

# **Automatic Data Processing**

## **California Injury and Illness Prevention Program**

Version 1.4 Updated: **3/9/22**

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**Safety Program Policy Statement**

Automatic Data Processing is committed to the continuous improvement to the safety and health of all our California associates. Our mission is to work as a team to minimize workplace hazards and injuries. All managers, supervisors and lead personnel will be responsible for implementing our California Injury and Illness Prevention Program (CA IIPP).

Our CA IIPP is intended to reiterate Automatic Data Processing management's commitment to, involvement in, and expectations of providing our employees a safe and healthful work place. Compliance with these safe work expectations will be required of all associates as a condition of employment. Our company focus will hold all associates accountable for safety performance equal with quality and production expectations.

\_\_\_\_\_  
Patti Schwebel

\_\_\_\_\_  
Date

## **Purpose**

The purpose of the California Injury and Illness Prevention Program (CA IIPP) is to establish a management framework for reducing the risks associated with workplace injuries and illnesses at Automatic Data Processing. This program will help create an outline of policies and procedures to help achieve the safety and health goals of Automatic Data Processing.

## **Program Scope**

This program is applicable to all California Automatic Data Processing associates. There is a Global Occupational Health and Safety Manual that outlines our safety procedures as a company. Management at every level is completely devoted to protecting our associates's health, safety and well-being. Automatic Data Processing's mission is to educate and enhance each of our associates's total awareness of safety and to instill a sense of responsibility and accountability.

## **Administrative Commitment and Responsibilities**

The following safety responsibilities have been assigned by job title.

- The Director of Financial Risk Management acts as a safety resource for the associates in California and is responsible for maintaining program records. She will also be our primary person to deal with outside agencies regarding the safety program and its contents. Suzette Tierney is currently responsible for this role.
- Managers and Supervisors play a critical role in preventing accidents on the job. The supervisor has the day to day contact with their associates, which enables them to build an understanding that is helpful to ensure the continuation of safe work rules and procedures at the work level.
- Every associate is responsible for working safely, both for self-protection and for protection of fellow workers. Associates must also support all company safety efforts, policies and procedures.
- Additionally, all managers, supervisors and lead personnel are responsible for the implementation and enforcement of the CA IIPP in their areas of responsibility and for answering associate questions about the program. A copy of this program has been presented and is available to all California associates.

The primary responsibility for coordinating, implementing and maintaining our work place safety program has been assigned to:

Name: Suzette Tierney

Project Coordinator

Telephone: 973-974-5452

Senior Management will be actively involved with all levels in establishing and maintaining an effective safety program. Our safety coordinator and other members of our management team will participate with us or each department's employee representative in ongoing safety and health program activities by:

- Promoting both associate and safety committee participation
- Providing safety and health education and training
- Reviewing and updating safe work practices expectations

## Safety Communication

The following methods of safety communication may be utilized to facilitate communication between management and associates on safety related issues.

Communication	Responsibility	Frequency
Periodic safety meetings with associates that encourage participation and open two-way communication.	Safety Committee (SC)	Quarterly
Written and oral communications from Management or the Safety Coordinator, including emails.	Site Leader/SC	As needed
Providing associates' feedback on hazardous reports, ideas and suggestions.	Committee members	As needed
Informing employees of the provisions of our CA IIPP through associate bulletin boards discussing safety issues, accidents and general safety suggestions.	Site Leader/SC	As needed

## Safety and Health Training

At Automatic Data Processing, we ensure that all associates are knowledgeable about the materials and equipment they are working with, what known hazards are present and how they are controlled.

