

Hire Up Staffing & Healthcare Services ("Hire Up") is committed to providing a safe and healthy work environment for all employees, including temporary employees assigned to client worksites. As a staffing agency operating under a dual-employer relationship, Hire Up works collaboratively with host employers to identify workplace hazards, provide training, prevent workplace injuries and illnesses, investigate incidents, and maintain compliance with applicable occupational safety and health laws, including Cal/OSHA requirements.

This Injury and Illness Prevention Program (IIPP) has been established in accordance with California Code of Regulations, Title 8, Section 3203, and serves as Hire Up's occupational safety and health program for all employees. Hire Up will comply with all applicable federal, state, and local occupational safety and health requirements, including OSHA and Cal/OSHA regulations where applicable.

Responsibility for the IIPP

Hire Up has designated an Injury and Illness Prevention Program (IIPP) Administrator who has the authority and responsibility for implementing, maintaining, and enforcing this program.

IIPP Administrator

Carrie Bryson

VP of Operations

Email: hr@hireupss.com

Phone: 559-579-1332

The IIPP Administrator is responsible for:

- Overseeing implementation of the IIPP.
- Reviewing and updating the program as necessary.
- Coordinating workplace safety efforts with host employers.
- Ensuring employee safety concerns are addressed promptly.
- Maintaining required safety records and documentation.

Hire Up will communicate the identity and contact information of the IIPP Administrator to all employees during onboarding and orientation.

Additionally, Hire Up reviews host employers' Injury and Illness Prevention Programs (IIPP's) or equivalent safety programs to verify that temporary employees assigned to their worksites are included within the host employer's safety program and procedures.

This program will be reviewed periodically and updated as necessary to reflect changes in operations, applicable regulations, workplace hazards, or safety practices.

Accident, Injury, Illness, and Exposure Investigations

Employees must immediately notify both their host employer supervisor and their Hire Up representative of any work-related injury, illness, exposure incident, near miss, or unsafe condition. Upon reporting any of these items, employees will be provided with a Workplace Hazard Reporting Form to document the event.

Hire Up requires host employers to immediately notify us of:

- Any workplace injury or illness involving a Hire Up employee.
- Any accident, near miss, exposure incident, or hazardous condition involving a Hire Up employee.
- Any serious injury, serious illness, hospitalization, fatality, loss of a body part, or serious disfigurement involving a Hire Up employee.

Host employers are also required to provide Hire Up with the results of their incident investigations, including identified root causes, corrective actions, and preventive measures.

Hire Up will participate in investigations involving injuries, illnesses, exposures, and workplace incidents affecting our employees.

Near-miss incidents may also be investigated to identify hazards and implement corrective measures before an injury or illness occurs.

Hire Up will comply with all applicable OSHA, Cal/OSHA, and state occupational safety reporting requirements. Any serious injury, illness, or fatality involving a Hire Up employee must be reported immediately to management so that required notifications can be made within legally required timeframes. Host employers are also expected to comply with all applicable reporting obligations.

Hazard Assessment and Worksite Inspections

Hire Up conducts an initial evaluation of host employer worksites before placing employees at those locations. Worksite evaluations are documented using the Hire Up Worksite Evaluation Form and are conducted by Account Managers or other designated representatives.

In addition to initial worksite evaluations, Hire Up may conduct periodic worksite inspections, follow-up evaluations, or safety reviews to verify that workplace conditions remain safe and that identified hazards have been corrected.

Worksite evaluations may be repeated when job duties change, new hazards are identified, a workplace injury occurs, or Hire Up determines that additional assessment is necessary to protect assigned employees.

Host employers are required to notify Hire Up whenever job duties, equipment, processes, work locations, supervisors, schedules, or workplace hazards affecting assigned employees change so that hazards can be evaluated and additional training can be provided if necessary.

Employees assigned to host employer worksites are informed that they may report unsafe conditions to:

- Their onsite supervisor.
- A Hire Up representative.
- Human Resources.
- OSHA, Cal/OSHA, or another applicable occupational safety agency.

Employees may report safety concerns without fear of retaliation.

Employees have the right to refuse work they reasonably believe presents an imminent danger to their health or safety or violates applicable safety regulations until the hazard can be evaluated and corrected.

No employee will be terminated, disciplined, discriminated against, or retaliated against for reporting workplace hazards, injuries, illnesses, safety concerns, refusing unsafe work in good faith, or contacting OSHA, Cal/OSHA, or another occupational safety agency regarding workplace safety issues.

Hazard Correction

Hire Up works with host employers to ensure hazards affecting assigned employees are corrected promptly. When hazards are identified, Hire Up will work with the host employer to determine appropriate corrective actions and timeframes for hazard correction.

