

CONCORDIA UNIVERSITY INJURY & ILLNESS PREVENTION PROGRAM

Introduction

Safety is a must, not only for your own protection, but also for the protection of others. It is part of your responsibility to make Concordia University a better place to work by reporting unsafe conditions or practices on the job. It is important that you do your best to work safely. Your supervisor will always welcome suggestions concerning safety.

The attached pages represent Chapter 1 of Concordia University's Safety Plan. The entire safety plan is available on Concordia's website found at www.cune.edu/35. A hard copy of the Safety Plan is also available in the Human Resource Office, Weller 102.

In addition to the Safety Plan, Concordia University has an Environmental, Health and Safety Committee with members representing the university's administration, faculty, staff and students. A list of the members of the EHS committee is attached to this document.

CHAPTER 1 (Revised 01/18/06)

INJURY AND ILLNESS PREVENTION PROGRAM

WRITTEN PLAN

This is the Concordia University written Injury and Illness Prevention plan. Please read it carefully. While no plan can guarantee an accident free work place, following the safety procedures set forth in this manual will significantly reduce the risk of danger to you and your co-workers. Thank you for all our safety.

INTRODUCTION TO OUR PROGRAM

State and federal laws, as well as Concordia policy, make the safety and health of our employees the first consideration in operating our University. Safety and health in our University must be a part of every operation, and every employee's responsibility at all levels. It is the intent of Concordia University to comply with all laws concerning the operation of the university and the health and safety of our employees and the public. To do this, we must constantly be aware of conditions in all work areas that can produce or lead to injuries. No employee is required to work at a job known to be unsafe or dangerous to their health. Your cooperation in detecting hazards, reporting dangerous conditions and controlling workplace hazards is a condition of employment. Inform your supervisor immediately of any situation beyond your ability or authority to correct. Employees will not be disciplined or suffer any retaliation for reporting a safety violation in good faith.

SAFETY FIRST PRIORITY

The personal safety and health of each employee of Concordia University is of primary importance. Prevention of occupationally-induced injuries and illnesses is of such consequence that it will be given precedence over operating productivity. To the greatest degree possible, management will provide all mechanical and physical protection required for personal safety and health, but our employees must bear primary responsibility for working safely. A little common sense and caution can prevent most accidents from occurring.

INDIVIDUAL COOPERATION NECESSARY

Concordia University maintains a safety and health program. To be successful, such a program must embody proper attitudes towards injury and illness prevention on the part of supervisors and employees. It requires the cooperation in all safety and health matters, not only of the employer and employee, but between the employee and all co-workers. Only

through such cooperative effort can a safety program in the best interest of all be established and preserved. Safety is no accident; think safety and the job will be safer.

SAFETY PROGRAM GOALS

The objective of Concordia University is a safety and health program which will reduce the number of injuries and illnesses to a minimum.

SAFETY POLICY STATEMENT

It is the policy of Concordia University that accident prevention shall be considered of primary importance in all phases of operation and administration. It is the intention of Concordia University's management to provide safe and healthy working conditions and to establish and insist upon safe practices at all times by all employees.

The prevention of accidents is an objective affecting all levels of our University and its operations. It is, therefore, a basic requirement that each supervisor make the safety of all employees an integral part of his or her regular management function. It is equally the duty of each employee to accept and follow established safety regulations and procedures.

Every effort will be made to provide adequate training to employees. However, if an employee is ever in doubt about how to do a job or task safely, it is his or her duty to ask a qualified person for assistance. Employees are expected to assist management in accident prevention activities. Unsafe conditions must be reported immediately. Fellow employees that need help should be assisted. Everyone is responsible for the housekeeping duties that pertain to safety in their jobs.

Every injury that occurs on the job, even a slight cut or strain, must be reported to the supervisor and the personnel office as soon as possible. Under no circumstances, except emergency trips to the hospital, should an employee leave the work site without reporting an injury. When you have an accident, everyone is hurt. Please work safely. Safety is everyone's business.

