

## POLICY STATEMENT ON SAFETY

The management of Cody Vermette Group, Inc. (CVG) is committed to working with our employees to provide a safe place in which to work. The prevention of accidents and injuries to our employees is the prime objective.

To achieve this goal, we have developed and implemented an Injury and Illness Prevention Program (IIPP). This program is designed to prevent workplace accidents, injuries, and illnesses. A complete copy of the program is maintained at our office at 1305 Elmer Street, Belmont, CA 94002. A copy is also accessible at each jobsite. Employees may ask to review this policy at any time. Employees may also contact Khoi Nguyen at 510-329-5169, if they have any questions or concerns.

It is the intent of CVG to comply with all laws relating to occupational safety and health. To accomplish this, we require the active participation and assistance of all employees. The policies and procedures contained in the following manual are mandatory. All employees are expected to take an active and constant interest in the prevention of accidents. We call upon all employees to use good common sense. We cannot overemphasize that all employees must do their part to minimize accidents.

Please show your support by demonstrating the following:

1. OBSERVING COMPANY SAFETY RULES.
2. KEEPING WORK AREAS FREE OF UNSAFE CONDITIONS.
3. AVOIDING AND ELIMINATING UNSAFE ACTS.
4. PROMPTLY REPORTING UNSAFE ACTS AND CONDITIONS.
5. REPORTING ALL ACCIDENTS IMMEDIATELY.

Developed in February 2022.

- *Rich Cody, Partner/CEO  
Cody Vermette Group*



### DUTIES AND RESPONSIBILITIES

A successful Safety and Injury and Illness Prevention Program can only be achieved and maintained when there is active interest, participation, and accountability at all levels of the organization. To ensure this, CVG delegates the following safety duties to all management personnel. In some cases, employees will need to perform safety duties outside their regular responsibilities to prevent accidents.

**The Executive Managers** must plan, organize, and administer the program by establishing policy, setting goals and objectives, assigning responsibility, motivating subordinates, and monitoring results. CVG management will support and maintain an ongoing Safety and Injury and Illness Prevention Program through the following:

1. Providing clear understanding and direction to all management and employees regarding the importance of safety through the development, implementation, monitoring, and revision of policy and procedures.
2. Providing financial support for the Safety / Injury and Illness Prevention Program through the provision of adequate funds for the purchase of necessary safety materials, safety equipment, proper personal protective equipment, adequate time for employee safety training, and maintenance of tools and equipment.
3. Overseeing development, implementation, and maintenance of the safety manual, IIPP, and other required safety programs.
4. Maintaining a company commitment to accident prevention by expecting safe conduct on the part of all managers, supervisors, and employees.

5. Holding all levels of management and employees accountable for accident prevention and safety.
6. Reviewing all accident investigations to determine corrective action.

**Note:** Managers and Supervisors play a key role in the prevention of accidents on the job. They have direct contact with the employees and know the safety requirements for various jobs.

**Project Managers** are in a position to anticipate hazards and help prevent safety problems before they occur. They will support our Safety and Injury and Illness Prevention Program through the following:

1. Anticipating job hazards prior to the commencement of work at any site.
2. Providing for necessary equipment and safety precautions in all bids.
3. Requiring all subcontractors to comply with applicable local, state, and federal safety regulations.
4. Clarifying safety responsibilities from the contract documents. Assuring that all individuals and subcontractors follow rules and fulfill their job responsibilities.

**Superintendents** play a key role in the prevention of accidents on the job. They have direct contact with the trades and know the safety requirements for the various jobs.

Safety responsibilities for superintendents include:

