

**Ooma, Inc.**  
**INJURY AND ILLNESS PREVENTION PROGRAM**

**I. POLICY STATEMENT**

Ooma, Inc. (“Ooma”) is committed to providing a safe and healthy workplace for Ooma employees, contractors, and communities. Through the adoption of occupational health and safety procedures and regulations, we seek to provide a safe and healthy working environment for the protection of Ooma employees, products, materials, equipment, systems, and information. Ooma employees and any other persons working directly or indirectly with us or visiting an Ooma workplace are responsible for behaving safely and following safety rules and procedures. Ooma prohibits retaliation against employees for using any of their rights under the law, including raising a health and safety concern or reporting a work-related injury or illness.

All Ooma workers have the right to:

- A safe workplace.
- Report a health or safety concern and/or a work-related injury or illness to Ooma or OSHA without retaliation.
- Receive information and training on job hazards, including hazardous substances in the workplace.
- Confidentially request an OSHA inspection of the workplace if he or she believes there are unsafe or unhealthy working conditions.
- Have a representative contact OSHA on his or her behalf.
- Participate personally or through a representative in an OSHA inspection and speak privately to an OSHA inspector.
- File a complaint with OSHA within 30 days (by phone, online, or mail) if he or she has been retaliated against for making OSHA reports or participating in an OSHA investigation or inspection.
- See any OSHA citations issued to Ooma.
- Request copies of tests that measure hazards in the workplace, and the workplace injury or illness logs.

**II. RESPONSIBILITY FOR OUR INJURY AND ILLNESS PREVENTION PROGRAM (IIPP) (Title 8 California Code of Regulations §3203(a)(1))**

Our workplace’s Injury and Illness Prevention Program (IIPP) administrator is:

Mary Lou Strong  
Director, Human Resources,  
525 Almanor Ave., Suite 200, Sunnyvale, CA 94025  
(650) 566-6639  
[Marylou.Strong@ooma.com](mailto:Marylou.Strong@ooma.com)

The responsibilities of our IIPP Administrator include:

- Preparing and updating our workplace's IIPP.
- Implementing the provisions in our IIPP.
- Making sure accidents, injuries, illnesses and exposures in our workplace are investigated.
- Conducting regular workplace inspections for hazard identification.
- Taking action to mitigate identified hazards.
- Providing health and safety training to employees.
- Establishing procedures for employee reporting of workplace hazards, accidents, injuries, illnesses and general safety concerns.

Each location has a Safety Coordinator. Contact the IIPP Administrator for the Safety Coordinator at your location.

### **III. INJURY AND ILLNESS INVESTIGATIONS (Title 8 CCR §3203(a)(5))**

Investigations of workplace accidents, injuries, illnesses and hazardous substance exposures will be conducted by the IIPP Administrator or by a site-specific Safety Coordinator. **Appendix 1** contains an Investigation Worksheet for this purpose. Once completed, the Worksheet must be submitted to the IIPP Administrator.

Our procedures for investigating accidents, injuries and illnesses and hazardous substance exposures include:

- Visiting the scene as soon as possible.
- Interviewing injured employees and witnesses.
- Determining the cause(s) of the accident/exposure.
- Taking corrective action to prevent the accident/exposure from reoccurring.

### **IV. HAZARD ASSESSMENT / INSPECTION (Title 8 CCR §3203(a)(4))**

Periodic inspections to identify and evaluate hazards in our workplace will be performed by the IIPP Administrator or by a site-specific Safety Coordinator. **Appendix 2** contains an Inspection Checklist for this purpose. Once completed, the Worksheet must be submitted to the IIPP Administrator.

Periodic inspections are performed according to the following schedule:

- Whenever new substances, processes, procedures or equipment are introduced into our workplace that present potential new hazards.
- Whenever new, previously unidentified hazards are recognized.
- Whenever occupational injuries and illnesses occur.
- Whenever workplace conditions warrant an inspection.
- When we hire and/or reassign permanent or intermittent employees to processes, operations, or tasks for which a hazard evaluation has not been previously conducted.

### **V. HAZARD CORRECTION (Title 8 CCR §3203(a)(6))**

Unsafe or unhealthy work conditions, practices or procedures will be corrected in a timely manner based on the severity of the hazards, including:

- When a hazard is observed or as soon as it is discovered.

- When an imminent hazard exists, which cannot be immediately abated without endangering employee(s) and/or property, we will remove all exposed employees from the area except those necessary to correct the existing condition. Employees who are required to correct the hazardous condition will be provided with the necessary protection and training.

**Appendix 3** contains a Hazard Correction Tracking Form for this purpose. Once completed, the Form must be submitted to the IIPP Administrator.

## **VI. COMMUNICATION WITH EMPLOYEES ABOUT SAFETY** (Title 8 CCR §3203(a)(3))

All supervisors are responsible for communicating with their employees about occupational health and safety hazards and protections in a manner that is easily understandable by all employees.

