

CALIFORNIA STATE UNIVERSITY, FRESNO ASSOCIATION, INC.

INJURY & ILLNESS PREVENTION PROGRAM

MANUAL

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California State University, Fresno Association, Inc.

Injury and Illness Prevention Policy

INTRODUCTION AND PURPOSE

It is the policy of California State University, Fresno Association, Inc. to maintain a safe and healthful workplace for employees, and to comply with all applicable occupational health and safety regulations. This Injury & Illness Prevention Program (IIPP) is intended to:

Establish a system for prompt identification and correction of workplace hazards.

Establish an effective system of facility inspection, training and record keeping.

Encourage prompt employee reporting of health and safety concerns without fear of reprisal.

Provide for the use of personal protective equipment and all necessary mechanical guards.

Maintain an education program to provide the following:

- a) Review and investigate accidents to determine cause and initiate prompt corrective action.
- b) Hold regularly scheduled safety meetings.
- c) Use bulletins, posters, and other appropriate visual aids.

RESPONSIBILITY FOR SAFETY - Title 8, Sec 3203 a(1)

Safety and health of all our employees is of primary importance. The company pledges to work diligently and conscientiously to eliminate unsafe and unhealthful conditions and expects equal diligence from all employees in the prevention and elimination of unsafe and unhealthful acts and practices. To achieve this objective, the company shall:

1. Establish a comprehensive safety and health program and designate the Director of Human Resources as the administrator.
2. Comply with all safety and health laws, rules and regulations.
3. Establish a safety committee with representatives from management and staff.

4. Conduct periodic safety inspections.
5. Investigate accidents promptly and thoroughly to determine the cause and implement appropriate corrective action to prevent recurrence.
6. Provide periodic employee safety training and education.

MANAGER AND SUPERVISOR RESPONSIBILITY

Managers and supervisors are responsible for (Supervisors are defined in this manual as those who supervise or direct other employees):

1. Communicating to their staff the Association's emphasis on health and safety.
2. Providing appropriate employee safety training and personal protective equipment as needed; ensuring that emergency first-aid and hospital phone numbers are posted at each unit.
3. Modeling and enforcing safe and healthful work practices.
4. Ensuring inspection of work areas and equipment under their authority.
5. Promptly correcting identified hazards.
6. Implementing measures to eliminate or control workplace hazards.
7. Stopping any work that poses an imminent hazard.
8. Encouraging employees to report health and safety issues without fear of reprisal.
9. Promptly reporting accidents occurring on the job under their supervision.
10. Enforcing the Association's drug-free workplace policy.

EMPLOYEE RESPONSIBILITY

The Association expects each employee to:

1. Cooperate with the Association's safety program, and comply with all applicable health and safety regulations, policies and established work practices, safe

operating procedures and precautions. Observe health and safety-related signs, posters, warning signs and directions.

2. Participate in appropriate health and safety training and learn about the potential hazards of assigned tasks and work areas.
3. Report all injuries and accidents immediately to their supervisor and obtain necessary medical aid without delay.
4. Report hazardous conditions and other safety concerns immediately to their supervisor, and warn coworkers about defective equipment and other hazards.
5. Use proper personal protective equipment.
6. Review the building emergency plan and assembly area information.

The employee will follow all the Association's safety rules. Failure to follow the rules will result in disciplinary action.

SAFETY INSPECTION - Title 8, Sec 3203 a(4)

The Association shall conduct periodic safety inspections. Inspections allow for the general review of operations to determine the effectiveness of the overall safety program. Hazards identified during an inspection must be corrected.

HAZARD ABATEMENT PROCEDURE - Title 8, Sec 3203 a(6)

Supervisors are responsible for communicating safety and health issues in a form readily understandable by all workers. Employees are encouraged to communicate safety concerns to their supervisor without fear of reprisal. Supervisors are also responsible for ensuring that employees are supplied with hazard information pertinent to their work assignments.