Training and instruction shall be provided as follows:

- When this program is first established
- To all associates given new job assignments for which training has not previously been received
- Whenever new substances, unrecognized hazards, processes, procedures or equipment are introduced to the workplace
- To supervisors to familiarize them with the safety and health hazards to which associates under their immediate direction and control may be exposed

Each associate should to understand the following:

- No associate is expected to undertake a job until she/he has received instruction on how to do it properly and safely, and is authorized to perform the job
- No associate should undertake a job that appears to be unsafe. No associate should use chemicals without fully understanding their toxic properties and without the knowledge required to work with them safely
- Mechanical safeguards must always be in place and kept in place
- Personal protective equipment must be used when and where required, and be properly maintained
- Associates are to report to a superior or designated individual all unsafe conditions encountered during work
- Any work-related injury or illness suffered, however slight, must be reported to management at once.

Site leaders will be responsible for training all associates and making arrangements with department management to schedule training. He/she will also identify any existing associates who need retraining.

Site Leaders are responsible for keeping records certifying each associate who has successfully completed training. **Refer to Appendix I and II for Safety Training Documentation.**

### **Safety Guidelines**

All associates are expected to follow our guidelines, general safety rules and responsibilities.

Associate responsibilities for safety include the following:

- Practicing safe work habits and following all safety mandates, company expectations and regulations
- Not operating equipment without the necessary safety features in place
- Wearing and maintaining appropriate safety equipment as required by your supervisor
- Maintaining equipment in good condition, with all safety features in place when in operation
- Keeping your area in order using good housekeeping
- Reporting all injuries and incidents to your supervisor immediately
- Participating in safety by attending meetings or submitting suggestions for improvement

All associates are expected to perform their jobs to the best of their ability as well as perform them in a safe manner. Associates must never circumvent safety features and always follow the safety guidelines established by Automatic Data Processing.

### **General Safety Rules**

- Perform only those jobs to which you have been assigned and properly instructed. If you have any doubts or questions, ask your supervisor.
- Report unsafe conditions and damaged equipment immediately for replacement or repair.
- Keep your mind on your work at all times. Horseplay is not permitted on the job. Injury, termination or both can be the result.
- Do not distract the attention of fellow associates. Do not engage in any act that would endanger another employee.
- Watch where you are walking. Don't run.
- The use of illegal drugs or alcohol or being under the influence of the same on the project is cause for termination. Inform your supervisor if you are taking strong prescription drugs that warn against driving or using machinery.
- Avoid leaving an unattended machine running unless it is fully guarded and intended to operate continuously in a safe mode.
- Riding on any material handling equipment not equipped with a seat and seat belt for each rider is prohibited and will be grounds for disciplinary action.
- If you must work around power shovels, trucks and dozers, make sure operators can always see you.
- Do not enter any barricaded area unless you are authorized to do so.
- Help keep the jobsite clean and orderly. Use the right tools and equipment for the job.
- Use all required personal protective equipment. Wear safe clothing. Keep items in good condition.
- Lift correctly – with legs, not the back. Get help if the load is too heavy.
- Comply with all safety rules and signs.

The following methods are used to reinforce conformance with this program:

1. Provision of policies
2. Training programs
3. Safety performance evaluations

Performance evaluations are made at all levels. It will include an assessment of the individual's adherence to and performance of the hazardous prevention requirements of their position. An employee's safety performance can be evaluated on the following factors:

- Adhering to outlined safety practices
- Reporting unsafe acts, conditions and equipment
- Utilizing safety equipment properly
- Offering suggestions for solutions to safety problems
- Inspecting safety equipment and procedures before starting the job
- Early reporting of illness or injury that may arise as a result of the job

Not adhering to safety procedures will result in a statement of non-compliance. This document will be placed in the employee's performance evaluations, along with documented records that clearly indicate training was provided for the specific topic and that the employee understood the training and potential hazards.

Non-compliance will result in corrective action when documentation exists that proper training was provided, the employee understood the training and the employee knowingly ignored proper safety procedures.

