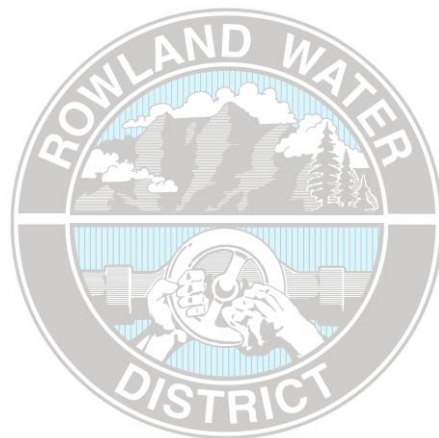


**INJURY AND ILLNESS
PREVENTION PROGRAM
(IIPP)
8 CCR 3203**



Rowland Water District

**3021 Fullerton Road
Rowland Heights, CA 91748**

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COMMITMENT

Rowland Water District (the District) greatly values the safety and health of all its employees and is committed to providing a safe and healthful workplace. This will be accomplished through the establishment, implementation, and maintenance of an effective Injury & Illness Prevention Program (IIPP).

RESPONSIBILITY

Tom Coleman, General Manager has the authority and responsibility for implementing the provisions of this program for the District. The IIPP's Program Administrator, Elisabeth Mendez, Compliance and Safety Manager, is responsible for maintaining and coordinating the program on a day-to-day basis.

Management

- Responsible for implementing and maintaining the IIPP in their work areas and for answering worker questions about the IIPP.
- Make a copy of the IIPP available to their employees.
- Know the program and provide the necessary leadership to ensure its success.
- Provide employees with necessary training.
- Provide the necessary leadership and resources to administer an effective program.
- Be a good example.

Employees

- Know the program and give it your total support.
- Learn the hazards of your trade, and practice safe behavior.
- Help fellow employees to prevent accidents.

COMPLIANCE

Management is responsible for ensuring that all safety and health policies and procedures are clearly communicated and understood by all employees. Supervisors and lead personnel are expected to enforce the rules fairly and uniformly. All employees are responsible for using safe work practices, for following all directives, policies, and procedures, and for assisting in maintaining a safe work environment. The following is our system of ensuring that all workers comply with the rules and maintain a safe work environment:

- ✓ Informing workers of the provisions of our IIPP Program.
- ✓ Evaluating the safety performance of all workers.
- ✓ Providing training to workers whose safety performance is deficient.
- ✓ Recognizing employees who perform safe and healthful work practices. This recognition is accomplished by employees who make a significant contribution to the maintenance of a safe workplace, as determined by their supervisors. Employees will receive written acknowledgment of such contributions which is maintained in the employee's personnel file.

- ✓ Disciplining workers for failure to comply with safe and healthful work practices. The following outlines our disciplinary process:
 - When it becomes necessary, Rowland Water District reserves the right to discipline employees who knowingly violate company safety rules or policies. Disciplinary measures will include but are not limited to verbal warning (documented) for minor offenses, written warning for more severe or repeated violations, and/or suspension without pay if verbal and written warnings do not prove to be sufficient. If none of the above measures achieve satisfactory corrective results, and no other acceptable solution can be found, the company will have no choice but to TERMINATE employment for those who continue to jeopardize their own safety and the safety of others.

COMMUNICATION

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. Our communication system encourages all workers to inform their managers and supervisors about workplace hazards without fear of reprisal.

- ✓ New worker orientation, including a discussion of site-specific safety and health policies and procedures.
- ✓ Review of IIPP Program.
- ✓ Follow-through by supervision to ensure effectiveness.
- ✓ Effective communication of safety and health concerns between workers and supervisors, including language translation where appropriate.
- ✓ Workplace-specific safety and health training.
- ✓ Regularly scheduled safety meetings, every working Friday. These meetings will be short (30-60 minutes) and will cover specific subjects and will be documented.
- ✓ Quarterly Safety Committee Meetings
- ✓ Posting and distributing safety information including but not limited to:
 - The JPIA*Source*
 - JPIA Splash Alerts
 - Small Stuff Monthly Newsletter
 - Department Meetings
 - Posters in the breakroom
- ✓ A safety suggestion box shall be checked at the beginning of each month, this system allows for workers to anonymously inform management about workplace hazards.

