

elevate

Injury and Illness Prevention Program
Elevate Staffing 2026

INJURY AND ILLNESS PREVENTION PROGRAM (IIPP) for Elevate Staffing

RESPONSIBILITY

The Injury and Illness Prevention Program (IIP Program) administrator, Mike Vajda, Managing Director, has the authority and responsibility for implementing the provisions of this program for Elevate Staffing.

All managers and supervisors are responsible for implementing and maintaining the IIP Program in their work areas and for answering worker questions about the IIP Program.

COMPLIANCE

All workers, including managers and supervisors, are responsible for complying with safe and healthful work practices. Our system of ensuring that all workers comply with these practices includes one or more of the following practices:

- Informing workers of the provisions of our IIP Program.
- Evaluating the safety performance of all workers.
- Recognizing employees who perform safe and healthful work practices.
- Providing training to workers whose safety performance is deficient.
- Disciplining workers for failure to comply with safe and healthful work practices.

COMMUNICATION

All managers and supervisors are responsible for communicating with all workers about occupational safety and health in a form readily understandable by all workers. Our communication system encourages all workers to inform their managers and supervisors about workplace hazards without fear of reprisal.

Our communication system includes one or more of the following items:

- New worker orientation, including a discussion of safety and health policies and procedures.
- Review of our IIP Program.
- Workplace safety and health training programs.
- Regularly scheduled safety meetings.
- Posted or distributed safety information.

HAZARD ASSESSMENT

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
Account Manager	California Sites
Account Director	Atlanta Office
HR Director	All Non-CA Sites

Periodic inspections are performed according to the following schedule:

1. When we initially established our IIP Program.
2. When new substances, processes, procedures, or equipment that present potential new hazards are introduced into our workplace.
3. When new, previously unidentified hazards are recognized.
4. When occupational injuries and illnesses occur.
5. Whenever workplace conditions warrant an inspection.
6. If none of the above, inspections will be done quarterly (March, June, Sep, Dec)

ACCIDENT/EXPOSURE INVESTIGATIONS

Procedures for investigating workplace accidents and hazardous substance exposures include:

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

HAZARD CORRECTION

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

1. When observed or discovered.
2. When an imminent hazard exists that 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.

TRAINING AND INSTRUCTION

All workers, including managers and supervisors, shall have training and instruction on general and job-specific safety and health practices. Training and instruction are provided as follows:

1. When the IIP Program is first established.
2. To all new workers, except for construction workers who are provided training through a construction industry occupational safety and health program approved by Cal/OSHA.
3. To all workers given new job assignments for which training has not previously been provided.
4. Whenever new substances, processes, procedures, or equipment are introduced to the workplace and present a new hazard.
5. Whenever we are made aware of a new or previously unrecognized hazard.
6. To familiarize supervisors 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. Training will be prior to the start date and ongoing to ensure employee safety.

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

1. Implementation and maintenance of the IIP Program.
2. Emergency action and fire prevention plan.
3. Provisions for medical services and first aid, including emergency procedures.
4. Prevention of musculoskeletal disorders, including proper lifting techniques.
5. Proper housekeeping, such as keeping stairways and aisles clear, work areas neat and orderly, and promptly cleaning up spills.
6. Prohibiting horseplay, scuffling, or other acts that tend to adversely influence safety.
7. Proper storage to prevent stacking goods in an unstable manner and storing goods against doors, exits, fire extinguishing equipment, and electrical panels.
8. Proper reporting of hazards, accidents, and incidents to supervisors and/or HR.
9. Hazard communication, including worker awareness of potential chemical hazards and proper labeling of containers.
10. Proper storage and handling of toxic and hazardous substances, including prohibiting eating or storing food and beverages in areas where they can become contaminated.

EMPLOYEE ACCESS TO THE IIPP

Our employees - or their designated representatives - have the right to examine and receive a copy of our IIPP. If a request to examine our IIPP is made, we will:

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.

- a. Whenever an employee or designated representative requests a copy of the Program, we will provide the requester with a printed copy unless the employee or designated representative agrees to receive an electronic copy.
- b. 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.

Any copy provided to an employee or their designated representative need not include 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 to designate someone as 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's 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).

RECORDKEEPING

We have checked one of the following categories in accordance with our recordkeeping policy.