1. Ensuring the provision of adequate safety equipment for all jobs.
2. Communicating expected safety problems or unique hazards to the Executive Team.
3. Train all new and existing employees in proper safety procedures and the hazards of the job.
4. Enforcing safe work practices among all employees.
5. Ensure employee proficiency when assigning work requiring specific knowledge, special operations or equipment.
6. Communicate with all employees about safety and accident prevention activities.
7. Correcting all unsafe acts and conditions which could cause accidents.
8. Verifying corrective action has been taken regarding safety hazards and accident investigations.
9. Enforce the wearing of personal protective equipment on the job. This will depend on the circumstances and will include: safety glasses, hard hats, cut resistant gloves, high visibility clothing, respirators, etc.
10. Conducting periodic documented inspections of the job sites to identify and correct unsafe actions and conditions which could cause accidents.
11. Investigating all injuries and accidents to determine their cause and potential corrective action.
12. Becoming familiar with local, state, and federal safety regulations. InFocus Safety is available for assistance.
13. Assuring that weekly safety meetings are held with all employees, and the proceedings are recorded on the company form. A copy shall be sent to the main office.
14. Ascertain that proper first aid and firefighting equipment is maintained and used when conditions warrant its use.
15. Ascertain that all machinery, equipment, and tools are maintained in safe working condition and operate properly.
16. Investigate all injuries and accidents to determine their cause and potential corrective action.
17. Ascertain that all injuries involving our employees that require medical attention are properly treated and promptly reported to the office.
18. Locating the nearest hospital or medical facility and posting emergency numbers in the office/trailer.
19. Act as a leader in company safety policy and set a good example by following all safety rules.



**The Safety Program Administrator** acts as a safety resource for the company and is responsible for maintaining program records. They will also be the primary person to deal with outside agencies regarding the safety program and its contents. Khoi Nguyen is currently responsible for this role.

Additional duties include:

1. Coordination of all loss prevention activities as a representative of management. Acting as a consultant to management in the implementation and administration of the Safety Program.
2. Develop and implement loss prevention policies and procedures designed to ensure compliance with the applicable rules and regulations of all federal, state, and local agencies.
3. Review all accident reports to determine cause and preventability.
4. Conduct periodic reviews of the program and job sites to evaluate performance, discuss problems and help solve them.
5. Consult with representatives of the insurance companies in order that their loss control services will support the Safety Program.
6. Review Workers' Compensation Claims. Help supply the insurance carrier with information about injured employees in order to keep loss reserves as low as possible.

**Every employee** is responsible for working safely, both for self-protection and for protection of fellow workers. Employees must also support all company safety efforts. Specific employee safety responsibilities include:

1. If you are unsure how to do any task safely, ask your Superintendent.
2. Abide by all requirements of the Safety Manual.
3. Know and follow the Code of Safe Practices and all company safety policies and rules.
4. Wear all required personal protective equipment.
5. Report all accidents and injuries, no matter how minor, to your Superintendent immediately.
6. Do not operate any equipment you have not been trained and authorized to use.
7. Report any safety hazards or defective equipment immediately to your supervisor.
8. Do not remove, tamper with, or defeat any guard, safety device or interlock.
9. Never use any equipment with inoperative or missing guards, safety devices or interlocks.
10. Never possess, or be under the influence of, alcohol or controlled substances while on the premises.
11. Never engage in horseplay or fighting.
12. Participate in, and actively support, the company safety program.

## COMPLIANCE AND ENFORCEMENT

The compliance of all employees with our Safety Manual / IIPP is mandatory and shall be considered a condition of employment.

The following programs will be utilized to ensure employee compliance with the safety program and all safety rules.

- Training programs
- Retraining
- Disciplinary action
- Optional safety incentive programs

### **Training Programs**

The importance of safe work practices and the consequences of failing to abide by safety rules will be covered in the New Employee Safety Orientation and safety meetings. This will help ensure that all employees understand and abide by company safety policies.

### **Retraining**

Employees that are observed performing unsafe acts or not following proper procedures or rules will be retrained by their supervisor. If multiple employees are involved, additional safety meetings will be held.

### **Disciplinary Action**

The failure of an employee to adhere to safety policies and procedures can have a serious impact on everyone concerned. An unsafe act can threaten not only the health and well-being of the employee committing the unsafe act but can also affect the safety of his/her coworkers and customers. Accordingly, any employee who violates any of the company's safety policies are subject to disciplinary action.

**Note:** Failure to promptly report any on-the-job accident or injury, on the same day as occurrence, is considered a serious violation of the CVG's Code of Safe Practices. Any employee who fails to immediately report a work-related accident or injury, no matter how minor may be subject to disciplinary action.

Employees will be disciplined for infractions of safety rules and unsafe work practices that are observed, not just those that result in an injury. Often, when an injury occurs, the accident investigation will reveal that the injury was caused because the employee violated an established safety rule and/or safe work practice(s).

