  - Disciplinary Action.....3 Years
- All Other Safety Records.....3 Years
- Employer Exposure Records (Subject to 3204).....30 Years
- Medical Records (Subject to 3204).....Duration of Employment + 30 Years

*Poster Policy:* It is the policy of this employer that all posters required by federal and state occupational safety and health and labor laws and regulations will be posted in the workplace.

## **MAINTAINING THE INJURY AND ILLNESS PREVENTION PROGRAM**

*Reviewing and Updating the IIPP:* This IIPP will be periodically reviewed by the person responsible for implementing it. This person shall verify effective implementation of each element of the program, make any changes needed and communicate program status and changes to management and to affected employees.

*New Employees:* Each new employee hired will be subject to the IIPP. Each employee transferred to a new job will be trained in the safety aspects of the new assignment. The person responsible for implementation will assure that each new employee is included in the IIPP and will provide training on any provisions applicable to the new or any transferring employee's position.

# **STAFF EMERGENCY PROCEDURES for WILDFIRE / THREAT OF WILDFIRES / POOR AIR QUALITY**

October 1, 2020

If staff becomes aware of a wildfire threat, evacuation orders, related power outages, or poor AQI they are to follow the steps below.

## **STAFF RESPONSIBILITIES:**

1. **Immediately contact Club Management, Asst. GM or GM and follow their instructions**
2. **Mandatory Evacuation Orders:** Begin safe and calm evacuation of all members from the facilities
  - Allow any staff whose homes or families are in mandatory evacuation zones to leave immediately
3. **Follow emergency closing procedures including:**
  - Shut down computers
  - Remove any cash from cash drawers and place in safe
  - Turn of gas if you have received approval/instructions from Manager or Department Head
  - Cover pools if time allows
  - Turn off all lights
  - Lock all doors
4. **Evacuate all remaining staff** after completing closing procedures and/or management's instructions.

***For more details see the Manager/MOD Procedures.***

# WILDFIRE / THREAT OF WILDFIRES / POOR AQI EMERGENCY PROCEDURES MANAGERS, ASSISTANT MANAGERS, MOD'S

October 1, 2020

I. **ASSESSMENT OF DANGER:** The GM and Assistant GM in conjunction with Club Manager(s) or Assistant Managers are to assess the danger and put in to motion appropriate plan(s) of action:

1. **Partial closure or modifications of club services**
2. **Planned Club closure**
3. **Emergency Club closure and evacuation of facilities**

II. **DATA GATHERING:** GM, Asst.GM and Club Manager/Assistant Manager are to monitor all applicable resources to assess the continued threat including **fire danger, evacuation warnings, air quality, and power outages.**

#### WILDFIRE THREAT:

- CA Fire Website: [www.fire.ca.gov](http://www.fire.ca.gov)
- [County of Sonoma Fire Incident Map](http://sonomacounty.maps.arcgis.com): [sonomacounty.maps.arcgis.com](http://sonomacounty.maps.arcgis.com)
- Updates on: [www.pressdemocrat.com](http://www.pressdemocrat.com)
- [KSRO](http://www.ksro.com) local news updates: [www.ksro.com](http://www.ksro.com)

#### POWER OUTAGES:

- **Santa Rosa and Sonoma: PG&E: 1-800-743-5002 - *sign up for text notifications.***  
**PGE outage map:** [https://www.pge.com/en\\_US/residential/outages/alerts/alerts.page?WT.mc\\_id=Vanity\\_outagealerts](https://www.pge.com/en_US/residential/outages/alerts/alerts.page?WT.mc_id=Vanity_outagealerts)
- **Healdsburg:** Healdsburg Electric (707)431-7000

#### AIR QUALITY DETERMINATIONS:

- AQI: [www.purpleair.com](http://www.purpleair.com)
- <https://www.airnow.gov/>

III. **ASSESSMENT GUIDELINES for MODIFICATION of SERVICES or CLUB CLOSURE:** Plan of action to be determined by GM, Asst GM, Club Managers and Assistant Managers using the guidelines below.

**Putting the plan into action:** The Club Manager(s)/Asst Manager(s)/Group Ex and Fitness Department Supervisors are responsible for overseeing that members and staff are notified, classes are canceled, and schedules updated.

**Assess the status of immediate threat of fire as well as AQI and power outages** using above resources to determine whether to 1.) close the Club 2.) modify hours and/or 3.) modify services to safely offer programming.

#### A. **MANDATORY EVACUATION ORDERS:** *calls for immediate emergency closure of facility.*

- **Begin on-site member and staff notification procedures (see below)**
- **Follow all emergency close procedures in Emergency Procedures Binder** including:
  - Contact the Maintenance Director
  - Shut off the gas only if warranted due to immediate fire threat
  - Notify the GM and all Managers, Assistant Managers and Department Heads not on site.

