

SCM CONSTRUCTION
INC.

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WORKPLACE INJURY & ILLNESS
PREVENTION PROGRAMS

CODE OF SAFE PRACTICES

FIRE RESPONSE

HEAT INJURY ILLNESS PREVENTION
PROGRAM

Injury & Illness Prevention Program Policy

SCM Construction INC. Will institute and administer comprehensive and continuous occupational Injury and Illness Prevention Program (IIPP) for all employees. The health and safety of the individual employee, whether in the field, yard, or office, takes precedence over all other concerns. Management's goal is to prevent accidents, to reduce personal injury and occupational illness, and to comply with all safety and health standards.

Responsibility

The Injury and Illness Prevention Program administrator, Jonathan Moser, has the authority and responsibility for implementing the provisions of this program for SCM Construction Inc. All supervisors are responsible for carrying out the IIPP in their work areas. A copy of the IIPP shall be available from each supervisor, who can answer employee questions about the program.

Employee Compliance

Our system for ensuring compliance with safe work practices from all workers include: Informing all

workers of the provisions and guidelines of our IIPP upon employment; Regular evaluations of the safety performances of all employees; Recognizing employees who effectively perform safe work practices; Provide training for all employees whose safety performances are inadequate; Disciplining workers for failure to comply with the safe work practices. Each employee who is found out of compliance will be disciplined as so; 1st offense is a verbal warning, 2nd offense is a written citation, and the 3rd warning is temporary termination pending management reviewal.

Communication

We recognize that effective communication between management and staff concerning health and safety issues is essential to a safe, injury-free workplace. The following system is set in place to designate a continuous flow of safety and health information between management and staff. Every new worker will be subject to a New Employment orientation including the discussion of safety and health policies and procedures as well as a review

of the IIPP. Regular Safety and Health training programs will be held every 10 working days with translations available if needed. All safety information will be posted on the job-site or employees will be distributed safety and health handouts as needed. All employees are encouraged to inform management of any concerns verbally or anonymously in writing at anytime by choice of the employee. *No employee shall be retaliated against for reporting hazards or potential hazards, or for making suggestions related to safety.* All results of the investigation of any employees safety suggestions or report of hazard will be posted on an appropriate bulletin board or distributed to any and all employees affected by the hazard.

Hazard Assessment

Supervisors will be responsible for daily monitoring of their assigned job site. Periodic inspections to identify and evaluate workplace hazards shall be performed by a competent observer in the areas of our workplace. The periodic inspections will be

performed: When we initially establish our IIPP; When new substances, processes, procedures or equipment which present potential new hazards are introduced; When new, previously unidentified hazards are recognized; When occupational injuries or 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. These periodic inspections will be documented by the competent observer for every job-site individually.

Accident/Exposure Investigations

The procedure for the investigation of an accident or exposure in the workplace will be done so in a timely and thorough manner. A visit to the job-site will be done as soon as possible by a competent observer in which they will conduct and investigation that shall include: An interview with injured workers and witnesses; Examining the workplace for factors associated with incident;

Determine the cause of the incident; Take corrective action to prevent the incident from reoccurring; and recording the finding and corrective actions taken.

Hazard Correction

Correction of Hazards shall be done in a timely manner based on the severity of the hazard. Hazards shall be corrected immediately after observation or discovery. When a hazard cannot be corrected and eliminated without further endangerment of employees and/ or property, the exposed workers will be removed from the area except those necessary for the correction of the hazard. Workers necessary for the correction of the hazard shall be provided with proper protective equipment. All such actions taken and dates will be documented on the appropriate forms.

Training and Instruction

- All workers, including management, shall have training on safety and health procedures both general and job-specific.

- Training and instruction shall be provided when:
The IIPP program is first established.
- New workers are hired, except for workers trained through CAL/OSHA programs.
- All workers have been reassigned to a job that training has not previously been given.
- Whenever new hazards are presented to the workplace.
- All supervisors need training to inform the workers for which they are responsible.
- All workers with respect to hazards specific to each employee's job assignment.