Our establishment has 20 or more workers, has a workers' compensation modification rate greater than 1.1, and is not on a designated low-hazard industry list or is on a designated high-hazard industry list. We have taken the following steps to implement and maintain our IIP Program:

1. Records of hazard assessment inspections, 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 on a hazard assessment and correction form.
2. Documentation of safety and health training for each worker, including the worker's name or other identifier, training dates, training type(s), and training providers, is 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 schedule:

- For one year, except for training records of workers who have worked for less than one year, which are provided to the worker upon the termination of employment.

HAZARD ASSESSMENT CHECKLISTS

The following checklists contain safety and health hazard assessment items commonly found in the workplace. It is the employer's responsibility to identify, evaluate, and control job-specific safety and health hazards in the workplace, and to meet all applicable Cal/OSHA requirements.

The following checklists are intended as guides for identifying safety and health hazards in your workplace. Answer the questions contained in the General Workplace checklist and then identify and answer the questions contained in the checklist that apply to your specific industry.

GENERAL WORKPLACE

<i>Checklist</i>	<i>Items</i>
<input type="checkbox"/> Is the Cal/OSHA poster Safety and Health Protection on the Job displayed in a prominent location where all workers are likely to see it?	<input type="checkbox"/> Is there a list of hazardous substances used in your workplace?
<input type="checkbox"/> Do you have a written, effective Injury and Illness Prevention Program?	<input type="checkbox"/> Is there a written hazard communication program dealing with Safety Data Sheets (SDS) labeling and worker training?
<input type="checkbox"/> Are all work areas properly illuminated?	<input type="checkbox"/> Is each container for a hazardous substance (i.e., vats, bottles, storage tanks) labeled with product identity and a hazard warning (communication of the specific health hazards and physical hazards)?
<input type="checkbox"/> Are workers instructed in proper first aid and other emergency procedures?	<input type="checkbox"/> Is there a Safety Data Sheet readily available for each hazardous substance used?
<input type="checkbox"/> Do you have a fire prevention plan?	<input type="checkbox"/> Is there a worker training program for hazardous substances?
<input type="checkbox"/> Are all worksites clean and orderly?	<input type="checkbox"/> Can the work be performed without eye strain or glare to the workers?
<input type="checkbox"/> Are all spilled materials or liquids cleaned up immediately?	<input type="checkbox"/> Does the task require prolonged raising of the arms, and does the neck and shoulders have to be stooped to view the task?
<input type="checkbox"/> Do you have eye wash facilities and a quick drench shower within the work area where workers are exposed to injurious corrosive materials?	<input type="checkbox"/> Are there pressure points on any parts of the body (wrists, forearms, back of thighs)?
<input type="checkbox"/> When lunches are eaten on the premises, are they eaten in areas where there is no exposure to toxic materials or other health hazards?	<input type="checkbox"/> Are there sufficient rest breaks, in addition to regular rest breaks, to relieve stress from repetitive-motion tasks?
<input type="checkbox"/> Are aisles and passageways kept clear?	<input type="checkbox"/> Are tools, instruments, and machinery shaped, positioned, and handled so that tasks can be performed comfortably?
<input type="checkbox"/> Are the directions to exits, when not immediately apparent, marked with visible signs?	<input type="checkbox"/> Are you keeping the required records and documentation?
<input type="checkbox"/> Are hazardous substances identified which may cause harm by inhalation, ingestion, skin absorption, or contact?	<input type="checkbox"/> Have arrangements been made to maintain the required records for the legal period of time?

<i>Checklist</i>	<i>Items</i>
<input type="checkbox"/> Are workers aware of the hazards involved with the various chemicals they may be exposed to in their work environment, such as ammonia, chlorine, epoxies, and caustics?	<input type="checkbox"/> Other:
<input type="checkbox"/> Is personal protective equipment provided, used and maintained wherever required?	<input type="checkbox"/>
<input type="checkbox"/> Are there written standard operating procedures for the selection and use of respirators where needed?	<input type="checkbox"/>
<input type="checkbox"/> Are restrooms and washrooms kept clean and sanitary?	<input type="checkbox"/>
<input type="checkbox"/> Are workers instructed in the proper manner of lifting heavy objects?	<input type="checkbox"/>

HAZARD ASSESSMENT AND CORRECTION RECORD

Date of Inspection:

Person Conducting Inspection:

Unsafe Condition or Work Practice:

Corrective Action Taken:

Date of Inspection:

Person Conducting Inspection:

Unsafe Condition or Work Practice:

Corrective Action Taken:

Date of Inspection:

Person Conducting Inspection:

Unsafe Condition or Work Practice:

Corrective Action Taken:

ACCIDENT/EXPOSURE INVESTIGATION REPORT

Date & Time of Accident:

Location:

Accident Description:

Workers Involved:

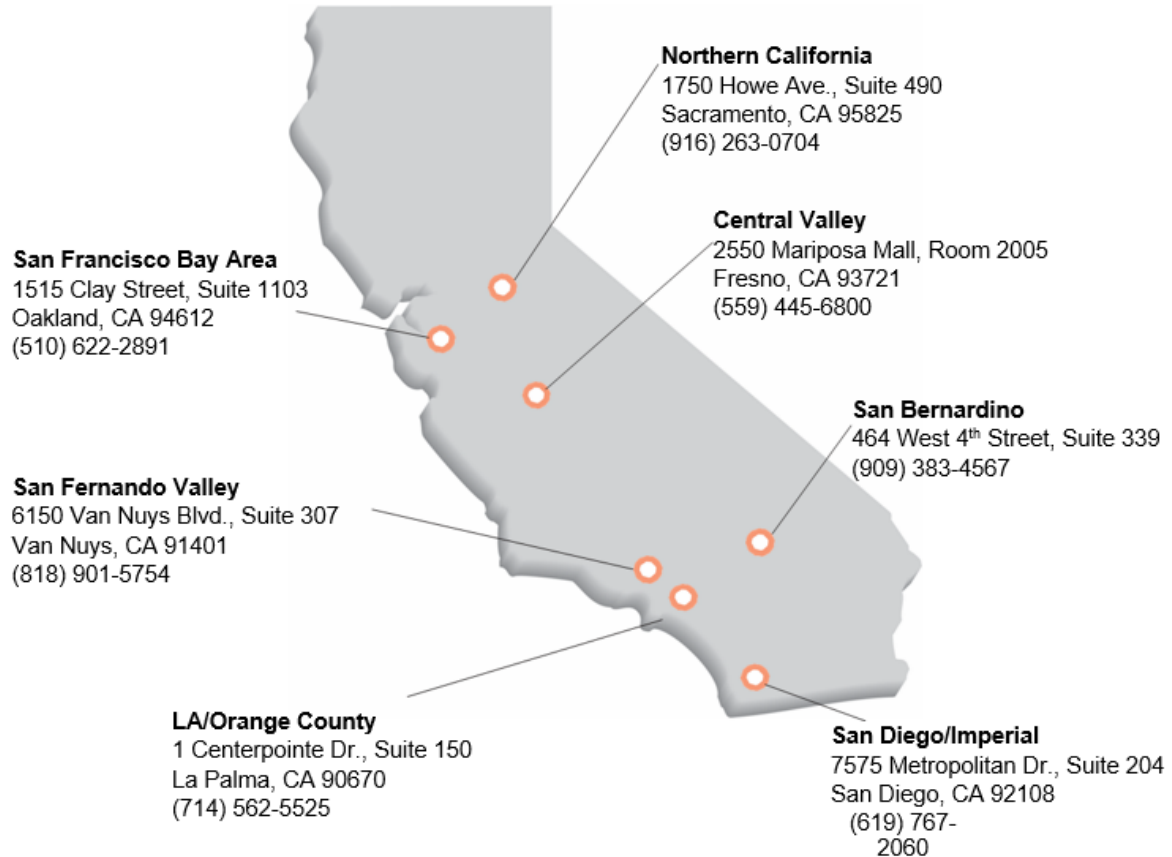
The underlying cause(s) of the accident/exposure:

Corrective Actions Taken:

Manager Responsible:

Date Completed:

On-site Assistance Program Area Offices



Elevate Staffing Heat Illness Prevention Plan (HIPP)

Purpose

Elevate Staffing is committed to protecting employees from heat illness while working in outdoor environments. This Heat Illness Prevention Plan establishes procedures to prevent, recognize, and respond to heat-related illness in compliance with applicable safety regulations, including California heat illness standards where applicable.

This plan applies to all employees working outdoors or in environments where heat exposure may occur.

Scope

This plan applies to:

- Outdoor activations and events
- Retail builds and stadium operations
- Load-in/load-out environments
- Temporary festival or outdoor staffing
- Any assignment where employees may be exposed to elevated temperatures

This plan applies regardless of whether work occurs at client-controlled locations.