HAZARD ASSESSMENT

Periodic inspections to identify and evaluate workplace hazards shall be performed by Management and Supervisors according to the following schedule:

- ✓ When our IIPP was first established.
- ✓ Identification of workplace hazards will be accomplished through a cooperative effort between management, supervisors, employees, and safety consultants. Responsibility and accountability for effective hazard identification will be placed on all employees, at all levels. The methods employed will include:
 - Monthly company location inspections of the warehouse, yards, storage areas, equipment, rolling stock and office areas. These inspections will be performed by the Facilities Maintenance Worker.
 - Monthly job site inspections, performed by the Supervisors, the Compliance and Safety Manager, and/or the Safety Consultant. Inspections shall be made to identify and evaluate hazards:
 - Whenever new substances, processes, procedures, or equipment are introduced to the workplace.
 - Whenever new or 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; and whenever workplace conditions warrant an inspection.

Periodic inspections consist of identification and evaluation of workplace hazards utilizing applicable sections of the Safety Inspection Checklist, and any other effective methods to identify and evaluate workplace hazards.

ACCIDENT/EXPOSURE INVESTIGATIONS

Investigation of workplace accidents, hazardous substance exposures, and near accidents will be completed by an accident investigation. It is a systematic method for collecting factual information that makes it possible to accurately reconstruct the accident and determine the underlying reasons for the cause of the accident. The investigation is fact-finding, not fault finding. Once the primary causes for the accident have been determined, preventative measures can be identified and effectively established. Each supervisor has a prominent role in conducting an accident investigation. The responsibility for conducting an accident investigation includes collecting the facts, determining the sequence of events that resulted in the accident, identifying action to prevent recurrence, and providing follow-up to ensure that corrective action was effective.

All accidents should be investigated promptly regardless of their severity. Promptness of the investigation is essential since conditions at the accident scene change. Additionally, witnesses are more likely to relate circumstances as they were, without the added conjecture that comes later from discussions of the accident with other employees. Promptness in checking the scene assures

employees that management is highly concerned for their wellbeing. The type of investigation depends on the nature and magnitude of the accident. Each department supervisor/manager will promptly investigate, thoroughly analyze, and report in writing to the Compliance and Safety Coordinator all accidents involving personal injury and/or property damage or the potential there for, within 24 hours. Accident investigation reports will be submitted within 24 hours of the first notice to the supervisor/manager, and will include:

1. Visiting the scene as soon as possible.
2. Interviewing affected workers and witnesses.
3. Examining the workplace for factors associated with the accident/exposure/near-accident.
4. Determining the causes of the accident/exposure/near-accident.
5. Taking corrective action to prevent the accident/exposure/near-accident from reoccurring.
6. Recording the findings and corrective actions taken.

HAZARD CORRECTION

Unsafe or unhealthy work conditions, practices or procedures at our work facilities shall be corrected in a timely manner based on the severity of the hazards, and according to the following procedures:

1. When observed or discovered.
2. When an imminent hazard exists, which cannot be immediately abated without endangering employee(s) and/or property, we will remove all exposed workers from the area except those necessary to correct the existing condition. Workers necessary to correct the hazardous condition shall be provided with the necessary protection; and
3. All such actions taken and dates they are completed shall be documented on the Identified Hazards and Correction Form.
4. The Safety Committee will review hazard assessments and implement hazard corrections.

COVID-19 PREVENTION

COVID-19 is a recognized hazard addressed through our IIPP to determine measures to prevent its transmission and identify and correct hazards in our workplace. The District will:

- Provide effective COVID-19 hazard prevention training to employees.
- Provide face coverings when required by CDPH
- Notify affected employees of COVID-19 cases in the workplace.
- Investigate and respond to COVID-19 cases and certain employees after close contact*.
- Make testing available at no cost to employees, including to all employees in the exposed group during an outbreak.
- Maintain records of COVID-19 cases and immediately report employee deaths, or serious illnesses to Cal/OSHA and to the local health department when required.

