

SECTION 3: INJURY AND ILLNESS PREVENTION (IIP) PLAN

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3 INJURY AND ILLNESS PREVENTION PLAN

1 RESPONSIBILITY AND COMPLIANCE

1.2 RESPONSIBILITY

Dreamline Aviation's (DLA) Director of Safety (DOS) will act as Injury and Illness Prevention (IIP) Plan administrator. He/she has the authority and the responsibility for implementing and maintaining this IIP for DLA.

All managers and supervisors are responsible for implementing and maintaining the IIP Plan in their work areas and for answering worker questions about the IIP Plan. A copy of this IIP Plan is available on DLACrew.com for each manager, supervisor, and employee to study and/or review.

1.2 COMPLIANCE

Management is responsible for ensuring that all safety and health policies and procedures are clearly communicated and understood by all employees. Managers and supervisors 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.

Our system of ensuring that all workers comply with these practices includes the following practices:

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

2 COMMUNICATION

DLA recognizes that open, two-way communication between management and staff on health and safety issues is essential to an injury-free, productive workplace. The following system of communication is designed to facilitate a continuous flow of safety and health information between management and staff in a form that is readily understandable and consists of one or more of the following items:

- IIP training within Basic Indoctrination, including a discussion of safety and health policies and procedures, for all employees
- Review of DLA's IIP Plan
- Workplace safety and health training plans
- Regularly scheduled safety meetings
- Effective communication of safety and health concerns between workers and supervisors, including translation where appropriate
- Posted or distributed safety information
- A system for workers to anonymously inform management about workplace hazards
- Oral communication and instruction about general safe work practices and hazards unique to each employee's job assignment because our establishment has fewer than 10 employees
- A management/employee committee that meets regularly, prepares written records of the safety and health committee meetings, reviews results of the periodic scheduled inspections, reviews investigations of accidents and exposures and makes suggestions to management for the prevention of future incidents, reviews investigations of alleged hazardous conditions, and submits recommendations to assist in the evaluation of worker safety.

3 HAZARD ASSESSMENT

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

- Hangar and ramp areas
- Kitchenette areas
- Office areas
- Parking areas
- *For aircraft, see GOM*

3.1 Periodic Inspections

Periodic inspections are performed according to the following schedule:

- 1 For **Maintenance, Flight Operations, and Line Service**; inspections will be performed on a weekly basis by a Manager appointed by the DOS to perform such inspections;
- 2 For **Office personnel**, inspections will be conducted on a monthly basis by a Manager appointed by the DOS;
- 3 When Dreamline initially establishes its IIP Plan;
- 4 When new substances, processes, procedures, or equipment that present potential new hazards are introduced into the DLA workplace;
- 5 When occupational injuries and illnesses occur;
- 6 When DLA hires or reassigns permanent or contract workers to processes, operations, or tasks for which a hazard evaluation has not been previously conducted; and
- 7 Whenever workplace conditions warrant an inspection.

Periodic inspections consist of identification and evaluation of workplace hazards utilizing applicable sections of the following checklist and any other effective methods to identify and evaluate workplace hazards.

3.2 Accident / Exposure Investigations

Procedures for investigating workplace accidents and hazardous substance exposures include:

- Visiting the accident scene as soon as possible;
- Interviewing injured workers and witnesses;
- Examining the workplace for factors associated with the accident/exposure;
- Documenting Hazard using **FitSafety's SMS Report Risk / Hazard** website. (<https://fltsafety.com>);
- Determining the cause of the accident/exposure, documenting on FitSafety's Report Risk/ Hazard website;
- Taking corrective action to prevent the accident/exposure from recurring.

4 HAZARD CORRECTION

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

- When a hazard is observed or discovered, it will be immediately abated unless doing so would endanger a worker or property.
- When an imminent hazard exists that cannot be immediately abated without endangering worker(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 will be provided with the necessary protection.

The DOS and the Safety Committee will review all risk/hazard reports made on FitSafety and will ensure that each risk/hazard is eliminated or procedures are established to minimize the risk/hazard..

5. TRAINING AND INSTRUCTION

5.1 Scheduled and Unscheduled Training

All workers, including managers and supervisors, will have training and instruction on general and job-specific safety and health practices. Training and instruction will be provided:

- when the IIP Plan is first established;
- to all new workers during their Basic Indoctrination training;
- to all workers given new job assignments for which training has not been previously provided;
- whenever new substances, processes, procedures, or equipment are introduced to the workplace and represent a new hazard;
- whenever DLA is made aware of a new or previously unrecognized hazard;
- to supervisors to familiarize them with the safety and health hazards to which workers under their immediate direction and control may be exposed; and
- to all workers with respect to hazards specific to each worker's job assignment.

5.2 Topics to Be Covered in IIP Training

Workplace safety and health practices for all industries include, but are not limited to, the following:

- explanation of DLA's IIP Plan, Emergency Action Plan, and Fire Prevention Plan, and measures for reporting any unsafe conditions, work practices, and injuries, and when additional instruction is needed
- use of appropriate clothing, including gloves, footwear, and personal protective equipment
- information about chemical hazards to which workers could be exposed and other Hazard Communication Plan information

- availability of toilet, hand-washing, and drinking water facilities
- provisions for medical services and first aid, including emergency procedures
- provisions for heat illness prevention, including the following:
 - provision and access to drinking water
 - provision and access to shaded, ventilated, or cooled areas
 - responding to symptoms of possible heat illness
 - procedures for contacting emergency medical services, transporting employees to medical assistance, and ensuring clear and precise directions to the jobsite can and will be provided

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

6 RECORD KEEPING

Records of hazard assessment inspections, including the person(s) 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 FitSafety's Dreamline SMS website.

