



Injury and Illness Prevention Plan

At Adjoin, the safety and well-being of our employees and clients are our highest priorities. We recognize that maintaining a safe and injury-free workplace is a shared responsibility, and we are committed to fostering a culture of safety through education, accountability, and proactive measures.

To achieve this goal, Adjoin has implemented a comprehensive Injury and Illness Prevention Program (IIPP). This program outlines our safety policies and procedures designed to identify and mitigate risks, prevent workplace injuries, and promote overall health and safety.

We firmly believe that injuries are preventable and that trained, engaged, and safety-conscious employees are essential to maintaining a safe environment. By adhering to the principles and practices outlined in this program, Adjoin aims to ensure a safe, healthy, and compliant workplace for everyone.

Responsibility for Administration

- **Olivia Blaylock, Chief Operating Officer (COO)**, holds principal authority and provides overall direction for implementing Adjoin's Injury and Illness Prevention Program (IIPP). She is responsible for ensuring that the program is effectively executed and adhered to across the organization.
- The IIPP Administrator, **Sabrina Di Marzio, Human Resources Director**, has the authority and responsibility for overseeing the implementation and management of the program's provisions.
- **Managers and Supervisors** are responsible for implementing and maintaining the IIPP within their respective work areas. They are also tasked with addressing employee questions about the program and ensuring compliance with its guidelines.
- Each office will designate a **Safety Officer** responsible for monitoring adherence to established safe work practices and promptly addressing any identified hazards to maintain a safe environment.

- In collaboration with the designated Safety Officers, the **Safety Administrator or the HR Generalist** will oversee the administration and monitoring of safety requirements across all regions. They will also assist in managing documentation and maintaining records for each location to ensure compliance and accountability.
- **Regional Directors** are accountable for ensuring that workplace injuries within their areas are thoroughly investigated. They must also implement appropriate corrective actions to mitigate risks and maintain a safe workplace.

The Safety Officer for this office is _____.

Safety Committee Meetings

The Safety Administrator, Safety Officers, and Regional Directors will form a safety committee to oversee and coordinate all aspects of Adjoin's safety program. This committee will hold quarterly meetings to ensure consistent implementation of safety policies, review identified hazards and near-miss incidents from the reporting period, and evaluate the effectiveness of corrective actions taken. Additionally, the committee will assess and guide the implementation of new safety programs or procedures to maintain a proactive and comprehensive approach to workplace safety.

Compliance

All employees are required to comply with Adjoin's Injury and Illness Prevention Program. This includes employees at every level and in all positions within the company. Violations of safety standards or conduct that show either a disregard for safety concerns or negligent or reckless conduct may result in disciplinary action up to and including termination. It is the responsibility of each employee to immediately report all work-related injuries and illnesses, as well as safety hazards to their immediate Supervisor or Safety Officer. In addition, an official employee incident report must be completed.

The following is our system of ensuring that all employees comply with the rules and maintain a safe work environment:

- Informing employees of the provisions of our IIPP.
- Evaluating the safety performance of all employees.

- Recognizing the employees that perform safe and healthy work practices.
- Providing training to employees whose safety performance is deficient.
- Disciplining employees for failure to comply with safe and healthy work practices.

COVID-19 Prevention Plan (In effect until 2/3/2026)

In accordance with Cal/OSHA COVID-19 non-emergency guidance, Adjoin no longer has a specific set of regulatory requirements for COVID-19 prevention. Adjoin continues to maintain a safe and healthful place of employment and will continue to adhere to the Injury and Illness Prevention Program (IIPP) for general workplace health and safety.

Adjoin will continue keeping a record of all COVID-19 cases detected until the effective date of February 3, 2026, and will retain all records for two years in accordance with Cal/OSHA guidelines.

Communications

Employees will be informed of matters relating to occupational safety and health in posted notices, memos and/or personnel policy statements. Important safety issues may also be raised in regular staff meetings or training programs. Employees are encouraged to direct any questions they have regarding safety issues or the IIPP to either their Safety Officer or the Safety Administrator. It is also the responsibility of each employee to inform the Safety Officer or the Safety Administrator immediately of any hazard or unsafe condition in the work site. No employee will be retaliated against for reporting hazards or potential hazards or for making suggestions related to safety. The following is our system of communication, designed to facilitate a continuous flow of two-way (management, supervision and employees) safety and health information in a form that is readily understandable to and between all affected site personnel:

- New employee orientation includes a comprehensive discussion of site-specific safety and health policies and procedures.