SAFETY RULES FOR ALL EMPLOYEES (Revised 1/18/06)

It is the policy of Concordia University that everything possible will be done to protect you from accidents, injuries and/or occupational disease while on the job. Safety is a cooperative undertaking requiring an ever-present safety consciousness on the part of every employee. If an employee is injured, positive action must be taken promptly to see that the employee receives adequate treatment. No one likes to see a fellow employee injured by an accident. Therefore, all operations must be planned to prevent accidents. To carry out this policy, the following rules will apply:

1. All employees shall follow the safe practices and rules contained in this manual and such other rules and practices communicated on the job. All employees shall report safety and health hazards as follows:
 - a) IMMEDIATE DANGER to health or safety of yourself or others, call 911 or 9-911 from an on-campus phone, then call the Environmental Health, Safety & Security manager at extension 7286.
 - b) If there is no immediate danger to the health or safety of yourself or others, but you believe there is an ongoing or potential hazard that may need attention, contact your supervisor or department head.
 - c) If the problem cannot be remedied by a supervisor/department head, or a supervisor/department head is not available, contact the Environmental Health, Safety and Security Office at extension 7286, or safety@cune.edu.
2. The supervisors and management shall be responsible for implementing these policies by insisting that employees observe and obey all rules and regulations necessary to maintain a safe work place and safe work habits and practices.
3. Good housekeeping must be practiced at all times in the work area. Clean up all waste and eliminate any dangers in the work area.
4. Suitable clothing and footwear must be worn at all times. Personal protection equipment (hardhats, respirators, eye protection) will be worn whenever needed.
5. All employees will participate in safety meetings as conducted by their supervisor or management.

6. Anyone under the influence of intoxicating liquor or drugs, which might impair motor skills and pose a safety hazard, shall not be allowed on the job.
7. Horseplay, scuffling, and other acts which tend to have an adverse influence on safety or well-being of other employees are prohibited.
8. Work shall be planned and supervised to avoid injuries in the handling of heavy materials and while using equipment.
9. No employee shall be permitted to work while ability or alertness is impaired by illness, or other causes, that expose the employee or others to injury.
10. There will be no consumption of alcohol on the university campus.
11. Employees should be alert to see that all guards and other protective devices are in proper places and adjusted and shall report deficiencies promptly to their supervisor.
12. Employees 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 specific instructions.
13. All injuries should be reported to the supervisor so that arrangements can be made for medical or first aid treatment.
14. When lifting heavy objects, use the large muscles of the leg instead of the smaller muscles of the back.
15. Do not throw things, especially material and equipment.
16. Dispose of all waste properly and carefully.

DUTIES AND RESPONSIBILITIES (Revised 1/18/06)

The major responsibilities that each party has in connection with the Concordia University Safety Plan are as follows:

1. Environmental Health, Safety and Security Office

- a. Advise the university community of its responsibilities regarding the Safety Plan.
- b. Prepare documents and guidelines for programs to ensure individual and university compliance with relevant environmental health and safety laws, regulations, policies and guidelines.
- c. Recommend programs and actions for compliance.
- d. Consult with external entities on behalf of the university
- e. Develop and maintain effective programs for occupational health, hazardous materials management, general safety, accident and fire prevention, biological safety, disaster preparedness and emergency response.
- f. Provide guidance and technical assistance to departments and other work units in identifying, evaluating and correcting safety hazards.
- g. Develop procedures for safe use of hazardous chemical radiological, biological substances and lasers.
- h. Provide training and materials assistance to ensure safe and healthful work practices.
- i. Conduct investigations and analysis of occupational accidents and injuries.
- j. Monitor compliance with health and safety statutes and regulations and university health and safety policies, programs and guidelines.
- k. Note instances of noncompliance and recommend improvements; submit these to vice presidents, department heads, supervisors who are responsible for the appropriate division, department or work unit.
- l. Operate hazardous waste disposal services.
- m. Execute responsibilities involving inspection and enforcement delegated by any standing university safety committee.
- n. Develop and maintain the university's Asbestos Management Program; monitor all project specifications documents and abatement sites; approve abatement contractor selection; develop standard operating procedures for emergency response.
- o. Review pesticide use and application activities.
- p. With the Human Resource Office, help bring university resources together to enhance the health and well-being of all employees and students and actively minimize the negative impact of illness and liability.

2. Manager, Environmental Health, Safety and Security Office

- a. Direct operations, services and safety programs of the Environmental Health, Safety and Security Office.