Hazards can be reported anonymously using the attached "Report of Unsafe Condition or Hazard" form, which is available at each unit location. Hazardous conditions or activities noted should be reported to the Association's Human Resources Department. The Safety Committee will periodically review this record. Safety related items will be posted in each unit. Employees may also be informed about safety matters by email, voice mail, or distribution of written memoranda.

Hazards discovered either as a result of periodic inspection or during normal operations must be promptly corrected. Managers or supervisors are expected to correct unsafe conditions as quickly as possible after discovery, based on the severity of the hazard. Corrective actions should be documented. Appropriate corrective action related to training and retraining of employees will be documented on the individual employee's training record.

ACCIDENT INVESTIGATION - Title 8, Sec 3203 a(5)

Employees who are injured at work must report the injury immediately to their supervisor. If immediate medical treatment beyond first aid is needed, call 911. If non-emergency medical treatment for work-related injuries or illnesses is needed, contact San Joaquin Total Care (559) 251-2225.

Supervisors are responsible for investigating industrial injuries to determine and correct the cause(s) of the incident. All accidents shall be investigated promptly regardless of their severity. Supervisors must complete the attached accident investigation form, and promptly submit the entire workers compensation packet to Human Resources no later than the next business day after the incident. The investigation should include 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.

If the injured employee saw a physician, the supervisor should obtain a medical release form before allowing the employee to return to work. The Safety Committee will periodically review workers compensation reports. Appropriate recommendations for policy changes will be made as necessary.

BASIC RULES FOR ACCIDENT INVESTIGATION

- The purpose of an investigation is to find the cause of an accident and prevent further occurrences, not to fix the blame. An unbiased approach is necessary to obtain objective findings.
- Visit the accident scene as soon as possible - while facts are fresh and before witnesses forget important details.
- If possible, interview the injured worker at the scene of the accident and "walk" him or her through a re-enactment.
- All interviews should be conducted as privately as possible. Interview witnesses one at a time. Talk with anyone who has knowledge of the accident, even if they did not actually witness it.
- Consider taking signed statements in cases where facts are unclear or there is an element of controversy.
- Document details graphically. Use sketches, diagrams and photos as needed, and take measurements when appropriate.
- Every investigation should include an action plan. How will you prevent such accidents in the future?

-If a third party or defective product contributed to the accident, save any evidence. It could be critical to the recovery of claims costs.

RECORD KEEPING - Title 8, Sec 3203 b(1 & 2)

The Association will keep safety records, which include but are not limited to:

- Employee training records
- Safety meetings
- Safety inspections
- Safety Committee meetings
- Reports of Unsafe Condition or Hazard
- Accident investigations
- Employee and employer claim forms
- Cal/OSHA required records (Form 200, medical exposure records, injury reports)

EMPLOYEE HEALTH AND SAFETY TRAINING

Safety training will be provided to employees by their supervisor, or by representatives from other relevant Association, campus or non-campus personnel. Training will be documented using the “Employee Safety Check List” or an equivalent record. Training will include how to report unsafe conditions.

Supervisors must be trained on the hazards to which employees under their immediate control may be exposed. All supervisors must ensure that the personnel they supervise receive appropriate training on the specific hazards of work they perform, and the proper precautions for protection against those hazards. Training is particularly important for new employees. Personnel hired after the initial group training session will be oriented on this material as soon as possible by the appropriate supervisor. Health and Safety training is also required when employees are given new job assignments on which they have not previously been trained and whenever a supervisor is made aware of a new or previously unrecognized hazard.

CORRECTIVE ACTION - Title 8, Sec 3203 a(2)

All employees are responsible for complying with safe and healthful work practices including applicable regulations, Association policy, and departmental safety procedures. When it becomes necessary, the California State University, Fresno Association, Inc. reserves the right to

discipline employees who knowingly violate company safety rules or policies. Depending on the severity of the violation, disciplinary measures may include but not be limited to:

- Verbal warning for minor offenses,
- Written warning for more severe or repeated violations,
- Suspension without pay, or
- Termination of employment.