Violations of safety rules and the Code of Safe Practices are to be considered equal to violations of other company policy. Discipline for safety violations will be administered in a manner that is consistent with the company's system of progressive discipline. If, after training, violations occur, disciplinary action may be taken as follows:

1. Verbal warning. Document it, including date and facts. Add any pertinent witness statements. Restate the policy and correct practice(s).
2. Written warning. Retrain as to correct procedure/practice.
3. Written warning with suspension.
4. Termination

As in all disciplinary actions, each situation is to be carefully evaluated and investigated. The



particular step taken in the disciplinary process will depend on the severity of the violation, employee history, and regard to safety. Managers and supervisors should consult with the office if there is any question about whether or not disciplinary action is justified. Employees may be terminated immediately for willful or extremely serious violations. Union employees are entitled to the grievance process specified by their contract.

### **Safety Incentive Programs**

Although strict adherence to safety policies and procedures is required of all employees, the company may choose to periodically provide recognition of safety-conscious employees and job sites without accidents through a safety incentive program.

### SAFETY COMMUNICATION

This section establishes procedures designed to develop and maintain employee involvement and interest in the Safety Manual and IIPP. These activities will also ensure effective communication between management and employees on safety related issues that is of prime importance to CVG.

The following are some of the safety communication methods that may be used:

1. Periodic safety meetings, such as weekly safety meetings with employees that encourage participation and open, two-way communication.
2. New employee safety orientation and provision of the Code of Safe Practices.
3. Provision and maintenance of employee bulletin boards discussing safety issues, accidents, and general safety suggestions.
4. Written communications from management or the Safety Program Administrator, including memos, postings, payroll stuffers, and newsletters.
5. Anonymous safety suggestion program.

Employees will be kept advised of highlights and changes relating to the safety program. Management shall relay changes and improvements regarding the safety program to employees, as appropriate. Employees may be involved in future developments and safety activities, by requesting their opinions and comments, as necessary.

Any employee-initiated safety related suggestions shall be properly answered, either verbally or in writing, by the appropriate level of management.

Unresolved issues shall be relayed to Kristina Vermette.

All employees are encouraged to bring any safety concerns they may have. CVG will not discriminate against any employee for raising safety issues or concerns.

CVG also has a system of anonymous notification whereby employees who wish to inform the company of workplace hazards without identifying themselves may do so by phoning or sending written notification to the main office.

#### Anonymous Notification

Send comments to:

1305 Elmer Street  
Belmont, CA 94002  
Attn: Anonymous Comments

Or Call:

Kristina Vermette, HR Director  
Office: (650) 591-0757



### HAZARD IDENTIFICATION AND EVALUATION

To assist in the identification and correction of hazards, CVG has developed the following procedures. These procedures are representative only and are not exhaustive of all the measures and methods that will be implemented to guard against injury from recognized and potential hazards in the workplace. As new hazards are identified or improved work procedures developed, they will be incorporated into our Safety Manual. The following methods will be utilized to identify hazards in the workplace:

- Loss analysis of accident trends
- Accident investigation
- Employee observation
- Employee suggestions
- Regulatory requirements for the Framing Industry.
- Outside agencies such as the fire department and insurance carriers
- Periodic safety inspections

#### Loss Analysis

Periodic loss analyses will be conducted by InFocus Safety. These will help identify areas of concern and potential job hazards. The results of these analyses will be communicated to management, supervision, and employees through safety meetings and other appropriate means.

#### Accident Investigations

All accidents and injuries will be investigated in accordance with the guidelines contained in this program. Accident investigations will focus on all causal factors and corrective action including the identification and correction of hazards which may have contributed to the accident.

#### Employee Observation

Superintendents and General Superintendent will continually observe employees for unsafe actions and take corrective action as necessary.

#### Employee Suggestions

Employees are encouraged to report any hazard they observe to their Superintendent. No employee of CVG is to ever be disciplined or discharged for reporting any workplace hazard or unsafe condition. However, employees who do NOT report potential hazards or unsafe conditions that they are aware of, may be subject to disciplinary action.

**Note:** Employees who DO NOT report potential hazards or unsafe conditions may be subject to disciplinary action.

Safety is everyone's responsibility.

#### Regulatory Requirements

All industries are subject to government regulations relating to safety. Many of these regulations are specific to our type of business.



### Outside Agencies

Several organizations will assist us in identifying hazards in our workplace. These include safety officers from General Contractors, Insurance Carrier's Loss Control Consultants, Private Industry Consultants, the Fire Department, and Cal/OSHA Consultation.