- b. In case of imminent danger of health or life, order the cessation of hazardous activity until the danger from such a condition is abated or adequate measures have been taken.
3. **Department Heads, Directors, Supervisors**
- a. Communicate and implement the Safety Plan and its requirements to faculty, staff and students.
 - b. Designate and empower a safety representative for divisions, departments or work units to ensure compliance with the Safety Plan and program requirements. This representative will work with the Safety Committee and the EHS&S Office to develop and maintain safety programs.
 - c. Direct individuals under your supervision, including but not limited to faculty, visiting professors, staff, temporary staff, and students to obtain any required safety training before they work with hazardous chemicals, biohazardous agents, radiation or other physical/mechanical hazards in their working or learning environments.
 - d. Report all accidents, laboratory-acquired illnesses, and work site injuries to the Human Resource Office as soon as possible. Injured employees shall not leave the work site until injuries are reported, unless being treated off-site for the injuries.
 - e. Maintain adequate accident/illness prevention and health and safety programs within divisions, departments or work units within the framework of the Concordia University Safety Plan.
 - f. Determine that the safety needs of divisions/departments/work units are met (e.g. training, personal protective equipment and corrective measures including noncompliance items identified in safety audits).
 - g. Incorporate workplace safety requirements and responsibilities into each appropriate job description and ensure that workplace safety requirements expectations are communicated to each employee.
 - h. Conduct periodic safety self audits for work areas and or facilities (e.g. laboratories, work shops, offices and athletic facilities).
4. **Employees and Students**
- a. Comply with this policy and all other university health and safety practices and programs by maintaining class, work and laboratory areas safe and free from hazards.
 - b. Attend required health and safety training.
 - c. Participate in prevention of accident, injury, and promote compliance to this policy as it relates to operations under your control.
 - d. Inform a supervisor, instructor or EHS&S of any safety hazards in the workplace, classroom or laboratory.

AGREEMENT TO PARTICIPATE

Every employer is required to provide a safe and healthful workplace. Concordia is committed to fulfilling this requirement. A safe and healthful workplace is one of the highest priorities of Concordia University.

The information in this manual constitutes a written injury and illness prevention program. While Concordia University cannot anticipate every workplace hazard, the following general principles should guide your conduct. To be safe, you must never stop being safety conscious.

Study the guidelines contained in this manual. Discuss the workplace situation with your supervisor. Attend all university sponsored training and safety meetings. Read all posters and warnings. Listen to instructions carefully. Follow the Code of Safe Work Place Practices contained herein. Participate in accident investigations as requested. Accept responsibility for the safety of others. Maintain all required documentation.

By signing the acknowledgement at the end of this handbook, each employee promises to read and implement this injury and illness prevention program. If you don't understand any policy, please ask your supervisor.

SAFETY AND HEALTH TRAINING

Training is one of the most important elements of any injury and illness prevention program. Such training is designed to enable employees to learn their jobs properly, bring new ideas to the workplace, reinforce existing safety policies and put the injury and illness prevention program into action.

Training is required for both supervision and employees alike. The content of each training session will vary, but each session will attempt to teach the following:

- a) The success of Concordia University's injury and illness prevention program depends on the actions of individual employees as well as a commitment by the university.
- b) Each employee's immediate supervisor will review the safe work procedures unique to that employee's job, and how these safe work procedures protect against risk and danger.
- c) Each employee will learn when personal protective equipment is required or necessary, and how to use and maintain the equipment in good condition.
- d) Each employee will learn what to do in case of emergencies occurring in the work place. Supervisors are also vested with special duties concerning the safety of employees. The supervisors are key figures in the establishment and success of Concordia University's injury and illness prevention program. They have primary responsibility for actually implementing the injury and illness prevention program, especially as it relates directly to the workplace. Supervisors are responsible for being familiar with safety and health hazards to which employees are exposed, how to recognize them, the potential effects of these hazards, and rules and procedures for maintaining a safe workplace. Supervisors shall convey this information to the employees at the workplace, and shall investigate accidents according to the accident investigation policies contained in this manual.

EMPLOYEE RESPONSIBILITY FOR TRAINING

Teaching safety is a two-way street. Concordia University can teach safety, but only employees can practice safety. Safety education requires employee participation.

A meeting of employees will be conducted for the purpose of safety instruction. The employees may discuss the application of the university's injury and illness prevention program to actual job assignments.