*Associates are not limited to the general safety exceptions outlined in this program. Associates are required to adhere to any additional rules or expectations established under Automatic Data Processing's safety program.*

### **Safety Discipline**

Safety policies and work rules are developed for everyone's protection. Knowing these policies and rules is a condition of employment as is compliance with them. Failure to do so may result in disciplinary action as detailed below. ***Company to define individual offenses.***

#### **Progressive Discipline (Example)**

**Corrective actions may consist of a coaching session, verbal warning and written warning. The warning may be general or particular, and the result may be a Safety Citation, Formal Written Warning, or Termination of Employment. Each incident will be considered on a individual basis.**

#### **The typical corrective procedure is:**

*First Occurrence: Coaching*

*Second Occurrence: Written Warning (in writing). Documentation to his/her personnel file.*

*Third Occurrence: Final Written notice.*

*Fourth Occurrence: Disciplinary action including the possibilities of suspension or termination.*

*Where a serious or willful violation of safety procedures has occurred, which either endangers an Associate or Clients with risk of bodily injury or death, the above procedure will not apply, and ADP may choose to apply Fourth Occurrence sanctions immediately.*

## Safety and Health Reporting

Proper documentation of training, safety inspections, disciplinary action and other safety activities contribute to the development of our program. Our safety department receives and promptly responds to the report, evaluates the report to determine whether an injury or illness has occurred, and takes corrective action to amend the hazard. If an incident takes place it will be identified, assessed and controlled according to the appropriate resources and hierarchy of controls.

## Hazard Assessment and Control

Periodic Inspections to identify and evaluate workplace hazards will be performed by Site Leaders according to the following schedule:

- When our Injury and Illness Prevention Program was first established
- Whenever new substances, processes, procedures, or equipment are introduced to the workplace and represent a new hazard
- When new, previously unidentified hazards are recognized
- When occupational injuries and illnesses occur
- When we hire and/or reassign permanent or intermittent workers to processes, operations, or tasks for which a hazard evaluation has not been previously conducted
- Whenever workplace conditions warrant an inspection

Job Safety Analysis (JSA) identifies and evaluates individual associate work functions, potential health or injury hazards, and specifies appropriate safe practices, personal protective equipment, and tools/equipment. JSA and worksite inspections have been established to identify and evaluate occupational safety and health hazards. Types of worksite inspections include both periodic scheduled worksite inspections as well as those required for accident investigations, injury and illness cases, and unusual occurrences. Facility wide hazard assessments will occur annually according to federal and state requirements. **Refer to Appendix III for JSA documentation.**

## Hazard Correction

Unsafe acts or hazardous conditions discovered either as a result of a scheduled periodic inspection or during normal operations evaluated, quantified and corrected by the appropriate manager.

Specific procedures that can be used to correct hazards include, but are not limited to the following:

- Tagging unsafe equipment "Do Not Use Until Repaired," and providing a list of alternatives for an employee to use until the equipment is repaired.
- Stopping unsafe work practices and providing retraining on proper procedures before work resumes.
- Reinforcing and explaining the need for proper personal protective equipment and ensuring its availability.
- Barricading areas that have chemical spills or other hazards and reporting the hazardous conditions to appropriate parties.

Supervisors will use the **Hazardous Alert (Appendix IV) and Hazard Correction Reports (Appendix VI)** or some variation to document potential hazardous and corrective actions, including projected and actual completion dates.

## Safety Committee

Safety committees will be established to assist with IIPP best safety practices. Committee members shall be appointed by the Site Leader and constitute a diverse group of employees from both represented and non-represented personnel. Members shall serve a staggered two-year term, such that no more than one half of the committee is "new" at any given time.

Committee officers will serve a staggered two-year term (excluding the Safety Director). The officers will consist of a Chairperson, a Co-Chairperson, the Safety Officer, and a Secretary. Officers will be elected by the committee membership.