### Periodic Safety Inspections

Periodic safety inspections ensure that physical and mechanical hazards are under control and identify situations that may become potentially hazardous. Inspections shall include a review of the work habits of employees in all work areas. These inspections will be conducted by the Superintendent, InFocus Safety or other designated individual.

Periodic safety inspections are conducted:

- Before any work commences at the site by the Superintendent.
- Daily by the Superintendent on all sites.
- When new substances, process, procedures or equipment are used.
- When new or previously unrecognized hazards are identified.
- Periodically by the Superintendent at various jobsites.
- Periodically by InFocus Safety at various jobsites.

These inspections will focus on both unsafe employee actions as well as unsafe conditions. The following is a partial list of items to be checked.

- The proper use of fall protection.
- The proper use, condition, maintenance and grounding of all electrically operated equipment.
- The proper use, condition, and maintenance of safeguards for all power-driven equipment.
- Compliance with the Code of Safe Practices.
- Housekeeping and personal protective equipment.
- Hazardous materials.
- Proper material storage.
- Provision of first aid equipment and emergency medical services.

Any and all hazards identified will be corrected as soon as practical in accordance with the CBI hazard correction policy.

### **Imminent or Life Threatening**

If imminent or life threatening hazards are identified, which cannot be immediately corrected, all employees must be removed from the area, except those with special training required to correct the hazard, who will be provided necessary safeguards.



### Documentation of Inspections

Safety inspections will be documented to include the following:

- Date on which the inspection was performed.
- The name and title of person who performed the inspection.
- Any hazardous conditions noted or discovered and the steps or procedures taken to correct them.
- Signature of the person who performed the inspection.

#### **Recordkeeping Note**

One copy of the completed form should be sent to the office. All reports shall be kept on file for a minimum of two (2) years.

## ACCIDENT INVESTIGATION

All work-related accidents will be investigated by the superintendent, project manager or other designated individual in a timely manner. This includes minor incidents and "near miss accidents," as well as serious injuries. An accident is defined as any unexpected occurrence which results in injury to personnel, damage to equipment, facilities, or material, or interruption of normal operations.

### Note: Incidents that Need Investigations

- Fatalities
- Serious injuries
- Minor injuries
- Property damage
- Near misses

### Responsibility for Accident Investigation

Immediately upon being notified of an accident, the Superintendent, Project Manager, or other designated individual shall conduct an investigation. The purpose of the investigation is to determine the cause of the accident and corrective action to prevent future reoccurrence; not to fix blame or find fault. An unbiased approach is necessary in order to obtain objective findings.

### Procedures for Investigation of Accidents

Immediately upon being notified of an accident the Superintendent, Project Manager, or other designated individual will:

### The Purpose of Accident Investigations:

- To prevent the likelihood of similar accidents.
- To identify and correct unsafe work practices and physical hazards. Accidents are often caused by a combination of these two factors.
- To identify training needs. This makes training more effective by focusing on factors that are most likely to cause accidents.

1. Provide for needed first aid or medical services for the injured employee(s).
2. Visit the accident scene, as soon as possible, while facts and evidence are still fresh and before witnesses forget important details and to make sure hazardous conditions to which other employees or customers could be exposed are corrected or have been removed;
3. If possible, interview the injured worker at the scene of the accident and verbally "walk" him or her through a re-enactment.

All interviews should be conducted as privately as possible. Interview all witnesses individually and talk with anyone who has knowledge of the accident, even if they did not actually witness it. **Record conversations in writing.**

4. Report the accident to the office at CVG. Accidents will be reported by the office to



the insurance carrier within 24 hours. All serious accidents will be reported to the carrier as soon as possible.

5. Thoroughly investigate the accident to identify all accident causes and contributing factors. Document details graphically. Use sketches, diagrams and photos as needed. Take measurements when appropriate.
6. Consider taking signed written statements.
7. All accidents involving death, disfigurement, amputation, loss of consciousness or hospitalization for more than 24 hours must be reported to Cal/OSHA immediately.
8. 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.
9. Every investigation must also include an action plan. How can such accidents be prevented in the future?
10. In the event a third party or defective product contributed to the accident, save any evidence as it could be critical to the recovery of claim costs.