Remember, the following general rules apply to all situations:

- a) No employee should undertake a job that appears to be unsafe.
- b) No employee is expected to undertake a job until he/she has received adequate safety instructions, and is authorized to perform the task.
- c) No employee should use chemicals without fully understanding their toxic properties and without knowledge required to work with these chemicals safely.
- d) Mechanical safeguards must be kept in place.
- e) Employees must report any unsafe conditions to the job site supervisor.
- f) Any work related injury or illness must be reported to the supervisor or Human Resource Office immediately.
- g) Personal protective equipment must be used when and where required. All such equipment must be properly maintained.

COMMUNICATION

Concordia University communicates with its employees orally, in the form of directions and statements from your supervisor, written, in the form of directives and this manual as published on Concordia's website (www.cune.edu/35), and by example. If you see a supervisor or management do something unsafe, please tell that person. We sometimes forget actions speak louder than words.

ACCIDENT PREVENTION RESPONSIBILITY

Each employee has a personal responsibility to prevent accidents. You have a responsibility to your family, to your fellow workers and to the university. You will be expected to observe safe practice rules and instructions relating to the efficient handling of your work.

Your responsibilities include the following:

- Incorporate safety into every job procedure. No job is done efficiently unless it has been done safely.
- Know and obey safe practice rules.
- Know that disciplinary action may result from a violation of the safety rules.
- Report all injuries immediately, no matter how slight the injury may be.
- Caution fellow workers when they perform unsafe acts.
- Don't take chances.
- Ask questions when there is any doubt concerning safety.
- Don't tamper with anything you do not understand.
- Report all unsafe conditions or equipment to your supervisor immediately.

INFORMATION AVAILABILITY

A copy of this manual is available on the university's website and through the building managers. Each work area will maintain an applicable safe work practice code.

SAFETY COMMITTEES (Revised 1/18/06)

The Safety Committee, composed of an equal number of employees and management representatives, has been established to study the safety of all operating methods and practices. A list of names of committee members is available from your supervisor. The Safety Committee will meet at least quarterly, and may take time to perform its duties without loss of pay. Each Safety Committee member shall serve at least one two-year term and shall evaluate the university injury and illness prevention program. The committee evaluates all accident reports, employee hazardous situation reports and makes recommendations for improving safety. In addition, the committee will recommend programs to educate and train employees in safety aspects of the facility. Safety meetings for employees will be held periodically. The Safety Committee invites employees who have a specific concern about campus safety to address those concerns first through their appropriate supervisor or safety representative and secondly, if unresolved, to the EHS&S Manager in writing (safety@cune.edu). If you would like to serve on the Safety Committee, contact your supervisor.

WORKPLACE INSPECTIONS

In addition to the examination of records, workplace safety inspections may occur. Concordia University makes periodic inspections of the entire campus.

ACCIDENT INVESTIGATION (Revised 6/22/04)

A tool used by Concordia University to identify hazards associated with accidents in an incident investigation. The term incident is used so as to include adverse events that don't result in an injury (i.e. near misses) as well as those that do. The results of each investigation will be recorded on an Incident analysis form and submitted for review by the Department Head or Building Manager and the EHS Committee.

The Incident Analysis form should be completed by the Environmental, Health, Safety & Security (EHS&S) Manager as soon as possible after being notified of an incident. The person maintaining the First Report of Injury records should send a copy of this form to the EHS&S Manager as soon as possible. The EHS&S manager will maintain medical information confidentiality as required by current federal law. All personnel should be encouraged to report non-injury incidents to their Department Head, Building Manager or Supervisor, who should then forward such information to the EHS&S Manager for investigation.

The Incident Analysis form should answer the following questions:

1. What happened? The report should describe the incident, any injuries sustained, eyewitnesses, date, time, location of the incident and the date and time of the report. Remember: who, what, when, where and how are the questions that the report must answer.

2. Why did the incident occur? Were there any causes that directly or indirectly led up to the incident? What Management Factors were involved?
 - a. procedures/standards/rules
 - b. observations/communications
 - c. training/placement
 - d. inspection/design/maintenance
3. What should be done? Once the causes of the incident are determined, a method should be recommended to avoid future incidents of a similar character. A course of action should then be agreed upon by the EHS&S Manager and the Department Head, Building Manager or Supervisor and submitted to the EHS Committee for approval. If the incident causes require immediate action for the safety of personnel or property, the EHS&S Manager should cause those actions to happen and then notify the members of the EHS Committee as soon as possible.
4. What has been done? The Incident Analysis Report should remain open until all actions to remedy the immediate cause and recommendations to prevent future occurrences are in place. The EHS&S Manager will ensure that all actions that are required to close the Incident Analysis Report are communicated to all management and supervisory levels. It is important that all personnel are trained on changes that are brought about by remedial actions. EHS&S Manager will publish a notice of changes to the Concordia Safety Manual in the Connections newsletter.