Training's will include all information and explanation of:

- The IIPP.
- Emergency action plan Fire prevention plan
- Reporting of hazards
- General work practices and Injuries.
- Personal protective equipment
- Chemical hazard procedures
- Availability of water and other facilities

- First aid, and medical procedures.

In addition, we provide specific instructions to all workers regarding hazards unique to their job assignments, if not covered in previous training's.

Record keeping

Our establishment is a designated high hazard occupation. All records on hazard inspection is recorded on a hazard assessment and correction form including: Person(s) conducting the inspection; the unsafe conditions and work practices. Documentation on safety and health training for each worker will be recorded on a worker training and instruction form including: the workers name; training dates; type(s) of training, and training provider. A complete record of one year shall be kept except for training records of employees who have worked for less than one year, which are provided to the worker upon termination of employment.

SAFETY INSPECTION FORM

INSPECTED BY _____

DATE _____

If Unsatisfactory- Prioritize by Severity

U1-immediately U2-within 48 hours U3-within 1 week U4-abatement plan needed

CHECKLIST	S	U	NA	CORRECTIVE ACTION TAKEN IF UNSATISFACTORY
First-aid Kit Accessible				
First-aid Kit Stocked				
Fire Ext. Accessible				
Fire Ext. Inspected				
Fire Sprinkler Space				
Floors Clean/Orderly				
Spills Wiped Up				
Toilets/Sinks Clean				
Exits Clear				
Storage Racks Secure				
Stair/Ramps in Good Repair				
Ladder & Tools in Good Condition				
Lights Working				
Cords Good Condition				
No Exposed Voltage				
Grounded Plugs				
Breakers/Controls ID				
Elec. Panels Accessible				
Machines Guarded				
24" clip-on chuck used during tire inflation				
Truck Tires Blocked				
Tractors Inspected				
Forklift Inspected				
Forklift Rules Followed				
LPG in Racks				
Closed Shoes				
Lifting Proper				
MSDS & Labeling				
Posters in place				
Proper PPE w/chemicals				

CONSTRUCTION

CODE OF SAFE PRACTICES

GENERAL

1. All persons shall follow these safe practices rules, render every possible aid to safe operations, and report all unsafe conditions or practices to the foreman or superintendent.
2. Foreman shall insist on employees observing and obeying every applicable Company, State or Federal regulation and order as is necessary to the safe conduct of the work, and shall take action as is necessary to obtain compliance.
3. All employees shall be given safety meetings at least every 10 working days.
4. Anyone known to be under the influence of drugs or intoxicating substance which impair the employees ability to safely perform the assigned duties shall not be allowed on the job while in that condition.
5. Horseplay, scuffling and other acts which tend to have adverse influence on the safety or well-being of the employees shall be prohibited.
6. Work shall be well planned and supervised to prevent injuries in the handling of materials and in working together with equipment.
7. No one shall knowingly be permitted or required to work while the employees
ability or alertness is so impaired by fatigue, illness, or other causes that might unnecessarily expose the employee or others to injury.
8. Employees shall not enter manholes, underground vaults, chambers, tanks, silos, or other similar places that receive little ventilation unless it has been determined that it is safe to enter.
9. Employees shall be instructed to ensure that all guards and other

protective devices are in proper places and adjusted, and shall report deficiencies promptly to the foreman or superintendent.

10. Proper personal protective equipment (PPE) shall be provided and worn by those employees who are exposed to safety and health hazards (I.e. hard hats, eye protection, and gloves).

11. Workers shall not handle or tamper with any electrical equipment, machinery, or air or water lines in a manner not within the scope of their duties, unless they have received instructions from their foreman

12. All injuries shall be reported promptly to the foreman or superintendent so that arrangements can be made for medical or first aid treatment.

13. When lifting heavy objects, the large muscles of the leg instead of the smaller muscles of the back shall be used.

14. Inappropriate footwear or shoes with thin or badly worn soles must not be worn.

15. Materials, tools, or other objects shall not be thrown from buildings or structures until proper precautions are taken to protect others from the falling objects.