## **Management's Responsibilities**

Management should not take over meetings and decisions. Management's role is oversight and reviewing decisions or suggestions brought by the safety committee. Management's commitment includes the following:

- Enforcing all safety and health rules and procedures
- Actively promoting health and safety
- Allowing time for committee representative participation in meetings and assigned responsibilities
- Allocating funds/resources necessary to implement safety and health committee activities
- Leading by example in following all health and safety rules
- Supporting committee decisions
- Providing timely feedback to the committee
- Performing initial investigation of all injuries, incidents and near misses

## **Committee Procedures**

1. Committee will meet at a regular intervals established by management. Ideally, the committee should meet a minimum of once per quarter.
  2. Read minutes from last meeting. Review all outstanding items from previous meetings and inspections. Update status. A "Notice of Safety Committee Meeting" followed by a Safety Committee agenda will be prepared in advance of the meeting.
  3. Review all incidents and accidents since the last meeting. Discuss and review the causes and corrective actions taken. Re-enact accident if necessary to fully understand the root causes. Submit appropriate recommendations and interview the supervisor and injured associate if possible.
  4. The committee will conduct an annual evaluation of the safety and health management system in order to:
    - Maintain knowledge of hazards of the worksite
    - Maintain knowledge of the effectiveness of system elements
    - Ensure completion of the previous years' recommendations
    - Modify goals, policies and procedures
1. The Safety Committee will complete monthly walk-through safety inspections of the job site. An annual facility-wide safety inspection and audit will take place according to state and federal regulations.
  2. After each meeting, Safety Committee minutes will be posted in the associate common areas at each job site so that all employees can review information discussed at the meeting.

## **Member Training**

Safety and health committee members should be trained in:

- Working on a committee
- Recognizing hazards and accident trends
- Conducting inspections and properly utilizing accident investigation techniques

## Accident Investigation

Automatic Data Processing's policy requires that work-related injuries and illnesses be reported as soon as possible. Investigation will take place on all accidents, injuries, occupational illnesses and near-miss incidents to identify the causal factors or attendant hazards. The **Incident Investigation Form (Appendix VII)** will be completed and a copy retained to serve as documentation when a slip and fall occurs at the facility.

Appropriate repairs or procedural changes will be implemented promptly to mitigate the hazards implicated in these events.

## Incident Investigation Process

### 1. Immediate Response

Associates will immediately notify their supervisor when occupationally-related injuries and illnesses occur, or when associates first become aware of such problems.

The supervisor's first responsibility is to see that proper medical treatment or first aid is provided to injured persons.

The supervisor is to ensure that any obvious hazards are immediately controlled.

### 2. Investigate to Obtain the Facts

- Once the immediate response has been completed, a more thorough on-site incident investigation will be completed by the department's supervisor.
- The investigation will be conducted as soon as possible while memories are fresh and before conditions have changed.

### 3. Analyze Facts to Determine the Root Cause(s)

- Upon analysis, if the incident has resulted in a loss, a root cause analysis will be conducted to try and identify as many contributing causes as possible.

### 4. Develop Specific Corrective Action Plans

- This plan of action will contain various physical and administrative control strategies addressing the root causes uncovered through fact finding and further analysis.

Recommendations may include physical changes, procedural modifications, training sessions, safety program modifications, personnel improvements and environmental changes. A follow-up of corrective actions will be conducted to verify the effectiveness of implemented controls and to document success.

## Recordkeeping and Documentation

Consult your Legal Counsel to discuss record retention policies. Departments will maintain the following records for the minimum length of time indicated below:

Record Description	Retain for:
Notices of Safety Violations	3 years
Reports of Corrected Safety Violations	3 years
Employee Safety Training Documents	Duration of employee's career
OSHA 300 log, annual Summary and 301 Incident Report forms Injury and Illness	5 years
Employee Medical Records	Duration of employee's career
IIPP Audit and Inspection Records	3 years
Accident Investigation Forms	3 years
Job Safety Analysis	3 years

Periodic Inspection Records	3 years
Safety Meeting Agendas	3 years

**Citation Posting**

1. Post any OSHA citations at or near the work area involved. Each citation must remain posted until the violation has been corrected. Post all abatement verification documents and/or tags in place of the citation when hazards have been abated.
2. Correct cited violations by the deadline set in the citation and submit required abatement verification documentation.