SAFETY RULES SECTION

- A. General Safety
- B. Housekeeping
- C. Slips and Falls
- D. Material Handling
- E. Fire Prevention Safety
- F. First Aid/Medical
- G. Emergency Evacuation Procedures
- H. Personal Protective Equipment and Personal Hygiene
- I. Electrical Safety
- J. Hand Tools
- K. Portable Power Tools
- L. Office Safety
- M. Motorized Vehicles

More specific information is included in each unit's own safety rules section, under the appendices.

CODE OF SAFE WORK PRACTICES

A. GENERAL SAFETY

1. Be alert for unsafe work methods or unsafe conditions. Either correct them or report them to your supervisor immediately.
2. Report every injury immediately, whether serious or not, to your supervisor.
3. Observe the Drug-Free Workplace policy.
4. Obey warning tags and signs.
6. Do not block fire fighting equipment, fire doors, or exits with any material or equipment.
7. Obey existing law about smoking in the workplace. Smoking is prohibited in all buildings.

B. HOUSEKEEPING

1. Keep your working environment clean and tidy at all times.
2. Do not place material or equipment in aisles, corridors, in front of emergency exits, or electrical control panels. Tools, equipment and chemicals shall be stored in designated spaces when not in use.
3. Do not place or stack material or equipment in such a manner that it constitutes a falling hazard.
4. If anything is spilled in the work area, it should be cleaned up as soon as possible after it has been determined if the spilled substance is not hazardous. If it is hazardous call your supervisor.

C. SLIPS AND FALLS

1. Wear safe, strong shoes which are in good repair.
2. Watch where you step. Be sure your footing is secure.
3. Pick up litter. Don't let tripping hazards exist.
4. Secure cables and extension cords so they don't trip you.

5. If you must climb to reach something, use a sound ladder or step stool, set and properly secured. When climbing, face the ladder and use both hands, and if possible, have someone hold the ladder to insure its steadiness.
6. When reaching from a ladder, keep your shoulder inside the vertical stringer. If you must reach further than this, move the ladder first.

D. MATERIAL HANDLING

1. Don't move it twice if once will do. Plan your work!
2. Don't try to lift objects which may be beyond your physical capacity and training. Get help or use a machine or hand truck.
3. Use gloves, aprons or pads when handling materials which are rough, sharp, hot or cold, or which are covered with hazardous substances. See more regarding hazardous substances in section IV.
4. When moving a load, be sure you can see where you are going. Check for obstructions or tripping hazards in the direction you will be moving. Make multiple trips as is necessary.
5. When carrying long objects like pipe or lumber, keep the leading end just above head height.
6. When lifting heavy objects from the floor, kneel on one knee, roll or tip the object onto the other knee, then pull the load next to your stomach and stand up. Use the reverse procedure to set a load down.
7. Pile material on a strong, level base. Interlock so the pile won't come apart. Chock round stock so it can't roll.

E. FIRE PREVENTION SAFETY

1. Fire fighting equipment and emergency exits must be kept clear and ready for immediate use. Do not block them with equipment or material. All personnel should be familiar with the position of fire fighting equipment.
2. Know where your primary exit route is, and what alternative emergency routes are available. Always use the closest emergency door to exit when evacuating the building.

3. Make sure flammable liquids and vapors are not exposed to ignition sources. All flammable liquids must be dispensed from and transported in approved containers. Glass containers are expressly forbidden.
4. Report all fires, no matter how small, to your Supervisor.
5. Immediate response to fires is essential. If a fire occurs, the first consideration must be the safety of personnel. All employees must be evacuated in the immediate area before attention can be given to the saving of property. Notify your Supervisor and the Campus Police as soon as soon as possible.
6. Instruction and training on the use of fire extinguisher and evacuation procedures is provided. Learn how to use the extinguisher in your area (frequently read the instructions label on extinguisher) and know where they are located. If you are not sure, ask your Supervisor.