### Accurate & Prompt Investigations

- Ensures information is available.
- Causes can be quickly corrected.
- Helps identify all contributing factors.
- Reflects Management concern.
- Reduces chance of recurrence.

#### TIP #1 Investigating Accidents (written report)

1. Avoid placing blame
2. Document with photos and diagrams, if needed
3. Be objective, get the facts
4. Reconstruct the event
5. Use open-ended questions

#### Cal/OSHA Reporting Requirement

All Employers must report to Cal/OSHA any serious injury, illness, or death of an employee immediately, but no longer than 8 hours after the employer knows or with diligent inquiry would have known. If the employer can demonstrate that exigent circumstances exist, the time frame for the report may be made no longer than 24 hours after the incident.

Examples:

- Overnight stay at the hospital for other than observations.
- Injuries to more than 3 or more workers in one event.
- Loss of limbs
- Fatalities

### **TIP #2** Questions to Ask

When investigating accidents, open-ended questions such as **who?**, **what?**, **when?**, **where?**, **why?**, and **how?** will provide more information than closed-ended questions such as "Were you wearing gloves?"

### Once the Accident Investigation is Completed

- Take or recommend corrective action.
- Document corrective action.
- Management and InFocus Safety will review the results of all investigations.
- Consider safety program modifications.
- Information obtained through accident investigations can be used to update and improve our current program.

Examples (Open-ended questions) include:

- How did it happen?
- Why did it happen?
- How could it have been prevented?
- Who was involved?
- Who witnessed the incident?
- Where were the witnesses at the time of the incident?
- What was the injured worker doing?
- What was the employee working on?
- When did it happen?
- When was the accident reported?
- Where did it happen?
- Why was the employee assigned to do the job?

**The single, most important question that must be answered as the result of any investigation is:**

"What do you recommend be done (or have you done) to prevent this type of incident from recurring?"



### HAZARD CORRECTION

The following procedures will be used to evaluate, prioritize and correct identified safety hazards. Hazards will be corrected in order of priority: the most serious hazards will be corrected first. If it is necessary to involve other contractors to correct hazards on a job site, they will be properly notified by the superintendent, project manager or other designated individual.

### Hazard Evaluation

Factors which will be considered when evaluating hazards include:

- Potential severity - The potential for serious injury, illness, or fatality
- Likelihood of exposure - The probability of the employee coming into contact with the hazard.
- Frequency of exposure - How often employees come into contact with the hazard?
- Number of employees exposed
- Possible corrective actions - What can be done to minimize or eliminate the hazard?
- Time necessary to correct - The time necessary to minimize or eliminate the hazard.

1. Engineering Controls: Could include machine guarding, ventilation, noise reduction at the source, and provision of material handling equipment. These are the first and preferred methods of control.
2. Administrative Controls: The next most desirable method would include rotation of employees or limiting exposure time.
3. Personal Protective Equipment: Includes back support belts, hearing protection, harnesses, PFAS, respirators and safety glasses. These are often the least effective controls for hazards and should be relied upon only when other controls are impractical.

### Documentation of Corrective Action

All corrective action taken to mitigate hazards should be documented. Depending on the circumstances, one of the following forms should be used:

- Safety Meeting Report
- Memo or letter

All hazards noted on safety inspections will be rechecked on each subsequent inspection and notations made as to their status.

### Techniques for Correcting Hazards

### EMPLOYEE SAFETY TRAINING

California law requires that employees be trained in the safe methods of performing their job. CVG is committed to instructing all employees in safe and healthful work practices. Awareness of potential hazards, as well as knowledge of how to control them, is critical to maintaining a safe and healthful work environment and preventing injuries. To achieve this goal, we will provide training to each employee on general safety issues and safety procedures specific to that employee's work assignment.

Every new employee will be given instruction by the superintendent in the general safety requirements of their job. The Code of Safe Practices is available for review by the employee. Weekly safety meetings will be conducted at least every 10 working days. All training will be documented on the forms provided.

Managers and Superintendents will be trained at least twice per year on various accident prevention topics.