- The IIPP program is reviewed annually to ensure it remains current and effective.
- Supervisors are responsible for consistently implementing and monitoring safety practices to ensure their effectiveness.
- Workplace-specific safety and health training is conducted to address the unique risks and requirements of each worksite.
- Safety meetings are held at Least monthly, with additional meetings scheduled as needed in response to incidents involving hazards, injuries, or illnesses.
- Clear and written communication of safety and health concerns between employees and supervisors is maintained.
- Safety information is posted and distributed to ensure visibility and awareness throughout the organization.
- Employees have access to an anonymous hazard reporting system, allowing them to inform management of workplace hazards without fear of reprisal.
- A formal appraisal of safety performance is incorporated into the annual employee evaluation process to reinforce accountability and promote a culture of safety.

Hazard Assessment/Safety Inspections

Periodic inspections to identify and evaluate workplace hazards shall be performed by a competent observer in the following areas of our workplace:

Competent Observer	Area
Jessica Ramos	Stockton
Shannon Sackos	Orange County
Esmeralda Lopez	Visalia
Lauren Will, Frank Battle	Fresno
Maryvell Concepcion	Merced
Teri Geston	San Marcos
Lizbeth Lopez	Imperial Valley
Ruby Quintero	San Diego Veterans
Keegan Wulf	San Diego Corporate

Inspections will consider the unique characteristics and requirements of each office location, such as specific building layouts, local environmental factors,

and office functions. Checklists will be adapted to account for these location-specific factors to ensure a comprehensive evaluation of potential hazards.

Whenever hazards are identified during inspections, the office inspection checklist will be promptly updated to reflect the newly discovered risks. This ensures that future inspections address these hazards and incorporate any necessary preventative measures to maintain a safe working environment.

Periodic inspections are performed according to the following schedule:

1. The Safety Officer will conduct monthly inspections using the designated office inspection checklist to ensure compliance with safety standards and identify potential hazards.
2. Upon the establishment of the Injury and Illness Prevention Program
3. Whenever new substances, processes, procedures or equipment are introduced into the workplace that represents a new occupational safety and health hazard.
4. Whenever Supervisors/Safety Officers are made aware of a new or previously unrecognized hazard.
5. When occupational injuries and illnesses occur.
6. When we hire and/or reassign permanent or intermittent employees to processes, operations, or tasks for which a hazard evaluation has not been previously conducted.
7. Whenever workplace conditions warrant an inspection.

Given the nature of the work performed by Adjoin employees, particularly the significant time many spend in the community, the IIPP extends its focus beyond the physical boundaries of Adjoin's offices. Periodic evaluations of clients' living quarters will be conducted to identify and address potential safety hazards. The frequency and scope of these evaluations will be tailored to meet the specific needs and circumstances of each client.

Accident/Exposure Investigations

Adjoin will investigate occupational injuries and illnesses in a manner deemed appropriate to determine the contributing factors and identify measures to prevent recurrence. Investigations may include a physical inspection of the location where the injury occurred, a review of the circumstances leading to

the incident, and an assessment of whether specific procedures, practices, or preventive measures could have reduced or eliminated the risk.

The IIPP Administrator or their designee will conduct these investigations, which will include the following steps:

- Visiting the accident scene as soon as possible.
- Visiting the accident scene promptly to assess the situation and gather immediate evidence.
- Conducting thorough interviews with affected employees and witnesses to collect detailed accounts of the incident.
- Examining the workplace environment and equipment to identify factors contributing to accidents or exposures.
- Determining the root causes of the accident, exposure, or near-accident through comprehensive analysis.
- Developing and implementing effective corrective actions to eliminate hazards and prevent future occurrences.
- Documenting all findings, actions taken, and preventative measures on the OSHA Form 301 for accurate record-keeping.
- Near miss incidents will be thoroughly investigated to identify potential hazards that could lead to future accidents or injuries. These investigations will involve reviewing the circumstances of the near miss, interviewing involved employees or witnesses, and examining the workplace for contributing factors. Findings will be documented, and corrective actions will be implemented to mitigate risks and prevent recurrence.

Hazard Correction

Whenever an unsafe or unhealthy condition is observed, discovered, or reported, Adjoin will take steps it determines appropriate under the circumstances to correct the condition, practice, or procedure in a timely manner. The severity of a hazard will be considered along with other relevant factors when evaluating the most appropriate method of correction and the timeframe for completion. Employees will be informed of the hazard and any interim protective measures taken until the hazard is corrected.