#### B. **EVACUATION WARNING:** **Follow guidelines below to assess and create an action plan**

- Assess ability of staff to safely travel to and from the Club including whether they reside in a Mandatory Evacuation Zone.
- Map staff using Google map app: *Go to Google Maps> Your places> Maps> Create Map (at the bottom)> Import(CSV file with all the info you want listed)>Select Employee name to be the identifier. Name the Map and retain for future reference.*
- Assess AQI and power outages to determine the ability to safely offer services
- Begin Notification Action Plan – see below



- C. **AIR QUALITY:** Check Purple Air and AirNow.gov for the air quality index (AQI) in the immediate vicinity. **To determine most accurate AQI consult both Purple Air and Air.gov.** To make a determination consider whether the AQI is trending up or down, and whether there are exacerbating circumstances such as ash or falling embers, or extreme heat or wind.
- **Purple Air:** check 10-min-1 hr settings. Use None setting. Refer to monitors closest to the Club.
  - Air.gov: Consult both the AQI readings and the smoke map at <https://fire.airnow.gov>.
  - Refer to [https://www.airnow.gov/sites/default/files/2020-03/air-quality-guide\\_pm\\_2015.pdf](https://www.airnow.gov/sites/default/files/2020-03/air-quality-guide_pm_2015.pdf) or see attached Air Quality Guide chart as a clear reference of sensitivity for various groups.
  - See below for appropriate responses to AQI readings & begin Notification Action Plan as outlined.
  - **AQI 100 or below Moderate:** okay for outdoor exercise, modifications needed for highly sensitive groups
  - **AQI 101 – 150: Unhealthy for sensitive groups:** For and AQI over 125, instructors should offer modifications and warn sensitive groups to lessen the intensity of their workouts. This includes children and teens, older adults, those with asthma, or heart or lung disease.
    - **Classes:** Instructors to offer low intensity modifications for outdoor workouts / warn those at risk.
    - **Pool Use:** Based on all factors noted above, determine whether to allow or cancel children’s swim lessons and family exercise for children and teens.
  - **AQI above 150: Unhealthy for everyone: Cancel** all outside land classes including cycle, personal trainings, and all instructor led activities. Outdoor activities allowed per member’s and management discretion based on multiple data points including AQI trends, ash, embers, wind, extreme heat.
    - **Cancel classes** *at least 1.5 hours in advance of class start time if possible, in order to give adequate notice to members and staff.*
    - **Pool Use and Outdoor Activities:** Cancel Family Water Fitness. Members 18 years and older may use the pool and outdoor equipment at their and manager’s discretion as outlined above.
    - **Staff** are only allowed outside for limited short periods of time to complete essential duties and **must wear KN-95 masks supplied by the Club for their protection.**
  - **AQI over 200: all outdoor activity and pool use is canceled. If indoor facilities are not available for use, the Club is to close.**

**IV. NOTIFICATION ACTION PLAN for all of the ABOVE:** Assign responsibilities as noted below

- **Notification of all Staff:** Club Managers, Assistant Managers, and Department Supervisors
  - Calmly inform all staff on site of plan of action
  - Department Supervisors to email, text, phone all staff who will be affected
- **Notification of Members:** Club Manager or Assistant Manager to determine and assign the following duties
  - **Inform staff to notify members** on site in a clear calm manner through overhead intercom announcements and in person room-to-room announcements as appropriate.
  - **Post appropriate clear signage on Club main doors**
  - **Website posting:** email Lori text to be posted
  - **Social Media:** email text to Lori or post yourself if it will be faster than having Lori post
  - **Email notifications:** send out through CSI to update the members
  - **Phone messages:** determine if the automatic message needs to be changed to reflect the current club status. If it does, contact Dawson to have him change as needed
- **Contact Maintenance Director(s)** to arrange safe (closing or partial closing) of the facility
- **Contact IT:** if applicable to determine if computers and monitors should be turned off
- **Contact Accounting:** if applicable to determine long-range changes to website and CSI
- **Contact HR** regarding compensation of staff as determined by the Club Owner and GM: see below
  - Consult with HR for applicable labor laws for the situation such as PPE.

## V. CLUB CLEAN-UP

- Follow all safety procedures for clean up of ash and embers per the EPA guidelines. (see chart)
- Ensure that all staff is wearing appropriate clothing and masks.
- Ensure that all collected materials are disposed of according to EPA guidelines.

## VI. STAFF COMPENSATION GUIDELINES

**Wildfires and Air Quality are considered “Acts of God” and do not need to be compensated.** At the Owner’s discretion from time to time, compensation may be offered and classified as Fire Support.

- **Notify Staff as soon as is possible** of schedule changes and class, training, and lesson cancelations, preferably at least 1.5 hours before the scheduled shift or activity.
  - Staff may use vacation time for missed classes or trainings that were scheduled and canceled.
- **Staff on duty will be compensated only for hours worked.**
- **Staff arriving** after classes are canceled or facilities are closed are not required by labor law to receive compensation as noted above under “Acts of God”
  - Under ordinary conditions, staff reporting for work are to be compensated Reporting Time Pay which is ½ of their scheduled shift hours and no less than 2 hours at their regular rate of pay.