- The COVID-19 Prevention regulations do not require employers to pay employees while they are excluded from work. Instead, the regulations require employers to provide employees COVID-19 testing at no cost, during paid time, to all of our employees who had a close contact in the workplace. Employees will also be provided with COVID-19 related benefits they may be entitled to under federal, state, or local laws; their employer's leave policies; or leave guaranteed by contract.

**“Close contact” is defined by looking at the size of the workplace in which the exposure takes place. For indoor airspaces of 400,000 or fewer cubic feet, “close contact” is now defined as sharing the same indoor airspace with a COVID-19 case for a cumulative total of 15 minutes or more over a 24-hour period during the COVID-19 case’s infectious period. For indoor airspaces of greater than 400,000 cubic feet, “close contact” is being within 6 feet of a COVID-19 case for a cumulative total of 15 minutes or more over a 24-hour period during the COVID-19 case’s infectious period.*

TRAINING AND INSTRUCTION

All workers, including management, supervisors, and lead personnel will have training and instruction on general and job-specific safety and health practices. Training and instruction shall be provided as follows:

1. When the IIPP is first established.
2. To all new workers.
3. To all workers given new job assignments for which training was not previously provided.
4. Whenever new substances, processes, procedures, or equipment are introduced to the workplace and represent a new hazard.
5. Whenever we become aware of a new or previously unrecognized hazard.
6. To supervisors to familiarize them with the safety and health hazards to which workers under their immediate direction and control may be exposed; and
7. To all workers with respect to hazards specific to each employee's job assignment.

This training will include (but is not limited to):

1. 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.
2. Provisions for medical services and first aid, including emergency procedures.
3. Proper housekeeping, such as keeping stairways and isles clear, work areas neat and orderly, and promptly cleaning up spills.
4. Prohibiting horseplay, scuffling, or other acts that adversely influence safety.
5. Prevention of musculoskeletal disorders, including proper lifting techniques.
6. Use of appropriate clothing, gloves, footwear, and personal protective equipment.
7. Proper storage to prevent stacking goods in an unstable manner and storing goods against doors, exits, fire extinguishing equipment, and electrical panels.

8. Information about chemical hazards to which employees could be exposed and other hazard communication program information.
9. Proper handling of toxic and hazardous substances, including prohibiting eating or storing food or beverages in areas where they can become contaminated.

In addition, we provide specific instructions to all workers regarding hazards unique to their job assignment, to the extent that such information is not already covered in the training.

EMPLOYEE ACCESS TO THE IIPP

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

- ✓ Providing unobstructed access through a company server or website, which allows an employee to review, print, and email the current version of the Program. Unobstructed access means that the employee, as part of their regular work duties, predictably and routinely uses the electronic means to communicate with management or coworkers.
- ✓ An electronic copy of the IIPP is available on **the District's Company Folder H:\ Compliance & Safety\Risk Management\JPIA\IIPP\Latest IIPP Revision** and a hard copy will be kept in the District's office, in the "Right to Know" Center.

The District will communicate to employees the right and procedure to access and print the IIPP, during orientation, IIPP training updates and acknowledgments.

RECORDKEEPING

The District has taken the following steps to implement and maintain our IIPP:

1. Records of scheduled and periodic inspections, including the person(s) conducting the inspection, the workplace hazards (i.e., unsafe conditions and work practices that have been identified), and the action(s) taken to correct the identified unsafe conditions and work practices are recorded on Safety Inspection Checklist and Identified Hazards and Correction Form. These records are maintained for at least five (5) years.
2. Documentation of safety and health training for each employee, including the employee's name, training dates, type(s) of training will be recorded in the Vector Solutions training database, and on the Training Matrix. These records will be retained for at least five (5) years.

INJURY AND ILLNESS PREVENTION PROGRAM

Our organization retains employee training records for the term of employment. These records are provided to the employee(s) upon termination of their employment.

