## INJURY AND ILLNESS PREVENTION PROGRAM FOR HPEVS

**TRAINING AND INSTRUCTION**

All workers, including management, supervisors, and lead personnel shall have training and instruction on general and job-specific safety and health practices. Training and instruction shall be provided as follows:

* When the IIPP is first established;
* To all new workers;
* To all workers given new job assignments for which training has not previously provided;
* Whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard;
* Whenever we become aware of a new or previously unrecognized hazard;
* To supervisors to familiarize them with the safety and health hazards to which workers under their immediate direction and control may be exposed; and
* To all workers with respect to hazards specific to each employee's job assignment.

This training will include (but is not limited to):

* Explanation of our IIPP, emergency action plan and fire prevention plan, and measures for reporting any unsafe conditions, work practices, injuries and when additional instruction is needed.
* Availability of toilet, hand-washing, and drinking water facilities.
* Provisions for medical services and first aid, including emergency procedures.
* Proper housekeeping, such as keeping stairways and isles clear, work areas neat and orderly, and promptly cleaning up spills.
* Prohibiting horseplay, scuffling, or other acts that adversely influence safety.
* Proper storage to prevent:
  + stacking goods in an unstable manner
  + storing materials and good against doors, exits, for extinguishing equipment and electrical panels.

Where applicable our training may also include:

* Prevention of musculoskeletal disorders, including proper lifting techniques.
* Use of appropriate clothing, including gloves, footwear, and personal protective equipment.
* Information about chemical hazards to which employees could be exposed and other hazard communication program information.
* Proper food and beverage storage to prevent them from becoming contaminated.

In addition, **we provide specific instructions to all workers regarding hazards unique to their job assignment, to the extent that such information was not already covered in other training**.