We have a communication system that includes all of the following items:

- New employee orientation including a discussion of safety and health policies and procedures and a review of our Injury and Illness Prevention Program.
- A system for employees to anonymously inform management about workplace hazards without fear of reprisal. This system involves a whistleblower hotline available either online or by phone:

Online: [https://irdirect.net/OOMA/whistleblower\\_iframe](https://irdirect.net/OOMA/whistleblower_iframe)

Phone: USA- English: 800-916-7037

USA- Spanish: 855-765-7249

Canada: 800-916-7037

China: 400-120-0690

- Posted or distributed safety information. Each site will post
  - the “Taking Action for Safety” poster (or a similar) with contact information for the IIPP and the site’s Safety Coordinator (see **Appendix 4a**)
  - any posters required by the site’s state safety and health agency (see **Appendix 4b** for California example).

## **VII. TRAINING AND INSTRUCTION** (Title 8 CCR §3203(a)(7))

All employees, including supervisors, are provided training and instruction on general and job-specific safety and health practices. Training and instruction are provided according to the following schedule:

- When our IIPP was first established.
- To all new employees.
- To all employees given new job assignments for which training has not previously been provided.
- Whenever new substances, processes, procedures, or equipment are introduced into our workplace and represent a new hazard.
- Whenever anyone is made aware of a new or previously unrecognized hazard.
- To supervisors to familiarize them with the safety and health hazards to which employees under their immediate direction and control may be exposed.
- To all employees about the hazards specific to each employee's job assignment.

## **VIII. EMPLOYEE COMPLIANCE WITH SAFETY PROCEDURES** (Title 8 CCR §3203(a)(2))

Management is responsible for ensuring that all safety and health policies and procedures are clearly communicated and understood by all employees. Supervisors and lead personnel are expected to enforce the rules fairly and uniformly.

All of our employees, including supervisors, are responsible for complying with safe and healthy work practices. Our system of ensuring that all employees comply with these practices includes the following practices.

- Informing employees of the provisions of our IIPP.
- Recognizing employees who perform safe and healthy work practices, via informal verbal communication.
- Fair and consistent disciplining of employees who fail to comply with safe and healthy work practices. The following outlines our disciplinary process:
  - Verbal communication for the first incident.
  - A written warning for the second incident.
  - A written warning upon the third incident that can result in corrective action, up to and including termination.

## **IX. RECORDKEEPING AND DOCUMENTATION** (Title 8 CCR 3203(b))

Our workplace maintains the following records to help us effectively implement our IIPP:

- Records of scheduled and periodic inspections (to identify unsafe conditions and work practices, including the names of the person(s) conducting the inspection, the unsafe conditions and the work practices that have been identified, as well as the action(s) taken to correct the identified unsafe conditions and work practices). These records are maintained for at least one (1) year.
- Documentation of our safety and health training for each worker, including their name, training date(s), types of training and the name(s) of our training provider(s).

Copies of this IIPP can be found at:

**Ooma Headquarters** - 525 Almanor Ave., Suite 200, Sunnyvale, CA 94085

**HR Portal** - <https://ooma365.sharepoint.com/sites/HRPortal/SitePages/Policies-and-Procedures.aspx>

# Appendix 1

## Investigation Worksheet

(Source: [https://www.dir.ca.gov/chswc/WOSHTEP/IIPP/Materials/Tools\\_1\\_Investigation\\_of\\_Accidents-1030.pdf](https://www.dir.ca.gov/chswc/WOSHTEP/IIPP/Materials/Tools_1_Investigation_of_Accidents-1030.pdf))

## **Appendix 2 Inspection Checklist**

(Source: [https://www.dir.ca.gov/chswc/WOSHTEP/IIPP/Materials/Tools\\_2\\_Inspection\\_Checklist-1030.pdf](https://www.dir.ca.gov/chswc/WOSHTEP/IIPP/Materials/Tools_2_Inspection_Checklist-1030.pdf))

## **Appendix 3**

### **Hazard Correction Tracking Form**

(Source: [https://www.dir.ca.gov/chswc/WOSHTEP/IIPP/Materials/Tools 3 Hazard Correction Form-1030.pdf](https://www.dir.ca.gov/chswc/WOSHTEP/IIPP/Materials/Tools%203%20Hazard%20Correction%20Form-1030.pdf))

## **Appendix 4a**

### **Health and Safety Poster**

(Source: <https://www.dir.ca.gov/chswc/WOSHTEP/IIPP/Materials/Poster.pdf>)



## **Appendix 4b CalOSHA Poster**

(Source: <https://www.dir.ca.gov/chswc/WOSHTEP/IIPP/Materials/Poster.pdf>)

**Injury and Illness Prevention Program –  
Acknowledgement of Receipt**

I, the undersigned, have received, read, understand and will comply with the Ooma, Inc. Injury and Illness Prevention Program.

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Signature

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Printed Name

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Date