

XYZ CONSTRUCTION

**Re-word for your company – do not use this word
for word. This is an example only.**

**This Form, and related tools, is Located at the Following Link:
<http://mo.laschools.org/fis/existing-facilities/safety/>**

Injury and Illness Prevention Program

January 2008

Prepared by:

Employee Name Date

Approved by:

Employee Name Date

Sr, Project Manager (Optional)

Business Leader Name Date
President

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SECTION I – SAFETY POLICY

SAFETY POLICY

Safety is a principal concern of **XYZ Construction, Los Angeles, CA**. Our company policy is to provide a clean, safe and healthy environment for all employees. Every reasonable precaution has been taken to provide you with a safe place to work. Injury prevention is a shared responsibility and all employees are expected to do their part to work safely.

We pride ourselves in safety. Our company's goal is to eliminate work-related injuries. But if you are injured, we expect you to immediately report the injury to your supervisor or safety coordinator. Likewise, if you observe an unsafe work condition, report it immediately, so that it can be corrected in a timely manner.

Our safety program outlines policies, rules and procedures that will contribute to your safety and that of your co-workers. Common sense is important but if you will follow these rules and procedures, you will be making a significant contribution to maintaining the high safety standards of our company.

If you have suggestions that will contribute to safety, please make us aware of them and we will incorporate them into our Safety Program. Remember, our Safety Program is only as good as you make it. Take the time to think, act and work safely - for yourself, your family and your co-workers at **XYZ CONSTRUCTION**.

Signature/Date

Business Leader's Name, (title/position) Example: "Vice President"

SECTION II - SAFETY RESPONSIBILITIES

XYZ Construction is committed to maintaining an effective Injury and Illness Prevention Program. This written safety program is chartered in accordance with the requirements of Cal/OSHA General Industry Safety Order 3203, Injury and Illness Prevention Program (T8 CCR 3203). The IIPP is reviewed and updated annually.

Primary responsibility for implementation of this IIPP lies with Mr/Ms Peabody, Vice President, and is assisted in these responsibilities by: John Doe, Safety Director.

SUPERVISORY LEADERSHIP

Our Senior Managers are responsible to:

- Provide resources to maintain and enhance our Company's Safety and Health Program.
- Recognize hazards; assess the effects on employees (assess risk); initiate processes for controlling exposures, and implement methods for evaluating the effectiveness of hazard control measures.
- Setting good examples and providing instructions to ensure that employees understand and follow safe practices and procedures.
- Investigative techniques for reviewing work-related injuries and illnesses to identify and initiate corrective actions for avoiding similar recurrences.

SUPERVISORY RESPONSIBILITIES

The following are minimum safety responsibilities for all management and supervising personnel. Each executive staff member, managing supervisor and work group leader will be expected to:

1. Develop and enforce Safety Regulations, Rules, and Safe Work Practices.
2. Set the tone for safety by personal example through demonstrating your commitment to performing duties in the safest way (example: wearing personal protective equipment such as hard hats).
3. Participate in Safety and Health Committee meetings when requested to do so.
4. Schedule and conduct safety briefings and weekly tailgate meetings with employees on a regular basis.
5. Conduct scheduled and unscheduled work site.
6. Correct or initiate corrective actions for any unsafe conditions or behaviors in a timely manner.
7. Stop work where a high risk safety hazard exists until the hazard can be abated.

8. Solicit employee suggestions for improving work place safety.
9. Establish and follow Company policy in disciplining those who break safety rules. Disciplined employees will be treated firmly, but fairly.
10. Recognize employees who are safety conscious. Provide employee recognition for positive contributions.
11. Provide suggestions and feedback to the Safety and Health Committee
12. Perform, or delegate, documented equipment inspections

EMPLOYEE RESPONSIBILITIES

The following are minimum safety responsibilities for all employees. Each employee expected to:

1. Comply with the company's code of conduct
2. Identify and notify supervisors of any hazards on the job site.
3. Assist fellow employees to prevent accidents.
4. Attend scheduled training sessions and tailgate meetings.
5. Know emergency procedures.