16. Where required, guardrails and/or personal fall protection systems will be used at elevated locations (in general fall protection is required at heights over 7 ½ feet).

17. Gasoline shall not be used for cleaning purposes.

18. Any damage to scaffolds, false work, other supporting structures shall be immediately reported from the foreman and repaired before use.

USE OF TOOLS AND EQUIPMENT

1. All tools and equipment shall be maintained in good condition.
2. Damaged tools or equipment shall be removed from service and tagged "DEFECTIVE".
3. Only appropriate tools shall be used for a specific job.
4. Wheelbarrows shall not be pushed with handles in an upright position.
6. Saw guards must not be blocked open to prevent guard from functioning.

7. Electric cords shall not be exposed to damage from vehicles.
8. Follow all manufacturer's recommendations when using a portable power tool.

WELDING EQUIPMENT

1. Only authorized and trained persons may operate welding equipment.
2. All compressed gas cylinders must be properly secured.
3. Inspect welding equipment before use.
4. Keep cylinders from heat, fire and sparks.
5. Cylinders, cylinder valves, couplings, regulators, hoses and apparatus must be kept free of oily and greasy substances.
6. When cylinders are not in use, regulators must be removed and valve protection caps put in place.
7. Cylinders without fixed hand wheels must have keys, handles, or non-adjustable wrenches on stem valves when in service.
8. Fuel gas cylinder valves must not be cracked open near sources of ignition.
9. Electrodes must be removed from holders of arc welding units when not in use.
10. The power to arc welders must be shut off when no one is in attendance.
11. Suitable fire extinguishers must be available for immediate use.
12. Welding cables must be frequently inspected for wear and damage.
13. Fire watchers must be provided when welding or cutting is performed in locations where a fire may develop.
14. Personnel must be protected from electrical shock when working in wet areas.
15. Proper personal protective equipment must be worn when welding.

MACHINERY

1. Only properly trained and authorized persons shall operate machinery; no riders are allowed.
2. Loose or frayed clothing, long hair, dangling ties, finger rings, etc. shall not be worn around moving machinery or other areas where they may become entangled.
3. Machinery shall not be serviced, repaired or adjusted while in operation, nor shall oiling of moving parts be attempted, except on equipment that is designed or fitted with safeguards to protect the person performing the work.
4. Where appropriate, lock-out procedures shall be used.

5. Tractors, bulldozers and similar machinery shall not be operated where there is a possibility of overturning in dangerous areas like edges of steep slopes.
6. Air hoses shall not be disconnected at compressors until the hose line has been bled.

VEHICLES

1. All employees are required to possess a valid California State drivers license when operating a company vehicle.
3. Seat belts will be worn at all times while in a moving vehicle.
4. All vehicles must be maintained and operated in a safe manner.
5. Employees shall not work under jack supported vehicles unless stands are provided.
6. Documented vehicle safety inspections will be performed regularly.

FIRE PROTECTION

1. Smoking shall not be allowed in buildings or areas that contain flammable vapors.
2. All oily rags or material must be stored in covered metal containers.
3. Gasoline or other flammable liquids must be stored in proper containers.
4. Keep flammable liquids away from open flames or other sources of ignition.
5. Provide fire extinguishers within 75 feet of work area.

**HEAT INJURY ILLNESS
PREVENTION
PROGRAM**

SCM Construction

Introduction

Heat illness in all its forms has always been a recognized work hazard in California, and across the nation. All heat related illnesses are preventable. Cal/OSHA requires employers in California to train workers regarding the hazards of working in heat and in heat related illness. The standard also requires businesses to have a written plan that informs employees, supervisors, and managers of the regulatory requirements that SCM Construction must adhere to related to heat related illness prevention.

The primary goal of the SCM Construction Heat Illness Prevention plan (HIPP) is employee safety. The training and operational elements found in this plan will provide employees, managers and supervisors with the tools necessary to anticipate environmental conditions that contribute to heat related illness, to recognize when work assignments place employees at risk and what job instructions need to be communicated to employees regarding the prevention of heat related illness.