*Appendix I*  
*Safety Attendance*

**Appendix I: Safety Attendance**

Training Topic: \_\_\_\_\_

Date: \_\_\_\_\_

(Attach a copy of the training session curriculum)

Instructor: \_\_\_\_\_

Training Aids: \_\_\_\_\_

Location: \_\_\_\_\_

Time: \_\_\_\_\_

Attendees – Please print and sign your name legibly. Use additional sheets if necessary.

<b>No.</b>	<b>Print Name</b>	<b>Signature</b>
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
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***Appendix II***  
***Safety Training Completion***



This is a brief, itemized summary of topics to cover with each new or transferred associate prior to having that associate start work.

Topic	Supervisor Initials	Employee Initials
Department tour. Discuss specific hazards, locations of problems and job safety controls.		
Location/use of first aid and responders/facilities.		
Company safety policies and their role in the program.		
Use, care and maintenance of personal protective equipment (protective shoes, glasses/prescription eyewear, ear protection, respirators, gloves, etc.).		
Specific safety expectations in your department and explain the precautions with reasons for these rules.		
Hazard communication/right to know: working with toxic materials.		
Material handling/lifting techniques and body mechanics.		
Use of machine safeguarding, hand tools, mechanical and material handling equipment.		
Defensive driving, company expectations and responsibilities.		
Fire safety precautions (designated smoking areas, control of flammable/combustible materials, etc.).		
Location and use of fire extinguishers and evacuation planning.		
Fire or other emergency preparedness (natural disasters, medical or environmental spills, bomb threats, violence, etc.).		
What to do if you spot a hazard or unsafe work practice.		
When an incident occurs (injury or property damage), reports, investigations, obtaining medical treatment, returning to work, follow-up, etc.		
<b>To add additional areas of concern click here</b>		

I acknowledge that information on the above subjects was furnished to me during my orientation.

ASSOCIATE'S SIGNATURE / DATE: \_\_\_\_\_

DEPARTMENT \_\_\_\_\_

I have instructed the above-named employee in the fundamentals of safety practices.

SUPERVISOR'S SIGNATURE / DATE: \_\_\_\_\_

DEPARTMENT \_\_\_\_\_

***Appendix III***  
***Job Safety Analysis***

**Appendix III: Job Safety Analysis**

Company: \_\_\_\_\_

Department: \_\_\_\_\_

Date: \_\_\_\_\_

Location: \_\_\_\_\_

Operation: \_\_\_\_\_

	New
	Revision

Position(s), job title(s), type(s) of specific job activity(ies):

Sequence of Basic Job Steps	Potential Job Hazards and Accidents	Recommended Safe Job Procedures Required Recommended Personal Protective Equipment

Analysis By: \_\_\_\_\_

Reviewed By: \_\_\_\_\_

Approved By: \_\_\_\_\_

Page: \_\_\_\_\_ Of: \_\_\_\_\_

*Appendix IV*  
**Hazardous Alert Report**

## Appendix IV: Hazardous Alert Report

This form is provided for the employee to report unsafe conditions and recommended changes.

Department:		
<b>I. Unsafe Condition or Hazard</b>		
Name: (optional)	Job:	
Title: (optional)		
Location of Hazard:		
Building:	Floor:	Room:
Date and time the condition or hazard was observed:		
Description of unsafe condition or hazard:		
Recommended changes to correct the condition or hazard?		
Associate Signature: (optional)		
Date:		
<b>II. Management/Safety Committee Investigation</b>		
Name of person investigating unsafe condition or hazard:		
Results of investigation (What was found? Was condition unsafe or a hazard?). Attach additional sheets if necessary.		
Proposed action to be taken to correct hazard or unsafe condition. Complete and attach a Hazardous Correction Report, Appendix V.		
Signature of Investigating Party:		
Date:		

*Appendix V*  
*Hazardous Correction Report*

**Appendix V: Hazardous Correction Report**

Department: \_\_\_\_\_

Use in conjunction with the Hazardous Alert Form, Appendix IV, to track the correction of identified hazards.