#### **Training provides the following benefits:**

- Makes employees aware of job hazards
- Teaches employees to perform jobs safely
- Promotes two-way communication
- Encourages safety suggestions
- Creates interest in the safety program
- Fulfills Cal/OSHA requirements

Employee training will be provided at the following times:

1. **All new employees will receive a safety orientation their first day on the job.**
2. All new employees will have access to the Code of Safe Practices.
3. All field employees will receive training at the weekly safety meetings held at the job site.
4. All employees given a new job assignment for which training has not been previously provided will be trained before beginning the new assignment.
5. Whenever new substances, processes, procedures or equipment which represent a new hazard are introduced into the workplace.
6. Whenever CVG is made aware of a new or previously unrecognized hazard.
7. Whenever management believes that additional training is necessary.
8. When employees are not following safe work rules or procedures.

### Documentation of Training

All training will be documented on one of the following three forms.

- New Employee Safety Orientation
- Weekly Safety Meeting Report

The following training method should be used. Actual demonstrations of the proper way to perform a task are very helpful in most cases.

- **Tell them** how to do the job safely
- **Show them** how to do the job safely
- **Have them tell you** how to do the job safely
- **Have them show you** how to do the job safely
- **Follow up** to ensure they are still performing the job safely



### RECORDKEEPING

CVG has taken the following steps to implement and maintain the IIP Program:

Records of safety hazard assessment inspections from InFocus, 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.

Documentation of weekly safety 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. We also include the records relating to worker training provided by a construction industry occupational safety and health program approved by Cal/OSHA.

Inspection records and training documentation will be maintained according to the following checked schedule:

- For three years, except for training records of employees who have worked for less than one year.

The safety program administrator will ensure the maintenance of all Safety Program records, for the listed periods, including:

#### Record Retention Requirements

1. New Employee Safety Orientation forms (*length of employment*)
2. Code of Safe Practices Receipt (*length of employment*)
3. Disciplinary actions for safety (*1 year*)
4. Safety inspections (*2 years*)
5. Safety meeting reports (*2 years*)
6. Accident investigations (*5 years*)
7. Federal or State OSHA log of injuries (*5 years*)
8. Inventory of Hazardous Materials - SDS (*if any - forever*)
9. Employee exposure or medical records (*forever*)

**\*\* Records are available for review at the main office.**



### CAL/OSHA INJURY AND SUMMARY 300 LOGS

The Occupational Safety and Health (OSH) Act of 1970 requires CBI to prepare and maintain records of work-related injuries and illnesses. In fulfillment of this requirement, OSHA developed a series of specific record keeping forms: OSHA's Form 300, 300A, and 301.

The OSHA 300 series forms are written in plain language and are intended to simplify work-related injury and illness record keeping and enhance company safety and health programs. The resulting data collected by these forms will be used to track and compile statistics on work-related injuries, illnesses, and deaths so that employers and Cal/OSHA can develop a picture of the extent and severity of work-related incidents. They will also help Cal/OSHA identify the scope of employer-assistance needs.

#### Log of Work-Related Injuries and Illnesses

During each year, the Safety Program Administrator will ensure the recordable work-related injuries and illnesses are logged onto the OSHA's Form 300. When an incident occurs, the Safety Program Administrator must ensure the details of the incident is recorded into the Log. On this form, every work-related death and about every work-related injury or illness that involves loss of consciousness, restricted work activity or job transfer, days away from work, or medical treatment beyond first aid must be recorded.

**Note:** Employers must also record work-related injuries and illnesses that meet any of the specific recording criteria listed in 29 CFR Part 1904.8 through 1904.12.

### Injury and Illness Incident Report

OSHA's Form 301, the "Injury and illness Incident Report", is one of the first forms the Safety Program Administrator must ensure is filled out when a recordable work-related injury or illness occurs. This form, or its equivalent, must be filled in within 7 calendar days after receiving information that a recordable work-related injury or illness has occurred. The form must be kept on file for 5 years following the year to which it pertains.

#### Summary of Work-Related Injuries and Illnesses

At the end of the year, all establishments covered in 29 CFR Part 1904 must complete OSHA's Form 300A, the "Summary of Work-Related Injuries and Illnesses", even if no work-related injuries or illnesses occurred during the year.

**Note:** California law requires employers to post the "Summary" page from February 1 to April 30 of the year following the year covered by the "Summary".

It must be displayed in a conspicuous location where notices to employees are customarily posted. A copy of the "Summary" must also be posted in each jobsite office/trailer. At the end of the three-month period, the "Summary" should be taken down and kept on file for a period of five years following the year to which it pertains.