This plan is consistent with the requirements of the SCM Construction Injury and Illness Prevention Plan (IIPP), and nothing in this program supersedes or nullifies the requirements found in our IIPP.

Contacts

For questions regarding the implementation or technical aspects of the HIPP please contact the following persons.

PRIMARY CONTACT	
Name	
Company Title/Role	
Address	
City, State, Zip	
Office:	

ALTERNATIVE CONTACT	
Name	
Company Title/Role	
Address	
City, State, Zip	
Office:	

Definition of Terms

Acclimatization

means temporary adaptation of the body to work in the heat that occurs gradually when a person is exposed to it. Acclimatization peaks in most people within four to fourteen days of regular work for at least two hours per day in the heat.

Active Cooling Equipment

means clothing or powered devices (passive or active) that work to provide body core cooling when worn by an employee.

Heat Illness

means a serious medical condition resulting from the body's inability to cope with a particular heat load, and includes heat cramps, heat exhaustion, heat syncope and heat stroke.

Environmental risk factors for heat illness

means working conditions that create the possibility that heat illness could occur, including air temperature, relative humidity, radiant heat from the sun and other sources, conductive heat sources such as the ground, air movement, workload severity and duration, protective clothing and personal protective equipment worn by employees.

Full-body Protective Clothing

means clothing or a protective suit that can provide a protective barrier to prevent dermal contact with a full range of materials from ordinary non-hazardous soiling agents to aggressive hazardous material/chemical substances. This suit provides body protection including head (hood) and feet (integrated booties).

Personal risk factors for heat illness

means factors such as an individual's age, degree of acclimatization, health, water consumption, alcohol consumption, caffeine consumption, and use of prescription medications that affect the body's water retention or other physiological responses to heat.

Preventative recovery period

means a period of time to recover from the heat in order to prevent heat illness.

Shade

means blockage of direct sunlight. Canopies, umbrellas and other temporary structures or devices may be used to provide shade. One indicator that blockage is sufficient is when objects do not cast a shadow in the area of blocked sunlight. Shade is not adequate when heat in the area of shade defeats the purpose of shade, which is to allow the body to cool. For example, a car sitting in the sun does not provide acceptable shade to a person inside it, unless the car is running with air conditioning.

Program Scope

The SCM Construction Heat Illness Prevention Plan (HIPP) is intended to control occurrence of heat related illness. The Plan applies to all outdoor areas of the campus where employees can be assigned work, and where environmental conditions cannot be mitigated by engineering controls.

Additionally, the Plan also applies to indoor areas where employees may be assigned work, where the indoor temperature meets or exceeds 100° F.

Program Responsibilities

Safety, Risk Management, and Senior Management will:

- draft and distribute the HIPP to field supervisors, and employees.
- provide initial training in the requirements of the plan to field managers, supervisors, and employees who are covered by the requirements of this program.
- maintain employee training records for courses conducted by staff.

Managers and supervisors will:

- ensure that employee work assignments both indoors and outdoors are evaluated and the components of this plan are implemented when the established temperature/relative humidity thresholds are met or exceeded.
- ensure that initial and periodic training is provided to employees under their supervision and are consistent with the requirements of this document.
- Ensure that active or passive cooling equipment is available to employees who may require its use.

Employees will:

- comply with the requirements of the this plan.
- understand the responsibilities of both SCM Construction and employees in maintaining compliance with this plan.
- take steps to mitigate any personal risk factors that may exist prior to working in a regulated hot environment.
- Immediately report unsafe conditions to their supervisor.
- Observe their fellow employees for signs of heat related illness, and take quick action to ensure that rapid assistance is provided if applicable.