All hazards should be corrected as soon as possible, based on the severity of the hazard. If a serious imminent hazard cannot be immediately corrected, evacuate personnel from the area and restrict access until the hazard can be addressed.

Supervisor/Safety Coordinator Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

Supervisor/Safety Coordinator Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Description and Location of Unsafe Condition	Date Discovered	Required Action and Responsible Party	Completion Date	
			Projected	Actual

*Appendix VI*  
*Risk Assessment Matrix*



**Appendix VI: Risk Assessment Matrix**

HAZARD PROBABILITY	HAZARD SEVERITY			
	I	II	III	IV
FREQUENCY OF OCCURRENCE	CATASTROPHIC	CRITICAL	MARGINAL	NEGLIGIBLE
(A) FREQUENT	1A	2A	3A	4A
(B) PROBABLE	1B	2B	3B	4B
(C) OCCASIONAL	1C	2C	3C	4C
(D) REMOTE	1D	2D	3D	4D
(E) IMPROBABLE	1E	2E	3E	4E
<u>Hazard Risk Assessment Code (RAC)</u>	Risk Level			
1A, 1B, 1C, 1D, 2A, 2B, 2C, 3A	High			
1E, 2D, 3B, 3C, 4A	Medium			
2E, 3D, 3E, 4B, 4C, 4D, 4E	Low			

*Appendix VII*  
*Incident Investigation*

## Appendix VII: Incident Investigation

<b>When</b>	Date of Incident: _____ Time: _____  Date Incident was reported to Company: _____
<b>Who</b>	Injured person's name, address, telephone number. Include parent's/guardian's name if a minor.
<b>Injury/Loss</b>	Nature/extent of injuries or property damage. Did the Police, EMT or Fire Department respond? Medical treatment (Hospital/Clinic name, address, phone)
<b>Where</b> <b>Take Photographs</b>	Exact location where incident occurred is precise. Take pictures of the location after all injured parties are attended to, but before cleanup or repair is begun.
<b>What/How</b> <b>Incident Code</b> <i>Codes on reverse side.</i>	Description of incident. Detailed account of what injured party was doing at the time. Include machines, structures, or equipment involved.
<b>Witnesses</b>	List name(s), address, telephone number
<b>Opinion of the Supervisor</b> <b>Why?</b>	Investigator, based on your observations of the scene and the facts above, why do you think this incident happened?
<b>Controls?</b>	Comment on what you think can be done to prevent a similar incident in the future and to remove/control the hazard/exposure.

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Incident Investigation Form Continued