F. FIRST AID AND MEDICAL

1. Report all accidents to your supervisor regardless of whether anyone is injured and take steps to correct the factors which can contribute to the accident. If you injure yourself in any way at work, seek first aid treatment. Seek treatment for all injuries, even small cuts, scratches or burns to prevent infection and need for further medical care. An accident report must be completed by your supervisor even if you do not require medical care.
2. Employees must obtain permission from their supervisor and/or Human Resources:
 - a) When leaving work prior to the end of the working day for illness or injury.
 - b) When returning from any absence due to occupational illness or injury.
 - c) When returning from any absence due to non-occupational illness of three days or more, a release from the treating physician may be required.
 - d) When wearing a bandage or dressing which obscures vision.

- e) When wearing a cast or splint; using a cane or crutch.
- 3. Be sure to notify the Human Resources Department of any change in your name, address or telephone number. This is important in order to maintain necessary contact with you and your family.
- 4. In case of accident or sickness or inability to report to work, phone your Supervisor as soon as possible before the start of your shift. Three days without notification is considered a voluntary termination.

G EMERGENCY EVACUATION PROCEDURES

In the event of fire, earthquake or any other emergency, it may be necessary to quickly evacuate the building in a safe and orderly manner. The evacuation procedure to be followed by all personnel under these circumstances is:

- 1. The instruction to evacuate the building will be given by individual department supervisors.
- 2. Immediately stop work, switch off equipment and leave the building by the nearest emergency exit. All exits have signs and are shown on the building diagram.
- 3. Once outside the building you should proceed to the area designated for your building and wait for instructions from your supervisor.
- 4. Supervisors will check that all their employees are clear of the building.
- 5. Under no circumstances shall you leave the vicinity of the building without reporting to your supervisor.
- 6. If a person is missing, the supervisor will report this information to the appropriate emergency response agency representative.
- 7. Under no circumstances will personnel be permitted to re-enter the building until a safety clearance has been obtained from the facility manager.
- 8. All employees shall follow the directions of the facility manager. Any refusal to follow directions will be reported and disciplinary action will be taken.

H. PERSONAL PROTECTIVE EQUIPMENT AND PERSONAL HYGIENE

Protective equipment such as safety glasses, gloves, aprons and back supports are provided by California State University, Fresno Association., Inc. If you require any protective equipment ask your Supervisor to provide it for you.

1. This equipment shall be used whenever it is necessary by reason of hazards of processes or environment.
2. Personal protective equipment must be carefully checked each time before wearing to assure its integrity to provide protection for which it is designed.
3. The employee must check personal protective equipment. If replacement is necessary, the damaged equipment must be exchanged for replacement.
4. Protective equipment must be worn where required. Your supervisor will advise you as to what equipment is necessary for a particular job.
5. Avoid handling chemicals or immersing your hands in chemical solutions without wearing rubber gloves.
6. If you are cut or if you receive a puncture wound, keep cuts and puncture wounds clean to avoid infection. Report any such minor injuries to your supervisor.
7. If skin contact with chemicals occurs, immediately rinse the exposed area with running water. The important factor is always to remove chemical material as quickly as possible.
8. Employees must not clean their hands by washing in oils or solvents. Soap and water is the best and safest to use.
9. Wash hands after using any chemicals or solvents and before smoking, eating or contacting sensitive body areas such as eyes to prevent contamination.
10. Contact lenses increase the danger of eye damage when used in areas of potential eye injury. Contact lenses shall not be worn in any area where chemicals are used.
11. Wear appropriate clothing for the work that you do. Your supervisor will instruct you on the proper clothing and shoes for your department.

I. ELECTRICAL SAFETY

All cases of electrical shock must be reported to your Supervisor. All electrical control panels, switch panels and circuit breaker panels must be kept free of obstruction and remain easily accessible at all time. Periodically check electrical

and extension cords to see if they are frayed or worn. Extension cords should not be used as a long-term alternative to permanent wiring. Refer to specific units for additional electrical safety rules.

J. HAND TOOLS

1. Cutting tools must be dressed at the proper angle cutting away from the body to prevent injury. They should be kept sharp, and in a scabbard or stored in a safe place.
2. The heads of striking tools must be dressed square (with a few exceptions) and without burrs.
3. Use the right kind and size of tool for the job.
4. Hold screwdrivers, wrenches, chisels, etc., in such a way that if there is a slip or a miss, you will not be hurt.
5. Do not use a file without a handle.