SECTION III – JOB HAZARD ASSESSMENT

A. HAZARD IDENTIFICATION PROCESS

It is the policy of the Company to conduct self audits and inspections to identify and correct unsafe conditions of practices which may result in injuries or property loss. In order to accomplish this XYZ needs to identify the scope of work being performed. XYZ accomplishes the following tasks in the performance of their job:

- **Pours concrete decking**
- **Excavates 3-7 foot trenches**
- **High Works on**
 - **Scaffolds**
 - **Ladders**
 - **Roofs**
- **Drive Industrial Trucks (forklifts, bobcats, back hoes...).**

RISK ASSESSMENT TABLE				
LIKELIHOOD A. Imminent B. Possible C. Not Likely	A			IA
	B		2B	
	C	3C		
CONSEQUENCE 1. Catastrophic 2. Moderate 3. Minor		3	2	1
		CONSEQUENCE		

Job Hazard Assessments on following page

JOB HAZARD ASSESSMENTS (Before Controls)		
Task	Risk	Control Measures
Pour concrete	Traffic 1B	PPE - Safety Vests
		Establish traffic patterns
		Tailgate Meetings
		Increased Supervision
	Chemical exposure 3C	PPE - Gloves
		Training
Trenches	Collapse 1A	Training – Competent Person
		Soil Type Analysis
		Shoring, trench box
		Trench plates
		Benching, sloping
		Cal OSHA Trench Permit ($\geq 5'$)
		Increased Supervision
High Work	Scaffolds 1C	Competent Person
		Daily Inspection
	Ladders (Folding) 2B	Ladder Training/tailgate meetings
		Increased supervision
	Use composite ladders, not metal (due to electrical hazard)	

		Inspect before use
		Use fully opened (not propped against wall)
		Must have three points of contact at all time (2-hands & 1-foot, or 2-feet & 1-hand)
	Ladders (extension) 2B	Ladder Training/tailgate meetings
		Increased supervision
		Use 4:1 ratio
		Must extend 3-ft above landing
		Must be tied off
		Must have three points of contact at all time (2-hands & 1-foot, or 2-feet & 1-hand)
	Roofs (>20-ft) !A	Fall Prevention devices
		Demarcation line 6-ft from edges and monitored by additional employees
		Fall Arrest devices
		Man Lifts
		Scissor Lifts
		Training
		Increased supervision
Industrial Trucks	10K Capacity 2B	Annual Classroom training
		Practical training every 3-years
		Vehicle inspection prior to each shift
		Wheel chocks used on inclines
		Forks lowered when not in use
		Engine turned off and keys removed when not used
		Unit stored in locked fenced area when not in use.
		No sparks in area where propane tank is changed out/recharged.

Facility and process reviews are excellent management tools for keeping informed on overall work conditions. Our system for identifying and evaluating hazards in the workplace, includes scheduled periodic inspections to identify unsafe conditions and behaviors is as follows:

- Weekly documented safety audits (self-inspections) and daily worksite walkthrough inspections.
- Employees are expected to bring hazardous conditions to the attention of their supervisors/managers or top management.

SELF INSPECTION PROCESS

Weekly inspections are performed to identify potentially unsafe conditions, construction operations, and work practices. The purposes of these inspections are to identify and correct unsafe conditions and behaviors.

The results of surveys or the reporting of unsafe conditions and unsafe acts on the part of an employee are of valuable assistance to management. Suggestions will be thoroughly investigated and employees will be commended for their efforts.

TYPES OF SURVEYS

1. Planned Safety Inspections - These are to be conducted by the Site Superintendents on a weekly basis.
2. Special Surveys - These types of surveys are used when there is a change in operations, equipment and work sites. Other examples of activities requiring special surveys include:
 - Installation of special equipment
 - New operations or work procedures are established
 - Work is relocated or revised
 - New construction or remodeling is in progress or completed
 - Any special or unusual problem arises

XYZ CONSTRUCTION

FACILITY HAZARDS REVIEW

Inspector: _____

Date: _____ Department/Area(s) visited: _____

FACILITY HAZARDS REVIEW	DEFICIENCY		
	YES	NO	Complete/ Follow Up
Chemicals			
Containers identified; proper labels, Waste labels, legible. Etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Flammables in proper containers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Compressed gas cylinders / compressed air	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MSDSs Available	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Employee Actions			
Vehicle Speed / Unsafe Operations	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Improper Lifting/Pushing/Pulling/Carrying	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Improper use of hand tools	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Failure to use lockout procedure	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Personal Protective Equipment			
Eyes/Face	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hands	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Respiratory	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hearing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Head / Foot	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Special clothing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire Protection & Prevention - Life Safety			
Portable Extinguishers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sprinkler Risers / Valves	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Exit Signs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emergency lighting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Warehousing & Housekeeping			
Aisles / Debris	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Stacking/Leaning items/ Pallets/Skids	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Lift Trucks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Trailers Chocked	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Battery changing/charging area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walking/Working surfaces			
Ladders/portable stairs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stairways/Floors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Platforms & guardrails	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Room to work	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Electrical Safety			
GFCI's in wet areas	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Panel boxes/breakers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outlets/junction boxes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extension Cords/Temporary wiring	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Equipment			
Bench Grinders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Table & Radial Arm Saws	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*Where "X" is indicated in the "Yes" column, there must be documentation of completion or follow up.