ROWLAND WATER DISTRICT

By: *Tom Calona*

Title: General Manager

Date: September 4, 2024

APPENDICES

COVID-19 ADDENDUM INJURY AND ILLNESS PREVENTION PROGRAM

Employee Training

Rowland Water District (the District) will provide training for employees on the following topics using interactive methods that are easy to understand including verbal, visual, audiovisual, picture-centered handouts, and other resources:

- What is COVID-19 and how is it spread
- Signs and symptoms of COVID-19
- When to seek medical attention if not feeling well
- Prevention of the spread of COVID-19 if you are sick
- Physical distancing guidelines
- Importance of washing hands with soap and water for at least 20 seconds or use of hand sanitizer if soap and water are not readily available.
 - Hand washing should occur before and after using the toilet, eating, coming and going to work, after interactions with others, after contacting shared surfaces or tools, before and after wearing masks or gloves, and after blowing nose or sneezing.
- Methods to avoid touching eyes, nose, and mouth
- Coughing and sneezing etiquette
- Safely using cleansers and disinfectants
 - Reading labels, wearing proper personal protective equipment (PPE), hazard review and steps to minimize harm to employees using those products.

Good Sanitation Practices

- Check restroom facilities frequently and make sure they are clean and sanitary
- Assign an employee to check restrooms, open doors, re-stock toilet paper, clean and sanitize as necessary
- Make sure handwashing areas have plenty of soap, paper towels and that someone is cleaning and sanitizing
- Make sure handwashing supplies are re-stocked regularly
- Provide appropriate PPE including but not limited to gloves and N95 respirators

Procedures to Help Prevent the Spread of COVID-19

- The District will provide face coverings when required by CDPH.
- If an employee has a fever of 101 degrees Fahrenheit or greater, a cough, fever, shortness of breath the employee is encouraged to stay home and rest until they have recuperated; if the employee is at work and demonstrates these systems, they will be sent home.
- If an employee is not feeling well and is exhibiting symptoms that may be attributed to COVID-19, such as acute respiratory symptoms or a fever, the company will do the following:
 - Provide testing at no cost to the employee, including to all employees in the exposed group during an outbreak or major outbreak.

- If informed that an employee tests positive for COVID-19 because of a work-related case, the company will provide notice to health officials to thus provide the District with further guidance. Information includes but is not limited to:
 - The employee's work location and hours, general and specific work duties, if the employee has traveled to multiple worksites recently with timing, and the last day the employee was at work. Identify who has been in contact with the employee. The employee's name will not be disclosed unless asked to by the health officials.
- Company will establish routine schedule to clean and disinfect common surfaces and objects in the workplace. This includes but is not limited to:
 - Tools, machinery, containers, counters, tables, chairs, door handles, knobs, refrigerators, vending machines, bathroom surfaces, and automobiles – inside and out, and trash cans.
 - The process of disinfecting includes providing disinfecting products, any PPE required for their safe use along with review of manufacturer instructions for proper use.



SAFETY SUGGESTION FORM



Name (Optional): _____

Date: _____

We at Rowland Water District are determined to continuously develop safe work practices.

To achieve this, it is essential that we encourage the staff to share ideas and suggestions by using an anonymous Safety Suggestion Box to help improve current safety systems and procedures. All staff are encouraged to use this form to make suggestions to be reviewed monthly by the Assistant General Manager and during quarterly safety committee meetings.

Suggestion: (Please be specific as possible, explaining your suggestion, and how it may be implemented moving forward)