When an imminent hazard exists, which cannot be immediately abated without endangering employee(s) and/or property, all exposed employees will be removed from the area, except those necessary to correct the hazardous condition. The designated employee(s) addressing the hazard will be provided with the necessary safeguards to ensure their safety.

Corrections to hazards performed by outside contractors will be documented, and records of these corrections will be kept and maintained. This ensures accountability and transparency in addressing and resolving identified hazards.

A tracking system will be implemented to document all corrective actions taken for hazards related to equipment, facilities, and locations. This system will include detailed records of the identified hazard, the corrective actions taken, the responsible party, and the timeline for completion. Regular reviews will ensure the tracking system remains up to date and that all hazards are addressed effectively and efficiently.

Training and Instruction

Adjoin shall assure that Supervisors receive training to familiarize them with the safety and health hazards to which employees under their immediate direction may be exposed. Supervisors are responsible to see that those under their direction receive training on general workplace safety as well as specific instructions regarding hazards unique to any job assignment. The training is provided:

1. When the Injury and Illness Prevention Plan is first established.
2. To all new workers.
3. To all employees and those given new job assignments for which training has not previously been received. Documentation of all training should be made and held in the personnel file.
4. Whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard.
5. Whenever Adjoin becomes aware of a new hazard or one that was previously unrecognized.
6. To supervisors to familiarize them with the safety and health hazards to which workers under their immediate direction and control may be exposed.

7. To all workers with respect to hazards specific to each employee's job assignment.
8. Proper reporting of hazards and accidents to supervisors.

When a supervisor is unable to provide the required training, he/she should request such training to be given to the employees by others by notifying the Safety Officer or Safety Administrator.

General workplace safety and health practices include, but are not limited to, the following:

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

When applicable our training may also include

- Prevention of musculoskeletal disorders, including proper lifting techniques.
- Use of appropriate clothing, including gloves, footwear, and personal protective equipment.
- Information about chemical hazards to which employees could be exposed and other hazard communication program information.
- Proper storage and handling of toxic and hazardous substances, including prohibiting eating or storing food and beverages in areas where they can become contaminated.

Team Member Access to the IIPP

Our team members - or their designated representatives - have the right to examine and receive a copy of our IIPP. This will be accomplished by:

1. Provide access in a reasonable time, place, and manner, but in no event later than five (5) business days after the request for access is received from an employee or designated representative.
2. Whenever an employee or designated representative requests a copy of the Program, we will provide the requester with a printed copy of the Program, unless the employee or designated representative agrees to receive an electronic copy of the Program.
 - a. One printed copy of the Program will be provided free of charge. If the employee or designated representative requests additional copies of the Program within one (1) year of the previous request and the Program has not been updated with new information since the prior copy was provided, we may charge reasonable, non-discriminatory reproduction costs for the additional copies.
3. Provide unobstructed access through a company server or website, which allows an employee to review, print, and email the current version of the Program. Unobstructed access means that the employee, as part of their regular work duties, predictably and routinely uses the electronic means to communicate with management or coworkers.

Clear instructions on how to request a copy of the IIPP will be available on the company intranet, posted in common areas, and included in employee handbooks. These instructions will explain how employees can request a printed or electronic copy, the time frame for receiving it, and any costs associated with additional copies.

Any copy provided to an employee, or their designated representative need not include any of the records of the steps taken to implement and maintain the written IIP Program.

Where we have distinctly different and separate operations with distinctly separate and different IIPPs, we may limit access to the IIPP applicable to the employee requesting it.

An employee must provide written authorization in order to make someone their "designated representative." A recognized or certified collective bargaining agent will be treated automatically as a designated representative for the

purpose of access to the company IIPP. The written authorization must include the following information:

- The name and signature of the employee authorizing the designated representative.
- The date of the request.
- The name of the designated representative.
- The date upon which the written authorization will expire (if less than 1 year).

Record Keeping

Adjoin will retain records of inspections and training conducted under the IIPP for a period of three years.

Our workplace has more than ten employees and so maintains the following records to help us effectively implement our IIPP:

- Records of scheduled and periodic inspections (to identify unsafe conditions and work practices, including the names of the person(s) conducting the inspection, the unsafe conditions and the work practices that have been identified, as well as the action(s) taken to correct the identified unsafe conditions and work practices). These records are maintained for at least one (1) year.
- Documentation of our safety and health training for each worker, including their name, training date(s), types of training and the name(s) of our training provider(s).

Wendy Forkas, CEO

Kim McNealy, Board Chair