Employee Input - This type of survey is conducted by all employees at all times. All employees are encouraged to be observant and report all unsafe conditions and acts.

EMPLOYEE SAFETY INFORMATION FORM

This form is for use by employees who wish to provide a safety suggestion or report an unsafe workplace condition or practice.

Description of Unsafe Condition or practice

Cause or Other Contribution Factors

Employee Suggestion for Improving Safety

Has this matter been reported to the supervisor? Yes No

Optional

Employee Name

Date

Department

Employees who report unsafe conditions are protected by law. It is illegal for an employee to take any action against an employee in reprisal for exercising rights to participate in communications involving safety.

XYZ Construction will investigate any hazard report or question as required by the Injury and Illness Prevention Program General Industry Safety Order (T8 CCR Section 3203) and will respond accordingly.

B. CORRECTIVE ACTION PROCESS

1. All unsafe conditions and unsafe acts should be listed clearly and concisely using the company inspection form following up with a written report.
2. Recommendations should be developed to correct unsafe conditions or acts.
3. Recommendations are reviewed by the Safety Committee and forwarded to the management team for review or implementation.
4. Serious hazards are to be reported and acted upon immediately; minor conditions are addressed through our standard facility maintenance procedures.
5. Results of findings and corrective actions taken will be shared with employees through safety meetings, bulletin boards and at safety talks.

SECTION IV - SAFETY TRAINING

It is our policy to ensure that adequate employee training is provided to enhance employee safety and meet regulatory training requirements.

EMPLOYEE SAFETY TRAINING

It is in our Company's best interest to make every reasonable effort and available means to keep our personnel trained and informed in safe work practices. Safety training is provided initially as part of the employees' personnel orientation process and subsequently by the employee's supervisor.

Key elements of our company's safety training program include:

- Review of the company's safety policy during initial orientation.
- Review of the company's safety rules and safe work practices with the employee by her/his supervisor prior to the commencement of work.
- Supervisory and management training as part of the Safety and Health Committee meetings and/or through special sessions and seminars.
- Documentation of formal safety education and training as part of our Company's Employee Training Program.

TRAINING PROGRAM REQUIREMENTS

Employee safety training is required at the initial orientation; when employees receive a change in job task requiring new orientation; when employees are exposed to new substances, processes, procedures or equipment and whenever our Company receives notification of a new or previously unrecognized hazard.

SUPERVISOR'S RESPONSIBILITY FOR TRAINING EMPLOYEES

Each supervisor is required to assure that employees under their direction are trained in the proper and safe way to perform their jobs. From time to time supervisors will receive supervisory training sponsored by our company or other qualified sources. General safety orientation will be provided as part of the personnel orientation process. Each supervisor will ensure that every employee has read the Company Safety Program that applies to his/her job.

Supervisors are to take time to go over the written safety rules with every new employee. A standard checklist form is provided to facilitate this activity. All training activities undertaken shall be documented by use of the Employee Training Checklist or a similar form.

SPECIFIC TRAINING REQUIREMENTS

The following training classes are required for all employees*:

1. Hazardous Communications
2. Hearing Conservation
3. Respiratory Protection
4. Fall Protection
5. Ladder Safety
6. Annual classroom 10K forklift training
7. Practical training every three years for 10K forklift
8. Annual classroom training for Manlift
9. Practical training every three years for Manlift
10. Scaffold training
11. Trench safety

* - CPR and OSHA 10-Hr training for supervisors only

GENERAL SAFETY ORIENTATION

Basic orientations allow us to communicate management's support for safety, company rules and regulations and the means of developing productive and safe work habits. New Employee Safety Orientations should take place within 30 days of date hired. Safety training should continue through the entire period of employment.

It shall be the responsibility of Hiring Manager to arrange for the new employee to attend the New Employee Safety Orientation. Such training should include:

1. Orientation to and issuance of the Company Safety Rules and Safe Work Practices.
2. Introduction of the employee to his/her fellow employees, work assignments and work procedures.
3. Discussion about the Company's Safety policies and Injury and Illness Prevention Program (IIPP).
4. Review of procedures for reporting accidents and obtaining gaining medical treatment.
5. Review of emergency evacuation procedures.