RECORDS

Concordia University maintains records of employee training, hazard identification and abatement, and accident investigation.

OSHA RECORDS REQUIRED

Copies of accident investigation and certification of employee safety training shall be maintained by the supervisor and management. A written report will be maintained on each accident, injury or on-the-job illness requiring medical treatment. A record of each such injury or illness is recorded on OSHA Log and Summary of Occupational Injuries Form 300 according to its instructions. Supplemental records of each injury are maintained on NWCC-Form 1. Every year, a summary of all reported injuries or illnesses is posted no later than February 1, until April 30, on OSHA Form 300A. These records are maintained for five years from the date of preparation.

GENERAL STATEMENT ON SAFETY (Revised 1/18/06)

Each employee has an individual responsibility to prevent accidents. It is to the benefit of all employees and Concordia University that you report any situation or condition you believe may present a safety hazard, including any known or concealed dangers in your work area. Concordia University encourages you to report your concern to your immediate supervisor or to management. The supervisor or management will take immediate action to investigate the matter. Where safety hazards are not remedied by reporting to supervisors and management, employees shall report potential hazards to the EHS&S Manger in writing (safety@cune.edu).

SAFETY EQUIPMENT (Revised 1/18/06)

Proper safety equipment is necessary for your protection. The university provides adequate protective equipment.

Use all safeguards, safety appliances, or devices furnished for your protection and comply with all regulations that may concern or affect your safety.

Your supervisor will advise you as to what protective equipment is required for your job. Certain jobs require standard safety apparel and appliances for the protection of the employee. Your supervisor is aware of the requirements and will furnish you with the necessary approved protective appliances. These items shall be worn and effectively managed as a condition of your continued employment and part of our mutual obligation to comply with good safety practices. All personal protective equipment (PPE) must be approved by the EHS&S Office.

HOUSEKEEPING

Good housekeeping not only improves the appearance of the work place, it also helps prevent fires, accidents and personal injuries. Clean work benches, machines, lockers and floors also enable you to maintain a high standard of quality in your work.

For your safety, do not leave tools, scrap, or materials piled on the floor where someone may stumble over them, or overhead where there is a danger of them falling. When piling material, be careful not to exceed a safe height. Do not pile anything in front of or against fire fighting apparatus, electrical equipment or drinking fountains.

If you are a machine operator, give your machine the best possible care and be alert for signs of wear or faulty operations. Handle tools carefully and store them so that they cannot cause accidents.

MAINTENANCE

Maintenance is essential to safe and efficient operation. If you notice a situation that requires maintenance, report it to your supervisor. Emergency maintenance requirements may be reported direct to the Maintenance Office. (phone-7415)

SMOKING AND FIRE SAFETY

Fire is one of the worst enemies of any facility. Learn the location of the fire extinguishers and alarms. Learn how to use them. Note the locations of all exits in each area of work.

- Smoking is not allowed in any university building.
- The local fire department may be reached by calling 911, or by dialing 9-911 from a campus telephone.

GENERAL FIRE SAFETY

Our local fire department is well acquainted with our facility, its location and specific hazards.

All fire doors and shutters must be maintained in good operating condition. Fire doors and shutters should be unobstructed and protected against obstructions, including their counterweights. Fire door and shutter fusible links must be in place. All automatic sprinkler water control valves, if any, air and water pressures should be checked routinely. The maintenance of automatic sprinkler systems is assigned to the Maintenance Department. Sprinkler heads should be protected by metal guards if they could possibly be exposed to damage. Proper clearance (18 inches) must be maintained below sprinkler heads.

ENVIRONMENTAL HEALTH AND SAFETY OFFICER

The Environmental Health and Safety Officer (EH&S) shall manage the development of a fully functional Environmental Health and Safety Program at Concordia University. The EH&S Officer shall pursue an ever-increasing level of performance in environmental health and safety and proactively address compliance with current laws and regulations for environmental health and safety.