Documentation of safety and health training for each worker, including the worker's name or other identifier, training dates, type(s) of training, and training providers, is recorded on **Form 304, Training Record** for flight crew and on **Form 304E, Employee Basic Training Record** for all other employees. Flight crew training records are maintained in the Director of Flight Operations office. All other employees training records will be maintained in the HR Director's office.

Inspection records and training documentation will be maintained for three years, except for training records of workers who have worked for less than one year which are provided to the worker upon termination of employment. These will be maintained by the Director of Safety.

7. LIST OF TRAINING SUBJECTS

We train our workers about the following checked training subjects:

7.1 General Subjects – Applicable to all Employees

- The employer’s Code of Safe Practices
- General good housekeeping, fire prevention, safe practices
- Safe access to working areas
- Protection from slips and falls
- Ergonomic hazards, including proper lifting techniques and working on ladders or in a stooped posture for prolonged periods at one time

Note: Dreamline is not required to have an Ergonomics Plan. Nevertheless, Dreamline remains vigilant to reduce the potential occurrences of repetitive motion injuries (RMIs).

7.2 Maintenance and Line Service Topics

- Safe procedures for cleaning, repairing, servicing, and adjusting equipment and machinery
- Electrical hazards, including working around high-voltage lines
- Tug Safety
- Marshaling Safety (In and outside hangar)
- Proper use of powered tools
- Lock-out/tag-out procedures
- Materials handling
- Landing and loading areas, including release of rigging, landing layout, moving vehicles and equipment
- Fall protection from elevated locations
- Use of elevated platforms, including condors and scissors lifts
- Driver safety
- Personal protective equipment
- Respiratory equipment
- Hazardous chemical exposures
- Hazard communication
- Physical hazards, such as heat and cold stress, and noise
- Bloodborne pathogens and other biological hazards
- Heat illness prevention

7.3 Flight Crew Topics


(See GOM)

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8. FORMS



DREAMLINE AVIATION

DREAMLINE AVIATION, LLC
EMPLOYEE BASIC TRAINING RECORD
Form 304E

Employee Name:
Dept.:
Date Hired:

	Curriculum	Initial Hours Emp. / M&L	Date	Employee Init.	Trainer Init.
ALL EMPLOYEES	Company Orientation	.5 / 1			
	Employee Handbook and Policies	.5			
	HR Records and Documentation	.5			
	Computer Systems, Information Systems	.5			
	Safe and Secure Office	.5			
	IIP and Ergonomics	.5 / 1			
	Workplace Safety and Security	.5			
	SMS / Emergency Response Plan	.5			
	Fire Prevention	.5			
	Other: _____				
MAINTENANCE & LINE SERVICE	Hearing Conservation	.5			
	Heat Illness Prevention	.5			
	Vehicle (incl. Tug) Usage and Safety	1			
	Elevated Surfaces	1			
	Fatigue / Human Factors Training	1			
	Hazard Communication	1			
	Use of Fire Extinguishers*	1			
	Bloodborne Pathogens	.5			
	Respiratory Protection	.5			
	Lock-Out / Block-Out	.5			
	Fuel Spill Mgmt. (All / First Responders)	.5 / 2			
	Other: _____				

* Safety Coordinator (and his/her designee) for the Administrative Offices will also receive training in use of fire Extinguishers

I certify the proficiency and knowledge of the employee: **Instructor Signature:** _____ **Date:** _____

I have received and understand all the indicated training: **Employee Signature:** _____ **Date:** _____

Form 304E
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Forms Manual
Form 304

CREWMEMBER TRAINING RECORD

Aircraft	Position	Type of Training		Name
1.		Initial New Hire	Upgrade	Certificate Number
		Initial Equipment	Recurrent	
2.		Transition		

CURRICULUM		COMPLETED					
Curriculum Segment and Modules Per Section 2 of the Training Manual		Initial Hours	Recurrent Hours	Hours	Date	Pilot Initials	Instructors Initials
Basic Indoctrination	Federal Aviation Regulations	3	As Required				
	The Company Operations Manual	4	As Required				
	The Operating Certificate And Ops Specs	1	As Required				
	CRM / Crew Procedures	1	As Required				
	Drug And Alcohol Training	1	As Required				
	Airman Subjects	14	As Required				
Basic Indoctrination Total		24	6				
General Emergency	Crewmember Duties In An Emergency	20min	20min				
	Company Communications	20min	20min				
	Aircraft Fires – General Guidance	20min	20min				
	Illness, Injury, And Basic First Aid	1	1				
	Ground Evacuation	20min	20min				
	Ditching/ Equipment	20min	20min				
	Rapid Decompression	20min	20min				
	Previous Aircraft Accidents	20min	20min				
	Crewmember Incapacitation	20min	20min				
	Hijacking	20min	20min				
General Emergency Total		4	4				
Emergency Drill	Fire Extinguisher	30min	30min				
	Emergency Exits	30min	30min				
	Demonstration of Floatation Devices	30min	30min				
	Operations of Life Rafts	30min	30min				
	First Aid Equipment	30min	30min				
	Emergency Oxygen	30min	30min				
Emergency Drill Total		3	3				
HZ	Hazmat Recognition	4	2				
Specialty	International Procedures (IP)	8	4				
	Security Program (IP Module 10)	AR	AR				
	RVSM	4	1				
	RNP	1	.5				
	GPS	2	.5				
AC	Aircraft Specific Ground Training	32	8				
	Aircraft Specific Flight Training	10	6				

I certify the proficiency and knowledge of the crewmember: Instructor Signature _____ Date _____

I have received and understand all the indicated training: Pilot Signature _____ Date _____

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