Reviewed By: _____

Date: _____

Signature: _____

SUPERVISOR'S ACCIDENT/INCIDENT INVESTIGATION FORM

Supervisor's Accident/Incident Investigation Form		
<i>Use for Industrial Injuries, Illnesses, or Near Misses</i>		
When	Date of incident: Time of incident:	Date reported to supervisor:
Who	Injured employee name: Department:	Job Title: Length of Employment:
Where	Exact location of occurrence:	
Loss	Nature and extent of injuries or property damage:	
What	Describe specifically what the individual was doing at the time of the incident:	
Root Cause(s) (check all that apply)	<p style="text-align: center;">MATERIALS</p> <input type="checkbox"/> Improper, defective or damaged tool or equipment <input type="checkbox"/> Equipment or tool failure <input type="checkbox"/> PPE failure <input type="checkbox"/> Hazardous product <input type="checkbox"/> Hazardous chemical <input type="checkbox"/> Improper apparel <input type="checkbox"/> Not otherwise classified (Describe):	<p style="text-align: center;">ENVIRONMENTAL</p> <input type="checkbox"/> Inadequate safeguards <input type="checkbox"/> Location hazards <input type="checkbox"/> Poor housekeeping <input type="checkbox"/> Poor storage practices <input type="checkbox"/> Toxic or hazardous gases, or fumes <input type="checkbox"/> Inadequate lighting <input type="checkbox"/> Poor weather conditions <input type="checkbox"/> Too hot or too cold <input type="checkbox"/> Not otherwise classified (Describe):
	<p style="text-align: center;">PERSONAL</p> <input type="checkbox"/> Bodily conditions, i.e. health issues, tired, under stress <input type="checkbox"/> Pressure to complete task <input type="checkbox"/> Poor ergonomics <input type="checkbox"/> Lack of skill or knowledge <input type="checkbox"/> Adequate skill or knowledge, but failure in execution <input type="checkbox"/> Did not receive adequate training <input type="checkbox"/> Did not inspect tool or equipment prior to use <input type="checkbox"/> Not otherwise classified (Describe):	<p style="text-align: center;">MANAGEMENT</p> <input type="checkbox"/> No written procedures <input type="checkbox"/> Lack adequate supervision <input type="checkbox"/> Lack of training provided <input type="checkbox"/> Ineffective inspection program or corrective action not taken <input type="checkbox"/> Pressure to get job done <input type="checkbox"/> Not otherwise classified (Describe):
	<p style="text-align: center;">TASK</p> <input type="checkbox"/> Safe work procedures not followed <input type="checkbox"/> Conditions changed to make the normal procedure unsafe <input type="checkbox"/> Appropriate tools not used or not available <input type="checkbox"/> Not otherwise classified (Describe):	<p style="text-align: center;">OTHER</p> <input type="checkbox"/> _____ _____ _____ _____

Why

Comment Fully:

Root Cause

Supervisor's Accident Investigation Form (Cont.)

Prevention

What should be done and by whom to prevent recurrence of this type of incident?
(Include target dates.)

What immediate actions have been taken? By whom?

What long term actions will be needed? (Include target dates.)

Name of Supervisor: _____ Date: _____

Signature: _____

Comments by Dept. Head or Manager

Based on the supervisor's report, write a concise statement commenting on why the injury occurred, and whether the corrective actions (taken and planned) are complete enough to prevent recurrence.

Name of Dept. Head or Manager: _____ Date: _____

Signature: _____



SAFETY INSPECTION CHECKLIST

Distribution: Date: Inspector: Title:					
		S	NS	NIA	Comments
I. FIRE PROTECTION:					
1. Fire Extinguisher					
2. Hose Racks					
3. Exits, Stairs, & Dead-ends Properly Marked					
4. Access to Electrical and Emergency Equipment					
II. HOUSEKEEPING:					
1. Aisles, Stairs, & Floors					
2. Storage of Material					
3. Wash & Locker Rooms					
4. Lights & Ventilation					
5. Areas Around Buildings					
6. Stair Maintenance: Treads, Handrails, Illumination					
7. Sanitation & Food Storage					
III. TOOLS:					
1. Power Tools: Frayed Wires, Properly Grounded,					
2. Hand Tools: Worn Wrenches, Cracked Hammer Heads					
3. Bench Grinders: Alignment of Tool Rest, Wheels					
4. Tool Storage					
5. Ladders					
IV. PERSONAL PROTECTIVE EQUIPMENT:					
1. Eye Wash, Showers: Clean, Operational, Protective					
2. Protective Clothing & Equipment					
3. Eye Protection					
V. HAZARDOUS SUBSTANCES & PROCESSES:					
1. Spill Control & Overflow					
2. Dispensing Devices					
3. Labels & SDS, Warning Signs					
4. Charging & Charging Storage Batteries					
5. Chemical Mixing & Use Areas					
VI. FLAMMABLE LIQUIDS AND GASES:					
1. Flammable Liquid Storage					
2. Labels & Warnings					
3. Storage, Handling, Markings & Use of Cylinders					
VII. WELDING & CUTTING OPERATIONS:					
1. Flammable & Combustible Materials					
2. Local or Natural Ventilation					
3. Welding or Cutting Shields					
4. Cylinder Protection					
5. Electrical Welding, Grounding & Cable Inspection					
6. SDS & Labels, Welding Gases, Rods & Fluxes					
7. Personal Protective Equipment					

