

# **INJURY AND ILLNESS PREVENTION PROGRAM (IIPP) for Sharecare CL, LLC d/b/a CareLinx**

## **RESPONSIBILITY**

The Injury and Illness Prevention Program (IIP Program) administrator, i.e. the then-current HR Director, has the authority and responsibility for implementing the provisions of this program for Sharecare CL, LLC d/b/a CareLinx.

## **COMPLIANCE**

All workers, including managers and supervisors, are responsible for complying with safe and healthful work practices. Our system of ensuring that all workers comply with these practices includes the following practices:

- Informing workers of the provisions of our IIP Program.
- Recognizing employees who perform safe and healthful work practices.
- Disciplining workers for failure to comply with safe and healthful work practices.

## **COMMUNICATION**

All managers and supervisors are responsible for communicating with all workers about occupational safety and health in a form readily understandable by all workers. Our communication system encourages all workers to inform their managers and supervisors about workplace hazards without fear of reprisal.

Our communication system includes the following items:

- New worker orientation including a discussion of safety and health policies and procedures.
- Posted or distributed safety information.
- A system for workers to anonymously inform management about workplace hazards.

## **HAZARD ASSESSMENT**

Periodic inspections to identify and evaluate workplace hazards shall be performed by the caregiver as part of the care plan established on their first visit to the home.

Periodic inspections shall also be performed according to the following schedule:

1. When we initially establish our IIP Program.
2. When new substances, processes, procedures, or equipment that present potential new hazards are introduced into the workplace.
3. When new, previously unidentified hazards are recognized.
4. When occupational injuries and illnesses occur.

## **ACCIDENT/EXPOSURE INVESTIGATIONS**

Procedures for investigating workplace accidents and hazardous substance exposures include:

1. Interviewing injured workers and witnesses.
2. Determining the cause of the accident/exposure.
3. Re-examining the workplace for factors associated with the accident/exposure.

4. Recording the findings and any corrective actions taken.

## **HAZARD CORRECTION**

Unsafe or unhealthy work conditions, practices or procedures should be corrected in a timely manner based on the severity of the hazards; given the nature of domestic work, correcting such hazards will not always be in the control of any Sharecare employee. The caregiver and/or Care Advisor shall use best efforts to recommend appropriate corrections to be undertaken by the resident.

When we become aware of an imminent hazard that cannot be immediately abated without endangering employee(s) and/or property, we will remove all exposed workers from the area and only allow reentry when are satisfied that the hazard has been corrected.

## **TRAINING AND INSTRUCTION**

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

1. To all new workers.
2. To all workers given new job assignments for which training has not previously been provided.
3. To supervisors to familiarize them with the safety and health hazards to which workers under their immediate direction and control may be exposed.
4. To all workers with respect to hazards specific to each employee's job assignment.

## **EMPLOYEE ACCESS TO THE IIPP**

Our employees have the right to examine and receive a copy of our IIIPP. This will be accomplished by providing unobstructed access through a company server or website, which allows an employee to review, print, and email the current version of the Program. Unobstructed access means that the employee, as part of their regular work duties, predictably and routinely uses the electronic means to communicate with management or coworkers.

## **RECORDKEEPING**

We have taken the following steps to implement and maintain our IIP Program:

1. Records of hazard assessment inspections, including the person(s) or persons conducting the inspection, the unsafe conditions and work practices that have been identified and the action taken to correct the identified unsafe conditions and work practices, are recorded on a hazard assessment and correction form.
2. Documentation of safety and health training for each worker, including the worker's name or other identifier, training dates, type(s) of training, and training providers are recorded on a worker training and instruction form.

Inspection records and training documentation will be maintained for one year.