Hire Up and the host employer will communicate and coordinate responsibilities regarding the identification, provision, use, maintenance, and replacement of required personal protective equipment (PPE) for assigned employees.

If an imminent hazard exists that cannot be immediately corrected, Hire Up will coordinate with the host employer to remove affected employees from exposure until the hazard has been eliminated or effectively controlled.

Hire Up may suspend placements or remove employees from a worksite when working conditions present an unacceptable safety risk.

Communication Regarding Workplace Safety

Hire Up maintains an open system of communication regarding workplace safety and encourages employees to report concerns without fear of reprisal.

Employees may communicate safety concerns directly to:

- Their Hire Up representative.
- Human Resources.
- Their host employer supervisor.
- OSHA, Cal/OSHA, or another applicable occupational safety agency.

Employees are informed of their rights under applicable federal, state, and local workplace safety laws, including OSHA and Cal/OSHA requirements where applicable.

Employees may report safety concerns anonymously where permitted by law.

When safety concerns or hazards are identified, the assigned Account Manager will promptly communicate with the host employer by phone, email, worksite visit, or other appropriate means to ensure corrective action is taken.

Safety Training and Instruction

Before assignment, employees receive training covering:

- Hire Up's safety policies;
- Injury and Illness Prevention Program requirements;
- Workplace Violence Prevention requirements;
- Hazard reporting procedures;
- Employee rights under OSHA and Cal/OSHA;
- Emergency procedures;
- Accident and injury reporting procedures;
- Personal protective equipment requirements; and
- Anti-retaliation protections.

Employees are informed that they have the right to raise workplace safety concerns, report injuries, participate in safety investigations, and communicate with OSHA, Cal/OSHA, or another applicable occupational safety agency without fear of discrimination or retaliation.

Hire Up will coordinate with host employers to ensure employees receive site-specific, job-specific, and hazard-specific safety training before beginning work and whenever required by changes in workplace conditions.

Additional training will be provided whenever:

- New hazards are identified.
- An employee is assigned new job duties that present different hazards.
- New equipment, substances, or processes are introduced.
- Workplace procedures change.
- Regulatory requirements change.
- Hire Up becomes aware that an employee has not retained the necessary understanding of required safety practices.

Employee Compliance with Safety Procedures

Hire Up utilizes a system of recognition, coaching, retraining, and corrective action to encourage compliance with safety requirements.

Employees who fail to follow established safety rules, use required personal protective equipment, report injuries, report hazards, or comply with host employer safety procedures may be subject to corrective action, up to and including termination of employment. Corrective action will be administered fairly and consistently.

Management is responsible for communicating safety expectations and ensuring employees understand both Hire Up and host employer safety requirements.

Employees are responsible for:

- Following all safety rules and procedures.
- Reporting hazards immediately.
- Reporting injuries and illnesses immediately.
- Using required personal protective equipment.
- Participating in required training.
- Cooperating with safety investigations.
- Following all host employer safety policies and procedures.

Employees must immediately report unsafe conditions, unsafe work practices, accidents, injuries, illnesses, and near misses to both Hire Up and the host employer.

Recordkeeping and Documentation

Hire Up maintains records necessary to support implementation of this IIPP and compliance with applicable OSHA, Cal/OSHA, and state occupational safety requirements.

Hire Up maintains training records, worksite evaluation records, incident investigation records, corrective action records, and other required safety documentation in accordance with applicable legal retention requirements.

Copies of this IIPP are available:

- On the Hire Up website.
- Upon request through Human Resources.

As part of the client onboarding process, host employers may be required to provide a copy of their Injury and Illness Prevention Program (IIPP) or equivalent safety program for review to help ensure the safety of Hire Up employees assigned to their worksites.

Employer Certification

I, Rebecca Kirkman, President of Kirkman Beck, LLC dba Hire Up Staffing & Healthcare Services, and Carrie Bryson, Vice President of Operations, hereby authorize and ensure the establishment, implementation, and maintenance of this written Injury and Illness Prevention Program (IIPP) and the documents and forms associated with this program.

We are committed to providing a safe and healthy work environment for all employees and to maintaining compliance with applicable federal, state, and local occupational safety and health regulations, including OSHA and Cal/OSHA requirements where applicable. We believe that the policies, procedures, training, and communication outlined in this program will help prevent workplace injuries and illnesses and promote a culture of safety throughout Hire Up and all client worksites where our employees are assigned.

Rebecca Kirkman	President
_____ Name	_____ Title
	
box SIGN 19Y3QLQ1-4YVJWRKJ	Aug 7, 2026
_____ Signature	_____ Date

Carrie Bryson	Vice President of Operations
_____ Name	_____ Title
	
box SIGN 4W29LZR8-4YVJWRKJ	Aug 7, 2026
_____ Signature	_____ Date