The Environmental Health and Safety Officer reports to the Concordia University Operations Manager. The EH&S Officer acts as an advisor to Administration, the Environmental Health and Safety Committee, and individual departments on matters of Environmental Health and Safety.

ENVIRONMENTAL HEALTH AND SAFETY OFFICER AUTHORITY STATEMENT

The Environmental Health and Safety Officer shall:

1. Have the responsibility and authority to stop activities that pose an unacceptable threat to personnel or the environment based on the judgment of the EH&S Officer and supported by prudent practice. Apart from these conditions, the EH&S Officer acts in an advisory capacity to individual departments to help them provide a safe and healthful workplace.

2. Provide a written report of the activity stop order to the department chairman and/or University Administration (President, Provost and Chief Financial Officer) that describe the activity and unacceptable threat to safety and/or the environment.
3. Advise the department chairman and/or building manager and Administration involved in restarting on activity on which a stop order has been imposed. Insure that all appropriate procedures, safety equipment, engineering controls and monitoring are available, operational and usable for the restart of the activity.
4. Insure that University personnel associated with the restart of an activity on which a stop order has been imposed have received appropriate training on safe operating procedures and goals of the University EH&S program prior to restarting the activity.
5. Assist in the creation of standard operating procedures to be included in the appropriate Safety and Operating Procedure Manuals appropriate to the activity.
6. The President or his designated representative will determine any disciplinary or other follow-up action to be taken (if any) for University community members associated with the activity that triggered the activity stop order.

APPENDIX
Building Managers & Compliance Officers
 Revised 2/18/08

<u>BUILDING</u>	<u>MANAGER</u>	<u>TELEPHONE</u>
Weller Hall	David Kumm	7380
TLEC	Ron Bork	7475
Brommer Hall	Michael Strand	7498
Janzow Campus Center	Mary Oldenburg	7405
Student Housing	Marty Kohlwey	7411
Founders Hall	Ed Reinke	7418
Jesse Hall	Stan Obermueller	7427
Link Library	Ray Foreman	7239
Music Building	Jeff Blersch	7282
PE Building	Grant Schmidt	7328
HHP (200 Faculty Lane)	Eunice Goldgrabe	7295
Science Building	Kent Einspahr	7315
Buildings & Grounds	Bud Henderson	7416

Special Use Areas

<u>AREA</u>	<u>COMPLIANCE OFFICER</u>	<u>TELEPHONE</u>
Chemical Hygiene	Kristy Jurchen	7324
Photography Facility	Gene Brott, Supervisor	7361
Drama	Mira Wiegmann	7308
Fine Arts	Michael Strand	7473
Fleet Manager	Jeremy Geidel	7347

ENVIRONMENTAL, HEALTH & SAFETY COMMITTEE MEMBERS

<u>NAME</u>	<u>PHONE</u>
Curt Sherman, Risk Manager	7369
Kristy Jurchen, Chemical Hygiene Officer	7324
Mira Wiegman, Faculty Representative	7308
Kurt Bergdolt, Faculty Representative	7453
Gene Brott, Faculty Representative	7361
Dale Novak, Professional/Technical Representative	7422
Rodney Kalkwarf, Support Staff Representative	7415
Philip Holtzen, Support Staff Representative	7415
Cindy Greene, Office Personnel Representative	7246
Linda Daley, Secretary	7222

Non-Voting Members:

David Kumm, Chief Financial Officer	7380
Jenny Roebke, Provost	7374
John Townsend, Environmental, Health & Safety Officer	7286
Bud Henderson, Director of Physical Plant	7416



“INJURY AND ILLNESS PREVENTION PROGRAM” ACKNOWLEDGMENT FORM

I hereby acknowledge receipt of Concordia University’s “Injury & Illness Prevention Program”.

I also understand that it is my responsibility to read, understand, become familiar with and comply with the safety standards that have been established.

I further understand that Concordia University reserves the right to modify, supplement, or revise any section of the handbook with or without notice, as it deems necessary or appropriate.

I also acknowledge that if I do not understand anything in the “Injury and Illness Prevention Program”, that I will continue to ask question until I do understand.

Name: _____
(Please Print)

Signature: _____ Date: _____