SPECIFIC INFORMATION FOR EACH EMPLOYEE

Each employee needs to know and understand the following:

- No employee is expected to undertake a job until he/she has received instructions on how to do it properly and has been authorized to perform the job.
- No employee should undertake a job that appears to be unsafe.
- All safeguards provided for machinery and equipment must be kept in place. Otherwise, the machinery or equipment is not to be operated!
- Employees are required to report any unsafe conditions to their Supervisor.
- Any injury or illness must be reported to your Supervisor immediately. Our safety rules are a condition of employment and must be understood and followed by every employee

NEW EMPLOYEE SAFETY TRAINING CHECKLIST FORM

Employee Name: _____ Department: _____

Job Title: _____ Hire Date: _____

Training Date: _____ Trainer: _____

- 1. Company Safety Policy Statement ()
- 2. Safety Policy Enforcement Procedures ()
- 3. Employee Rights/Responsibilities ()
Pamphlet on workers' comp given to employee
- 4 Report Accidents to Supervisor ()
- 5. Report Unsafe Conditions to Supervisors ()
- 6. Proper Lifting Techniques Demonstrated ()
- 7. Tour work area, point out hazards, ()
First Aid Room/Kit; Fire Extinguishers, etc.
- 8. Evacuation Procedure ()
- 9. Other items including specific machinery safety training: ()
- 10. _____ ()
- 11. _____ ()
- 12. _____ ()
- 13. _____ ()
- 14. _____ ()
- 15. _____ ()

Employee's Signature _____
Signature _____

This checklist is to be used to document the New Employee Safety Orientation

SECTION V – EMPLOYEE COMMUNICATION

Safety communications are essential to providing employees with instructional updates about our company safety program requirements. They also provide an avenue by which employees can provide feedback and input useful in developing new safety programs.

Our system for communicating with employees on Occupational Health and Safety matters includes:

- Weekly Documented Tailgate Meetings
- Periodic memos or other correspondence to employees from the company President, and/or Safety Coordinator.
- A Safety Suggestion Box which allows employees to offer anonymous comments and suggestions related to health or safety matters without the fear of reprisals.
- Injury-free workdays are posted acknowledging the safety performance of the general employee team.
- Safety materials are posted on bulletin boards.
- Regular safety meetings are to be conducted, providing employees with on-going opportunities for discussing safety issues.
- Formal safety reviews are conducted regularly as part of our Safety and Health Committee Meetings.
- The company's Injury and Illness Prevention Program addresses important safety issues and promotes employee involvement and input.

SECTION VI – CODE OF CONDUCT

Proactive management includes Supervisory leadership and control to change unproductive activities. Conformance with safety policies, rules and regulations is a necessary component of our Safety Program.

Employee safety responsibilities are communicated during initial orientation. Safety rules and regulations are reviewed with employees by their supervisors and are part of the documented Employee Safety Training Process.

Supervisors understand and enforce safety rules as a part of their job. This process may involve coaching, counseling, verbal or written reprimands and discipline in the form of suspension and/or termination. When appropriate, documented verbal warnings and reprimands are issued and carried out by supervisors.

Failure to adhere to any of the Safety Rules and Safe Work Practices will result in disciplinary action. All discipline will be documented in the employee's folder.

Discipline may be more severe depending on the offence, but will normally be administered as follows:

1. First Offence – Verbal Counseling)
2. Second Offence – Written Warning
3. Third Offence – 3-Days Without Pay
4. Fourth Offence - Termination

These Following Safety Rules Are Examples And Are Not Intended To Be Comprehensive

SAFETY RULES

It is the duty of each worker to obey all company safety rules and to use all required safety equipment.

1. Report all injuries to your supervisor immediately, no matter how minor.
2. Learn the hazards of your job by discussing them in detail with your Supervisor.
3. Bring any new hazards you observe to the attention of your Supervisor.
4. Develop a daily routine of checking your job area, equipment and machinery for any potential hazards or deficiencies.
5. Maintain a clean and orderly work place
6. Check equipment daily and report all defective tools and equipment, machinery and/or dangerous work conditions to you supervisor. Never use equipment or machinery that appears to be defective, or does not operate properly.
7. Wear all personal protective devices, i.e., safety eyewear, safety footwear, protective gloves, etc. as required by your position or the job task.
8. Become familiar with the performance limitations of your tools and/or machines.
9. Provide suggestions concerning safety to your Supervisor.
10. Keep all emergency equipment such as fire extinguishers and exit doors clear of obstacles.
11. Know the location of fire and safety exits.
12. Learn the location of first aid kits and fire extinguisher equipment in your work area
13. Each employee is expected to be responsible for his/her own safety and at the same time to exercise care to avoid injury to his fellow workers and others.