Training

California Code of Regulations, Title 8, Chapter 4, section 3395 requires employers to provide training in the provisions of the written Heat Illness Prevention Plan to managers and supervisors, and employees. The minimum requirements for training content include:

- The environmental and personal risk factors for heat illness;
- SCM Construction procedures for complying with the requirements of CCR, T8, section 3395;
- The importance of frequent consumption of small quantities of water, up to four (4) cups per hour, when the work environment is hot and employees are likely to be sweating more than usual in the performance of their duties;
- The importance of acclimatization (refer to Appendix A);
- The different types of heat illness and the common signs and symptoms of heat illness (refer to Appendix A);
- The importance to employees of immediately reporting to the employer, directly or through the employee's supervisor, symptoms or signs of heat illness in themselves, or in co-workers;
- SCM Construction procedures for responding to symptoms of possible heat illness, including how emergency medical services will be provided should they become necessary (refer to Appendix A);
- SCM Construction procedures for contacting emergency medical services, and if necessary, for transporting employees to a point where they can be reached by an emergency medical service provider (refer to Appendix A);
- SCM Construction procedures for ensuring that, in the event of an emergency, clear and precise directions to the work site can and will be provided as needed to emergency responders (refer to Appendix A).

Further, supervisors are required to receive the same training content as outlined above and in addition:

- The procedures the supervisor is to follow to implement the applicable provisions in this section.
- The procedures the supervisor is to follow when an employee exhibits symptoms consistent with possible heat illness, including emergency response procedures.

Program Compliance Strategy

Nothing in this plan prevents a manager or supervisor from encouraging good heat related work practices when local temperatures are hot but do not reach the thresholds detailed below.

Outdoor Work Assignments

Managers and supervisors shall ensure that they are aware of the most current and accurate meteorological information (ambient temperature and relative humidity) in areas where they will be assigning employees to work. The manager and/or supervisor shall implement the proper controls when local weather conditions have achieved, or are expected to achieve the following threshold: **more than 48 hours with day time temperatures at or above 90° F and relative humidity at or above 80%.**

Note: Managers and supervisors may consult the following web page for accurate information regarding weather within the local campus vicinity: In these conditions, the manager and/or supervisor shall implement the following worker protection controls.

<http://www.wrh.noaa.gov/forecast/MapClick.php?site=sgx&smap=1&textField1=33.929815&textField2=-117.36467>

- Prior to the start of the work shift, when weather conditions require the application of the HIPP, managers and/or supervisors shall meet with their employees, and review the work procedures to be used during the high heat period.
- Managers and/or supervisors shall ensure that exposed employees have access to cool potable drinking water. Water must be provided to employees at the beginning of the work shift in sufficient quantities to ensure that employees can consume one quart of potable water per hour.
- Employees may be provided with smaller quantities of water if provisions are made to supply one quart of water per hour per employee.
- Managers and/or supervisors shall encourage frequent drinking of water by employees.
- Managers and/or supervisors shall ensure that employees assigned work outdoors and exposed to high environmental temperatures shall have quick and effective access to a rest area where shade is available, or to an area where ventilation or cooling is provided for a period of not less than 5 minutes. Employees shall have access to shade or cooling at all times during the work shift.

Work Assignments in Indoor Environments

Where employees are assigned work in an indoor environment where ambient temperatures will meet or exceed 100° F, managers and supervisors will ensure that:

- Prior to the start of the work shift, when interior environmental conditions require the application of the HIPP, managers and/or supervisors shall meet with their employees, and review the work procedures to be used during the high heat period.

- **Managers and/or supervisors shall ensure that exposed employees have access to cool potable drinking water. Water must be provided to employees at the beginning of the work shift in sufficient quantities to ensure that employees can consume one quart of potable water per hour.**
- **Employees may be provided with smaller quantities of water if provisions are made to supply one quart of water per hour per employee.**
- **Managers and/or supervisors shall encourage frequent drinking of water by employees.**
- **Managers and/or supervisors shall ensure that employees assigned work outdoors and exposed to high environmental temperatures shall have quick and effective access to a rest area where shade is available, or to an area where ventilation or cooling is provided for a period of not less than 5 minutes. Employees shall have access to shade or cooling at all times during the work shift.**

Appendix A: Recognizing Health Related Illness

Emergency Services Contact Procedures

When an employee has been impacted with a heat related illness, or any emergent medical condition, SCM Construction has the following process in place:

1. When an employee appears to be suffering from a heat related illness, contact 9-1-1 immediately. Use a public telephone, company cellular telephone, or a private cellular telephone.
2. If the affected employee is able to walk, get them out of the sun, begin active cooling, and advise the 9-1-1 operator of the patient's location. Be as precise as possible.