S= Satisfactory

NSA= Needs Some Attention

NIA=Needs Immediate Attention



IDENTIFIED HAZARDS & CORRECTION FORM

Location: _____

Frequency: Quarterly Annual Other: _____

	Hazard	Target Date for Completion	Date Completed	Corrective Action Needed
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

Person Conducting Inspection: _____

Date: _____

Copies To: IIPP Program Administrator Safety Committee Other: _____

ROWLAND WATER DISTRICT

ROWLAND WATER DISTRICT TRAINING MATRIX

2023		CAL OSHA REQUIRED	CA LAW REQUIRED	THROUGH JPIA TRAINING	THROUGH VECTOR SOLUTION	INTERNAL TRAINING	3RD PARTY TRAINING	DISTRIBUTION STAFF						OPERATIONS STAFF				OFFICE STAFF					
								Anthony Ramirez	Andrew Antune	Chris Regnoso	David Tapia	Johnny Nazaroff	Kevin Stone	Noe Olivares	Ryan White	Alex Zaragoza	Joel Douglass	Nick Carino	Travis Noelte	Robert Leang	Casey Hages	Elisabeth Mendez	Keith Fouts
Annual	Asbestos Concrete Pipe (2hr refresher)	X					X																
	Bloodborne Pathogens	X			X																		
	Confined Space	X		X	X																		
	Defensive Driver	X			X																		
	Generator Training					X																	
	Hazard Communication (Hazcom)			X	X																		
	HAZWOPER Emergency Responders	X			X																		
	Hearing Conservation	X			X																		
	Hearing Test	X					X																
	IIPP					X																	
	Phishing Training w/Highroad IT						X																
	Respiratory Protection	X			X																		
	Fit Testing	X					X																
Silica	X			X																			
2	Active Shooter/Stop the Bleed																						
	Anti-Harassment for All Emp. [SB1343]				X																		
	Anti-Harassment for Sup. & Mngrs (SB1343/AB1825)				X																		
	CPR/AED/ First AID	X					X																
	Emergency Response Plan					X																	
	Drug & Alcohol Reasonable Suspicion for Supervisors & Managers						X																
	Fall Protection			X	X		X																
	Industrial Ergonomics				X																		
	Fire Prevention	X			X																		
	Incident Investigation (For Supervisors & Mngrs)				X																		
	Lock Out/Tag Out	X		X	X																		
	3 Years	Forklift Cert.			X			X															
Personal Protective Equipment					X																		
Traffic Control & Flagger				X			X																
Excavation		X		X																			
Trenching & Shoring		X		X																			
Spill Response Plan	X		X																				
Init	NIMS/SIMS					X																	

ROWLAND WATER DISTRICT

2023		CAL OSHA REQUIRED	CA LAW REQUIRED	THROUGH JPIA TRAINING	THROUGH VECTOR SOLUTION	INTERNAL TRAINING	3RD PARTY TRAINING	OFFICE STAFF (Cont)									
								Tom Coleman	Dusty Moisio	Allen Davidso	Gabby Sanchez	Myra Malner	Crystal Rodrigu	Monica Ulloa	Teresa Ryan	Gabriella Landeros	Brittnie Van De Car
Annual	Bloodborne Pathogens	X			X		X										
	Office Ergonomics				X												
	Slips, Trips, & Fall Prevention			X	X												
	Fire Extinguishers	X			X												
	IIPP			X		X											
	Phishing Training w/Highroad IT						X										
2 Years	Active Shooter/Stop the Bleed						X										
	CPRI/AED/ First AID	X					X										
	Anti-Harassment for All Emp. (SB1343)				X												
	Anti-Harassment for Sup. & Mngrs (SB1343/AB1825)				X												
	Drug & Alcohol Reasonable Suspicion for Supervisors & Managers		X		X												
	Emergency Response Plan	X		X		X											
	Fire Prevention Safety	X			X												
	CS 1: Courtesies, Attitude, & Ethics				X												
	CS 2: Listening for Understanding				X												
	CS 3: Eff. Verbal & NonVerbal Communications				X												
CS 4: 3-Steps to Successful Customer Interaction				X													
CS 5: Handling Customer Complaints				X													
In It	NIMS/SIMS						X										