<b>Incident Code</b>	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center; width: 50%; padding: 5px;"><b>Injury</b></th> <th style="text-align: center; width: 50%; padding: 5px;"><b>Property Damage</b></th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">1. Fall on Same Level</td> <td style="padding: 5px;">11. Collapse</td> </tr> <tr> <td style="padding: 5px;">2. Fall from Elevation</td> <td style="padding: 5px;">12. Collision</td> </tr> <tr> <td style="padding: 5px;">3. Struck by</td> <td style="padding: 5px;">13. Contamination</td> </tr> <tr> <td style="padding: 5px;">4. Caught in, between, or under</td> <td style="padding: 5px;">14. Fire or Explosion</td> </tr> <tr> <td style="padding: 5px;">5. Electrical shock/Electrocution</td> <td style="padding: 5px;">15. Overturn</td> </tr> <tr> <td style="padding: 5px;">6. Fumes, Dust, Caustics, Noise</td> <td style="padding: 5px;">16. Rupture or Spill</td> </tr> <tr> <td style="padding: 5px;">7. Burn</td> <td style="padding: 5px;">17. Surface or Finish damage</td> </tr> <tr> <td style="padding: 5px;">8. Motor Vehicle or Heavy Equipment</td> <td style="padding: 5px;">18. Theft</td> </tr> <tr> <td style="padding: 5px;">9. Assault</td> <td style="padding: 5px;">19. Not Otherwise Classified</td> </tr> <tr> <td style="padding: 5px;">10. Not Otherwise Classified</td> <td></td> </tr> </tbody> </table>	<b>Injury</b>	<b>Property Damage</b>	1. Fall on Same Level	11. Collapse	2. Fall from Elevation	12. Collision	3. Struck by	13. Contamination	4. Caught in, between, or under	14. Fire or Explosion	5. Electrical shock/Electrocution	15. Overturn	6. Fumes, Dust, Caustics, Noise	16. Rupture or Spill	7. Burn	17. Surface or Finish damage	8. Motor Vehicle or Heavy Equipment	18. Theft	9. Assault	19. Not Otherwise Classified	10. Not Otherwise Classified	
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<b>Department Head or Manager</b>	<p>When trying to determine root causes and actions to prevent a recurrence, review the incident information and how the following aspects affected the incident.</p> <p><b>A. Environmental: Evaluate the environment at the incident location.</b></p> <ul style="list-style-type: none"> <li>• Was the lighting adequate</li> <li>• Was ventilation provided; was it too hot or cold; were smoke or fumes or vapors involved</li> <li>• Was floor or walking surfaces uneven or slick or wet</li> <li>• Was housekeeping a factor; was the layout too crowded for operations</li> <li>• Was noise a factor</li> </ul> <p><b>B. Personnel: Review the placement and training of the people involved.</b></p> <ul style="list-style-type: none"> <li>• Was employee skill level adequate for the job</li> <li>• Was employee following prescribed work methods</li> <li>• Was medication, stress, illness, or fatigue an issue</li> <li>• Did the person's apparel become snagged, caught, or tangled</li> </ul> <p><b>C. Methods: Procedures, rules, policies, supervision, and work methods.</b></p> <ul style="list-style-type: none"> <li>• Were polices and procedure followed</li> <li>• Did an employee correct improper procedures prior to the incident</li> <li>• Are new procedures required to address incident cause</li> <li>• Is enforcement of polices or procedures a contributing factor</li> </ul> <p><b>D. Equipment: Consider the machinery, tools and protective devices used.</b></p> <ul style="list-style-type: none"> <li>• Were safeguards in place</li> <li>• Did the raw materials create a problem</li> <li>• Was congestion an issue</li> <li>• Was the machine properly adjusted; was the machine in good condition; was it the proper machine for the job; were the materials positioned correctly; was the proper equipment available</li> </ul>																						
<b>Incident Cause Analysis</b>	<p>Based on the Supervisors report and your review of the cause analysis above, develop a plan that will eliminate or mitigate the exposure or hazard and prevent the occurrence of a similar incident. Include policy, procedural, and physical changes that need to be made.</p>																						

## **Additional Documents**

### **Corporate Safety and Health Manual**



ADP Global Safety  
Health Manual-ST 8.

### **Infectious Disease Exposure Prevention Plan FAQs June 2021 – Owners- HR, Communications, Medical and GSO**

[Return to Office - Information for Associates \(adp.com\)](#)

### **“At A Glance” RTO Document March 2022 – Owners – HR, and Communications**



CA RTO Guidelines  
at a Glance FINAL .p

### **Coronavirus Response Plan March 2020 – Owners - Medical and GSO**



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Coronavirus Respon

### **Covid Prevention Plan June 2021, updated March 2022 – Owners -Risk & Facilities**



ADP CPP 3.9 ST  
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