Types of Heat Related Illness

- Heat Cramps – are painful muscle spasms that usually occur in the legs (hamstrings) and abdomen. Heat cramps are treatable, and are the least severe form of heat related illness.
- Heat Exhaustion (heat syncope) – is an early indicator that the body's cooling system is becoming overwhelmed. Signals of heat exhaustion include:
 - Cool, moist, pale, ashen or flushed skin.
 - Headache, nausea, dizziness.
 - Weakness, exhaustion
 - Heavy sweating (a capstone sign)
- Heat Stroke – is a profound medical emergency. Heat stroke occurs when the body's systems are overwhelmed by heat and stop functioning. Heat stroke is a life threatening condition and requires professional emergency medical intervention. Signals of heat stroke include:
 - Red, hot, dry skin.
 - Changes in the level of consciousness (LOC)
 - Vomiting

First Aid Care for Victims of Health Related Illness

For employees suffering from heat cramps or heat exhaustion:

- Move the employee out of the sun, to a cool shaded place.
- Loosen tight or restrictive clothing, and remove any personal protective equipment over garments.
- Remove perspiration soaked clothing.
- Apply cool, wet towels to the skin
- Fan the employee gently
- If the person is conscious, provide small sips of cool water, (not a sports drink)

For employees suffering from heat stroke:

- This is a profound medical emergency, and cannot be successfully treated in the field. Immediate and decisive action is required.
- Call 9-1-1. Ensure that accurate directions are provided to the operator so medical assistance is not delayed.
- Move the employee to a place out of the sun, or provide shade for them.
- Loosen tight clothing, and begin active cooling methods (active fanning, pouring cool water over the body core, placing ice packs in the arm pits, behind the neck, and in the groin.
- Continue to cool the person by using ice or cold packs on the employee's wrists, ankles, groin, neck, and armpits.
- Remain with the employee until medical assistance arrives, and provide assistance to responders as required.

Appendix B: Hydration Techniques

For most employees who are well acclimated to exterior conditions in the work environment, proper hydration is a simple matter of drinking sufficient potable water prior to exposure to heat, and at least one quart per hour of cool potable water during the work involving exposure to high heat. **Drink before you get thirsty.** If you are working in high heat conditions, and become thirsty, you cannot replace the fluid loss you have sustained orally.

To re-state what Cal/OSHA recommends, an employee must consume up to four (4) cups per hour of cool, potable water during work in high heat conditions. For reference, a 500 ml bottle of commercially available water is equal to approximately two (2) cups of water. Thus, consuming two (2) 500ml bottles of water per hour would be equal to 4 cups.

Preventing heat related illness in employees is preferable to responding to a victim of heat illness, It is very important to "pre-hydrate" prior to beginning work in a high heat environment. If possible, employees should consume at least one bottle of water, or 2 cups, before beginning work in a high heat environment.

The Cal/OSHA standard requires employers to provide potable, "cool" water for employees. If supervisors choose to supply drinking water out of insulated water coolers, the contents needs to be kept at that relative temperature. Additionally, if a water cooler is provided, it must be sanitary, and have a valve for dispensing the water into individual cups, one for each employee, or disposable cups. The use of a communal dipper is not permitted.

The use of salt pills, or electrolyte replacement "sports" drinks is not recommended for normal hydration and fluid replacement. Water is the preferred fluid, taken in the amounts discussed. Do not over-hydrate, or try to consume more than the recommended amount and rate. Water intoxication can occur, where so much water is ingested that electrolyte balance is disturbed, which can lead to heart arrhythmias and other circulation problems.

In summary, anticipate high heat conditions, ensure that heat illness risk factors are eliminated or controlled, pre-hydrate before beginning work in high heat and humidity, and consume at least four (4) cups of water per hour during work in high heat.