K. PORTABLE POWER TOOLS

1. All portable and stationary electric power tools must be properly grounded before and during use. Check the insulation on the wires and the condition of plugs and sockets. If they are frayed, worn, cut or broken, have them repaired before using.
2. String temporary extension cords and power lines so they will not create a tripping hazard and so they are protected from physical damage.
3. Before using a drill on a wall, floor or ceiling be sure electrical wires, gas lines and high pressure lines are not in the way.
4. Circular skill saws shall not be used without the guard. Do not pin the guard back.
5. Do not use power assisted tools for driving nails or spikes in walls, ceilings or floors when people are working on the other side of the partition.

L. OFFICE SAFETY

1. Never leave desk, file or cabinet drawers open since they can create a tripping or bumping hazard.

2. Never open more than one drawer at a time in a file cabinet. If it is necessary to keep books or other objects in a file cabinet, put them in the bottom drawers.
3. Do not extend electrical cord, telephone and equipment cables across aisles or walkways where they create tripping hazards.
4. Do not climb on chairs, up-turned wastepaper baskets, or other improvised hazardous supports.
5. Do not attempt to repair any electrical equipment. Report faults to your supervisor or maintenance.
6. Do not store materials on top of filing cabinets and open shelving units where they are likely to fall and injure someone.

M. MOTORIZED VEHICLES

1. Only authorized employees will operate company vehicles, including autos, trucks, forklifts, powered carts and other equipment requiring a driver.
2. Drivers shall possess a valid California Driver's License where necessary and such will be documented by the supervisor.
3. Drivers must meet the Association's Defensive Driving requirements and receive certification from Environmental Health and Safety.
4. Drivers required to have special class licenses shall possess these endorsements.
5. Any driver known to be under the influence of drugs or intoxicating substances is subject to immediate termination.
6. Passengers are forbidden to ride on vehicles not equipped with seats for passengers.
7. Do not get on or off a vehicle while it is in motion -- even slow motion.
8. Overloading a vehicle with passengers or materials is forbidden.
9. Vehicles will be maintained in a safe operating condition. It is the responsibility of the driver to report any defective conditions immediately. Guidelines for powered carts shall be posted in the cart.

10. No vehicle shall be driven in a reckless manner. The maximum speed any vehicle shall be driven at any time shall be subject to posted speed limits if driving on public roads, and such that the driver can stop the vehicle within the clear unobstructed distance ahead of him giving due regard for possible unforeseen obstructions and the condition of the road surface and the vehicle.
11. All vehicle accidents, whether involving injury or not, shall be reported to your supervisor.

HAZARD COMMUNICATION PROGRAM

California State University, Fresno Association, Inc. has developed a Hazard Communication Program to provide employees with information about the hazardous materials present in our workplace. The information includes container labeling, Material Safety Data Sheets (MSDS) and employee training.

I. CONTAINER LABELING

It is our policy that before use, each secondary container of hazardous materials must possess a label with the following information:

- Name of the contents
- Appropriate hazard warnings

The Facility Manager will ensure that each container has a label with the appropriate information.

II. MATERIAL SAFETY DATA SHEETS (MSDS)

Material Safety Data Sheets for each hazardous material to which our employees may be exposed are filed in an MSDS binder located within the unit. Facility Managers will review newly arriving data sheets for significant health and safety information and see that new information is passed on to the appropriate employees. If an MSDS is missing a new one will be requested.

The Material Safety Data Sheets are available to all employees during regular business hours. If an MSDS is not available for a particular material, contact the Human Resources department.

III. EMPLOYEE INFORMATION AND TRAINING

Employees will be trained in general and specific hazard communication procedures and regulations. The training content will address the following areas:

- 1. The Employee's Right to Know" Law**
- 2. Product Labels and Material Safety Data Sheets**
- 3. Specific Chemical Training**

It is important that all of our employees understand the training. If you have questions, please contact your Supervisor.

