

**DEDICATED SAFETY & HR BIZ PARTNERS • ON SITE & VIRTUAL TRAINING & SUPPORT
• UNLIMITED CONSULTATION & ASSESSMENTS • STATE & FEDERAL COMPLIANCE**

SAFETY

INJURY & ILLNESS PREVENTION PROGRAM (IIPP)

- ALL employers with 10 or more employees are required to have a written IIPP.
- **Common Mistakes**
 - Implementing a generic template for their IIPP
 - Implementing an outdated IIPP
 - IIPP's differ industry to industry and must be custom made towards your business.
- **Penalties**
 - Cal/OSHA issues more citations under the IIPP standard than any other standard.
 - Employers who either have an outdated or generic IIPP can carry a penalty of up to \$25,000!

SAFETY ORIENTATION

- Safety orientation should be given at hire including: IIPP review, emergency exit strategies, PPE overview and hazard communication (this is not a complete list).
- **Common Mistakes**
 - Having employees read a program rather than creating an interactive training
 - Providing an HR orientation but no safety orientation
- **Penalties**
 - \$134,937 per violation for willful or repeated OSHA violations

PERSONAL PROTECTIVE EQUIPMENT (PPE)

- OSHA requires that many categories of personal protective equipment meet or be equivalent to standards developed by the American National Standards Institute (ANSI).
- **Common Mistakes**
 - Improper storage of PPE
 - Insufficient training with equipment
- **Penalties**
 - There is a big monetary range for PPE violations starting at \$1,000.

Reach out to your Bizhaven HR Business Partner or contact us directly at info@bizhaven.com today with any questions.

HUMAN RESOURCES

MEAL AND REST BREAKS

- Each Non-exempt employee is entitled to a 30-minute unpaid meal period when the work period is more than 5 hours and a 10-minute paid break for every 4 hours worked or fraction thereof.
- **Common Mistakes**
 - Employers attempt to control employees' activities during their breaks
 - Employees are asked to complete a task on their break
- **Penalties**
 - 1 hour's wages for each day without a meal break
 - 1 hour's wages for each day without a rest break

EXEMPT OR NON-EXEMPT?

- Exempt employees must pass the duties test
- Non-exempt employees are entitled to overtime
- **Common Mistakes**
 - Exempt employees don't meet the salary or duties test
 - Executive assistants are often categorized as exempt
- **Penalties**
 - Misclassification penalties range from \$5,000 to \$25,000 per violation

REPORTING PAY

- If a nonexempt employee shows up to work but the employer sends the employee home because there is a lack of work to do, the employee must be compensated for at least half of their shift.
- **Common Mistakes**
 - Not paying an employee two hours of work when required to show up to work for anything under two hours.
- **Penalties**
 - An employee may file a wage claim if they are not paid correctly for their time on the clock

PAYSTUBS

- There are 9 paystub requirements in California
- **Common Mistakes**
 - Digital paystubs are not made accessible to employees at all times on a payroll website
- **Penalties**
 - An employer that refuses to give paystubs to an employee may incur a penalty of \$50 for the first pay period in which no paystub was provided, and \$100 in each pay period after that.