Know the signs and symptoms of heat related illness. Keep an eye on co-workers, and respond quickly when you see signs of heat related illness in others.



WORKERS' COMPENSATION CLAIM FORM (DWC 1)

PETITION DEL EMPLEADO PARA DE COMPENSACIÓN DEL TRABAJADOR (DWC 1)

Employee: Complete the "Employee" section and give the form to your employer. Keep a copy and mark it "Employee's Temporary Receipt" until you receive the signed and dated copy from your employer. You may call the Division of Workers' Compensation and hear recorded information at (800) 736-7401. An explanation of workers' compensation benefits is included as the cover sheet of this form.

Empleado: Complete la sección "Empleado" y entregue la forma a su empleador. Quédese con la copia designada "Recibo Temporal del Empleado" hasta que Ud. reciba la copia firmada y fechada de su empleador. Ud. puede llamar a la División de Compensación al Trabajador al (800) 736-7401 para oír información gravada. En la hoja cubierta de esta forma esta la explicación de los beneficios de compensación al trabajador.

You should also have received a pamphlet from your employer describing workers' compensation benefits and the procedures to obtain them.

Ud. también debería haber recibido de su empleador un folleto describiendo los beneficios de compensación al trabajador lesionado y los procedimientos para obtenerlos.

Any person who makes or causes to be made any knowingly false or fraudulent material statement or material representation for the purpose of obtaining or denying workers' compensation benefits or payments is guilty of a felony.

Toda aquella persona que a propósito haga o cause que se produzca cualquier declaración o representación material falsa o fraudulenta con el fin de obtener o negar beneficios o pagos de compensación a trabajadores lesionados es culpable de un crimen mayor "felonia".

Employee - complete this section and see note above. Empleado - complete esta sección y note la notación arriba.

1. Name. Nombre. _____ Today's Date. Fecha de Hoy. 1 / 1 / 19
2. Home Address. Dirección Residencial. _____
3. City. Ciudad. _____ State. Estado. _____ Zip. Código Postal. _____
4. Date of Injury. Fecha de la lesión (accidente). _____ Time of injury. Hora en que ocurrió. _____ a. m. _____ p. m.
5. Address and description of where injury happened. Dirección lugar donde ocurrió el accidente. _____
6. Describe injury and part of body affected. Describa la lesión y parte del cuerpo afectada. _____
7. Social Security Number. Número de Seguro Social del Empleado. _____
8. Signature of employee. Firma del empleado. _____

Employer - complete this section and see note below. Empleador - complete esta sección y note la notación abajo.

9. Name of employer. Nombre del empleador. _____
10. Address. Dirección. _____
11. Date employer first knew of injury. Fecha en que el empleador supo por primera vez de la lesión o accidente. _____
12. Date claim form was provided to employee. Fecha en que se le entregó al empleado la petición. _____
13. Date employer received claim form. Fecha en que el empleado devolvió la petición al empleador. _____
14. Name and address of insurance carrier or adjusting agency. Nombre y dirección de la compañía de seguros o agencia administradora de seguros. **State Compensation Insurance Fund**
15. Insurance Policy Number. El número de la póliza de Seguro. _____
16. Signature of employer representative. Firma del representante del empleador. _____
17. Title. Título. _____ 18. Telephone. Teléfono. _____

Employer: You are required to date this form and provide copies to your insurer or claims administrator and to the employee, dependent or representative who filed the claim within **one working day** of receipt of the form from the employee.

Empleador: Se requiere que Ud. feche esta forma y que provea copias a su compañía de seguros, administrador de reclamos, o dependiente, representante de reclamos y al empleado que hayan presentado esta petición dentro del plazo de **un día hábil** desde el momento de haber sido recibida la forma del empleado.

SIGNING THIS FORM IS NOT AN ADMISSION OF LIABILITY

EL FIRMAR ESTA FORMA NO SIGNIFICA ADMISION DE RESPONSABILIDAD

- Employer copy/Copia del Empleador Employee copy/Copia del Empleado Claims Administrator/Administrador de Reclamos Temporary Receipt/Recibo del Empleado