14. Always perform your job task in a safe manner..
15. Drive slowly when driving on company property. Walk, do not run in work areas.
16. Horseplay or practical jokes on Company site are not appropriate..
17. Lift correctly and safely, with your legs, not your back. Ask for help whenever in doubt. No more than 35 lbs. will be lifted by any one person.
18. Observe all warning, caution, and danger signs as well as safety and health notices.
19. Take care with loose clothing or dangling jewelry i.e., earrings, chains, necklaces, bracelets, etc. while working around rotating machinery.
20. Smoking is not permitted inside the building.
21. All employees will wear fall prevention equipment when applicable
22. All employees will wear fall arrest equipment when applicable, and when fall prevention equipment is not practical or available.
23. All employees will use scaffold ladders to ascend or descent from platforms.
24. No employee will enter a trench that is ≥ 4 -ft without shoring or sloping (Type C soil)
25. No employee will enter a trench without a competent person supervising.
26. No employee will enter a ≥ 5 -ft trench without
 - a. Shoring
 - b. Sloping
 - c. Benching
 - d. Or similar protection device installed
 - e. Ingress and egress from a trench will be made by a ladder
27. An OSHA permit will be required for any trench ≥ 5 -ft deep
28. Folding ladders will be fully opened when using (not propped against a wall)
29. Employees will not stand at, or above the top rung.
30. The maximum weight capacity for the ladder will not be exceeded.
31. No employee will carry anything up or down the ladder.
32. No metal ladders will be used when working on electricity.
33. Extension ladders will be tied off
34. Extension ladders will be positioned based on the 4:1 rule.

35. No employee will use an industrial truck (forklift, bobcat, etc.) without receiving
 - a. Annual classroom training
 - b. Practical training every 3-years

36. No employee will use an industrial truck (forklift, bobcat, etc.) without performing an inspection prior to the beginning of each shift.

SECTION VII – Recordkeeping

All OSHA related documentation will be maintained for three (3) years. These records will be available on each job site. Examples of these forms include, but are not limited to:

1. Inspection Forms
2. Tailgate Meetings
3. Training documentation and related syllabi
4. Respirator FIT test results
5. Submitted hazard reports
6. OSHA 300 Log
7. Incident Reports
8. Near Miss Reports
9. Injury Illness Prevention Plan (IIPP)
10. Material Safety Data Sheets (MSDSs)

All Health related information will be retained for thirty (30) years following termination of the employee. Health related records are also protected under the Health Insurance Portability and Accountability Act (HIPAA). Examples of these records include, but are not limited to:

1. Hearing examinations
2. Occupational physicals
3. Medical surveillance for respirators
4. Pulmonary function tests (spirometer tests)

SECTION VIII - ACCIDENT RESPONSE AND INVESTIGATION

All OSHA recordable injuries and illnesses will be investigated by the injured or ill employee's immediate supervisor. Accident investigation reports will be reviewed by site management.

Training in accident investigation techniques will be provided initially to all management personnel. This training will be repeated on a periodic basis but at least every three years.

WARNING - Before a rescue is attempted, determine that the hazard (that caused the incident) no longer exists.

Two out of three fatalities are would-be rescuers. De-energize the circuit, turn off the valve, or tie down the scaffold to prevent continued falling.

1. Render first aid – when SAFE to do so
2. Call 9-1-1 if necessary

3. Contact Owner Authorized Representative (OAR) at _(_____)_____ within 24-hours (unless serious in nature.
4. Contact Safety if incident is serious in nature (requires ambulance, fire department, or police response) at (213) 604-2936.
5. Complete the 5020 *Worker Compensation Form* (downloadable from the Safety website at <http://mo.laschools.org/fis/existing-facilities/safety/>).
6. Contact OSHA within 8-hours if serious injury at _(_____)_____
7. Call Liberty Mutual after completing the 5020 *Worker Compensation Form*, at _____(_____)_____
8. Conduct an investigation and document it on the SAF-3, *Incident Report*, (downloadable from the Safety website at <http://mo.laschools.org/fis/existing-facilities/safety/>).