Responsibility

Program Administrator

The Managing Director (or designee) is responsible for oversight and implementation of this plan.

Managers and Supervisors

Managers, staffing leads, and on-site supervisors are responsible for:

- Monitoring weather and heat conditions
- Ensuring water and shade availability
- Enforcing rest and hydration practices
- Observing employees for signs of heat illness
- Initiating emergency response procedures

Employees

Employees are responsible for:

- Following training and safety guidance
- Staying hydrated
- Taking preventative cool-down rest breaks
- Reporting symptoms immediately

Training

All employees who may work outdoors will receive heat illness prevention training prior to assignment. Training includes:

- Symptoms of heat exhaustion and heat stroke
- Importance of hydration
- Shade and rest break rights
- Emergency reporting procedures
- High heat safety protocols
- Acclimatization awareness

Training will be provided in a language employees understand where necessary.

Provision of Water

Elevate ensures that employees have access to fresh, pure, and suitably cool drinking water at no cost.

Best practices include:

- Encouraging frequent hydration
- Drinking small amounts regularly
- Up to one quart of water per hour in hot conditions

Where water is provided by a host client, Elevate will confirm availability before shifts begin.

Access to Shade

Employees will have access to shade at all times when working outdoors in warm conditions.

Shade must:

- Be available upon request
- Accommodate employees taking rest breaks
- Protect from direct sunlight

Employees are encouraged to take shade whenever they feel overheated.

Preventative Cool-Down Rest Periods

Employees may take preventative cool-down rest periods whenever needed.

Key standards:

- Shade access is always permitted
- Cool-down periods are not limited in frequency
- Cool-down periods are treated as paid time
- Employees will be monitored for symptoms

Employees will not be returned to work until:

- Symptoms resolve, and
- At least 5 minutes have passed in shade (excluding travel time)

High Heat Procedures (95°F and Above)

When temperatures reach or exceed 95°F, additional protections are implemented.

These may include:

- Active monitoring of employees
- Buddy systems or direct observation
- Increased hydration reminders
- Mandatory shade access
- Pre-shift heat safety briefings
- Increased supervisor visibility

Supervisors must maintain reliable communication with field teams during high heat.

Acclimatization

Employees are at higher risk during their first days working in heat.

Extra precautions will be taken for:

- New hires
- Employees returning after extended absence
- Employees assigned to hotter climates than usual

Supervisors will:

- Closely monitor employees during the first 14 days
- Encourage additional hydration and rest
- Gradually increase exposure where possible

Emergency Response Procedures

If an employee shows signs of heat illness:

Supervisors must:

1. Move the employee to shade immediately
2. Provide water if conscious and able to drink
3. Call emergency services if symptoms are severe
4. Never leave the employee alone

Signs requiring emergency services include:

- Confusion or altered mental state
- Loss of consciousness
- Seizures
- Hot, dry skin or stopped sweating

Supervisors must be prepared to:

- Provide the worksite location to emergency responders
- Ensure someone meets emergency personnel if needed

Reporting Symptoms

Employees must immediately report:

- Personal symptoms of heat illness
- Symptoms observed in coworkers

Reporting should be made to:

- On-site supervisor/team lead
- Staffing manager
- Elevate HR at hr@weareelevate.global

Prompt reporting ensures faster medical response.

Non-Retaliation

Elevate strictly prohibits retaliation against employees who:

- Request water, shade, or rest
- Report heat illness symptoms
- Raise heat safety concerns

Employees are encouraged to speak up without fear of discipline or adverse treatment.

Staffing Agency Coordination

Because Elevate employees frequently work at client-controlled sites:

- Elevate will coordinate with host clients to confirm heat safety controls
- Where gaps exist, Elevate may implement supplemental protections
- Employees should escalate unsafe conditions to Elevate immediately

Plan Availability

This Heat Illness Prevention Plan will be:

- Provided during onboarding
- Available via internal resources (e.g., Elevate Answers or HR)
- Available upon request

Injury and Illness Prevention Program Employee Acknowledgement Form

I have received instructions regarding the content and ability of the written Injury and Heat Illness Prevention Program (IIPP) that outlines Elevate Staffing's policies and employee responsibilities concerning safety.

By my signature below, I agree to the terms of this Acknowledgement and also agree to the following policies and procedures contained in the IIPP.

Employee Signature

Date