IV. LIST OF HAZARDOUS MATERIALS

A Hazardous Materials Inventory listing all known hazardous materials used in our workplace is located in each MSDS binder. The Inventory Chart lists the material name, manufacturer name, phone number, and revision date. A sample inventory chart is attached. Specific information for each hazardous material can be found in the Material Safety Data Sheet binder.

Unit Managers are responsible for updating the Hazardous Materials Inventory and making employees aware of the new materials being used in the workplace.

V. INFORMING CONTRACTORS

The Facility Manager will ensure that outside contractors are informed about the hazardous materials to which they may be exposed while working in our workplace.

Contractors having questions about this plan may contact the Director of Human Resources.

1. All Material Safety Data Sheets (MSDS) are available for review, and are kept in the Unit Manager's office.
2. Know the hazardous properties of all the chemicals you work with.
3. Read the label on the containers and follow the manufacturer's instructions to the letter.
4. Know what the first aid treatment is and be prepared to carry it out immediately if necessary.
5. Store chemicals in a safe manner and in accordance with the manufacturer's recommendations.
6. Keep containers closed when not in use.
7. Use goggles, gloves, masks, and other protective equipment as required.
8. Do not smoke, eat, or drink in areas where chemicals are used.

9. Use appropriate disposal methods for chemicals.

SAFETY COMMUNICATION - Title 8, Sec 3203 a(3 & 7)

It is our company policy to maintain open communication between management and staff on matters pertaining to safety and we encourage your active participation in our company safety program. Please feel free to express any of your safety concerns or suggestions individually to your supervisor, or in writing on the attached Hazard Report form. (This will allow you to remain anonymous if you so desire.)

SAFETY AND HEALTH TRAINING (NEW HIRES)

All new employees must undergo an initial orientation in order to receive instruction in:

- General company rules and policies.
- Safe work procedures.

In addition, other work related education will be included in the orientation process.

The Safety Training Program for all new employees will include:

- An initial training period including instruction on the safe use and operation of equipment, accident reporting procedures, and other miscellaneous safe work practices.
- Proper use and care of required protective equipment.
- Hazard communication when hazardous chemicals are to be used.
- Safe lifting techniques.
- Other specific safety information pertinent to the employee's job.
- Employee Safety Check Sheet used to document the training (see attached sample)

SAFETY AND HEALTH TRAINING (EXISTING EMPLOYEES)

The Safety Training Program is also intended to provide general and specific job safety training to existing company personnel. To insure that employees receive appropriate job safety training, all employees will participate in:

- Scheduled safety meetings.

-Additional training as job duties or work assignments are expanded or changed, or whenever employees are exposed to new processes, machinery, chemicals, or when previously unrecognized hazards will have an effect on their safety and health.

-Training for driving company vehicles and powered carts.

An employee training record will be kept for all employees. Those records will be kept by individual facility managers in the unit office (a sample employee training record is attached).

EMPLOYEE SAFETY MEETING - Title 8, Sec 3203 a(3)

Safety meetings will be conducted periodically in each department, by the department supervisor. These meetings will be brief and will cover 1-2 specific subjects. Safety meetings are required by CAL/OSHA in order to successfully communicate important information to employees, as well as promote safety awareness. These meetings will be documented.

SAFETY COMMITTEE - Title 8, Sec 3203 a (3)

The Safety Committee will consist of members from management and staff. This committee will meet on at least a quarterly basis and follow an agenda. Minutes of the meeting will be documented.

The committee will generally or specifically address safety topics as necessary, as outlined in the Safety Committee Policy and Procedures Manual.

CALIFORNIA STATE UNIVERSITY,
FRESNO ASSOCIATION, INC.

**Safety Training Certification
For
Injury & Illness Prevention Program Acknowledgement**

THIS IS TO CERTIFY that I have on this day received a copy of the California State University, Fresno Association, Inc. Injury & Illness Prevention Policy, which I will read. I will be guided by this Policy while in the employ of this company.

I understand that it is a requirement of my employment that in case I am injured while in the course of my work, I will immediately report the injury to my supervisor and obtain the necessary First Aid or Medical Treatment.

Employee Name (please print)

Employee Signature

Date

Supervisor's Signature