

State of California

Department of Industrial Relations
Division of Occupational Safety and Health
American Canyon District Office
3419 Broadway Street Ste H8
American Canyon, CA 94503
Phone: (707) 649-3700 Fax: (707) 649-3712

Inspection #: 1506312
Inspection Dates: 12/09/2020 - 07/27/2021
Issuance Date: 07/27/2021
CSHO ID: T4256
Optional Report #: 019-21

**Citation and Notification of Penalty**

Company Name: Processing Professionals Inc.

Establishment DBA:

and its successors

Inspection Site: 2351 Circadian Way
Santa Rosa, CA 95407

Citation 1 Item 1 Type of Violation: **General**

Title 8 CCR Section 3203(a). Injury and Illness Prevention Program.

(a) Effective July 1, 1991, every employer shall establish, implement and maintain an effective Injury and Illness Prevention Program (Program). The Program shall be in writing and, shall, at a minimum:

- (1) Identify the person or persons with authority and responsibility for implementing the Program.**
- (2) Include a system for ensuring that employees comply with safe and healthy work practices. Substantial compliance with this provision includes recognition of employees who follow safe and healthful work practices, training and retraining programs, disciplinary actions, or any other such means that ensures employee compliance with safe and healthful work practices.**
- (3) Include a system for communicating with employees in a form readily understandable by all affected employees on matters relating to occupational safety and health, including provisions designed to encourage employees to inform the employer of hazards at the worksite without fear of reprisal. Substantial compliance with this provision includes meetings, training programs, posting, written communications, a system of anonymous notification by employees about hazards, labor/management safety and health committees, or any other means that ensures communication with employees.**
- (4) Include procedures for identifying and evaluating work place hazards including scheduled periodic inspections to identify unsafe conditions and work practices. Inspections shall be made to identify and evaluate hazards:**
 - (A) When the Program is first established;**
 - (B) Whenever new substances, processes, procedures, or equipment are introduced to the workplace that represent a new occupational safety and health hazard; and**
 - (C) Whenever the employer is made aware of a new or previously unrecognized hazard.**
- (5) Include a procedure to investigate occupational injury or occupational illness.**
- (6) Include methods and/or procedures for correcting unsafe or unhealthy conditions, work practices and work procedures in a timely manner based on the severity of the hazard:**
 - (A) When observed or discovered; and,**
 - (B) When an imminent hazard exists which cannot be immediately abated without endangering employee(s) and/or property, remove all exposed personnel from the area except those necessary to correct the existing condition. Employees necessary to correct the hazardous condition shall be provided the necessary safeguards.**

(7) Provide training and instruction:

(A) When the program is first established;

Exception: Employers having in place on July 1, 1991, a written Injury and Illness Prevention Program complying with the previously existing Accident Prevention Program in Section 3203.

(B) To all new employees;

(C) To all employees given new job assignments for which training has not previously been received;

(D) Whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard;

(E) Whenever the employer is made aware of a new or previously unrecognized hazard; and,

(F) For supervisors to familiarize themselves with the safety and health hazards to which employees under their immediate direction and control may be exposed.

(8) Allow employee access to the Program.

Prior to and during the course of the investigation, including but not limited to, on December 9, 2020 the employer failed to establish, implement and maintain an effective written Injury and Illness Prevention Program to include the minimum required elements.

**Date By Which Violation Must be Abated:
Proposed Penalty:**

**Corrected During Inspection
\$550.00**

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Citation 1 Item 2 Type of Violation: **General**

Title 8 CCR Section 3205(c). COVID-19 Prevention.

(c) Written COVID-19 Prevention Program. Employers shall establish, implement, and maintain an effective, written COVID-19 Prevention Program, which may be integrated into the employer's Injury and Illness Prevention Program required by section 3203, or be maintained in a separate document. The written elements of a COVID-19 Prevention Program shall include [Provisions for]:

- (1) System for communicating.**
- (2) Identification and evaluation of COVID-19 hazards.**
- (3) Investigating and responding to COVID-19 cases in the workplace.**
- (4) Correction of COVID-19 hazards.**
- (5) Training and instruction.**
- (6) Physical distancing.**
- (7) Face coverings.**
- (8) Other engineering controls, administrative controls, and personal protective equipment.**
- (9) Reporting, recordkeeping, and access.**
- (10) Exclusion of COVID-19 cases and employees who had a close contact. The purpose of this subsection is to limit transmission of COVID-19 in the workplace.**
- (11) Return to work criteria.**

Prior to and during the course of the investigation, including but not limited to, on December 9, 2020 the employer failed to have established a written COVID-19 Prevention Program that included the elements set forth in subsections (c)(1) through (c)(11).

Date By Which Violation Must be Abated:	Corrected During Inspection
Proposed Penalty:	\$550.00

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Citation 2 Item 1 Type of Violation: **Serious**

Title 8 CCR Section 3205.3.(c) COVID-19 Prevention in Employer-Provided Housing.

(c) Physical distancing and controls. Employers shall:

- (1) Ensure the premises are of sufficient size and layout to permit at least six feet of physical distancing between residents in housing units, common areas, and other areas of the premises.**
- (2) Ensure beds are spaced at least six feet apart in all directions and positioned to maximize the distance between sleepers' heads. For beds positioned next to each other, i.e. side by side, the beds shall be arranged so that the head of one bed is next to the foot of the next bed. For beds positioned across from each other, i.e. end to end, the beds shall be arranged so that the foot of one bed is closest to the foot of the next bed. Bunk beds shall not be used.**
- (3) In housing units, maximize the quantity and supply of outdoor air and increase filtration efficiency to the highest level compatible with the existing ventilation system.**

Prior to and during the course of the investigation, including but not limited to, on December 9, 2020 the employer failed to ensure that employees were able to maintain a physical distancing of at least six feet while residing in employer provided housing in the following instances;

- 1. The employer did not ensure that premises was of sufficient size and layout to permit at least six feet of physical distancing between approximately 18 residents sharing bedrooms, bathrooms, kitchen, or other common areas. [3205.3(c)(1)]
- 2. The employer did not implement controls to ensure that at least six feet of physical distance could be maintained while in common areas of the premises. [3205.3(c)(1)]
- 3. The employer did not ensure that the beds on premises, specifically in bedrooms and large living rooms, were spaced at least six feet apart in all directions and positioned to maximize the distance between sleepers' heads. [3205.3(c)(2)]

Date By Which Violation Must be Abated:	Corrected During Inspection
Proposed Penalty:	\$4950.00

Kathy Garner
Compliance Officer / District Manager