

**INJURY AND ILLNESS PREVENTION PROGRAM OF
RIVERSIDE CONSTRUCTION COMPANY
IN ACCORDANCE WITH REQUIREMENTS SET FORTH BY
CALIFORNIA DIVISION OF OCCUPATIONAL SAFETY AND HEALTH**

Riverside Construction Company has established this written Injury and Illness Prevention Program (IIPP), in order to provide a safe and healthy workplace for our employees. The company policy is to comply with Title 8 Cal-OSHA General Industry Safety Order, Section 3203 and The Construction Safety Order 1509 by implementing and maintaining an effective Injury and Illness Prevention Program (IIPP). The safety of our employee is our paramount concern, and we urge all employees and supervisors to familiarize themselves with the safety program set forth in the manual. Only by working together can we achieve our goal of making the work environment as safe as possible.

A. BASIC OBJECTIVES

1. To provide a safety program consistent with good construction practices.
2. To reduce the number of accidents to an absolute minimum.
3. To create an attitude of safety consciousness in general management, field and shop supervision and employees.
4. To provide for assignment of specific responsibilities for effective implementation and continuation of our safety program.
5. To provide a basis for continuing safety education and training.

B. IN ORDER TO ACCOMPLISH THESE OBJECTIVES, OUR SAFETY PROGRAM WILL INCLUDE:

1. Pre-planning for safety in Company operations through analysis of tasks performed. Management experience and expertise to be used to anticipate and mitigate or eliminate accident-producing situations.
2. Providing mechanical and physical safeguards to the maximum extent possible.
3. Conducting a program of safety inspections to discover and correct unsafe working conditions or practices.
4. Training all employees on good safety practices.
5. Providing necessary personal protective equipment.
6. Developing and enforcing safety rules and requiring that all employees cooperate with these rules as a condition of employment.
7. Investigating every accident promptly to find its cause and correcting the problem, in order to prevent occurrence.

PERSONS WITH RESPONSIBILITIES AND AUTHORITY FOR IMPLEMENTING THE SAFETY PROGRAM:

The person with overall responsibility and authority for implementing Riverside Construction Company's Injury and Illness Prevention Program is Larry Pim and Andrew Pease. Contact Phone number is 951-682-8308. Of course, all employees, supervisors and managers are responsible for assisting in this safety effort. If anyone is aware of an unsafe or hazardous condition, he/she should bring it to the attention of his or her supervisor or other management personnel immediately. Only through a team effort from all employees can we make this a safe work environment.

1. Responsibilities

A. Management:

The ultimate responsibility for implementing and administering an injury and illness prevention program for Riverside Construction Company rests with the Management. Their specific areas of responsibilities are as follows:

1. Development and implementation of a safety program.
2. Assignment of appropriate persons to administer and enforce the program.
3. Periodic review and evaluation of accident records for Riverside Construction Company employees.
4. Periodic shop/field inspection to note safety condition.
5. Periodic participation in safety meetings.
6. Set policy for the hiring and training of new employees.

B. Safety Officers Larry Pim

This person will be identified by Management with the responsibility for:

1. Assist Management in establishing and maintaining an effective safety program set forth below:
 - a. Development of techniques, ideas, and topics for presentation of safety program to employees at all levels.
 - b. Maintain liaison with field and shop supervisors, regulatory agencies and Worker's Compensation Insurance Carrier.
 - c. See that accidents are reported and investigated promptly and that corrective action is taken.
 - d. Provide agenda topics for safety meetings.
2. Provide guidance to supervisors in enforcement of the safety program.
3. Be available for consultation on all matters relating to safety.
4. Assist in new employment selection, training and safety indoctrination.
5. Maintain safety records and reporting requirements.

6. Provide a program for disciplinary action for violators of safe work practices – safety policies.
- C. Superintendents and Supervisors
- They, more than any other persons, carry the burden of implementing, maintaining and enforcing the safety program at the jobsite and in the shop. Their attitude toward safety will determine the accident record of the company. All of the supervisors are expected to reflect a positive attitude regarding accident prevention. They are the “Key Men” in the Safety Program. Their Responsibilities include:

1. Training and safety orientation of employees as to:
 - a. Understanding requirements of the job. Mental (Knowledge) and Physical.
 - b. Proper Clothing.
 - c. Proper Personal protective equipment.
 - d. First aid and doctor’s treatment.
 - e. Encourage safety suggestions from workmen. Ask them to report unsafe practices, conditions or equipment.
 - f. Safety Policy rules sheet signed.
2. Conduct “tail gate” or “tool box” safety meetings. It is directed that each Supervisor hold a safety meeting every 10 days, or more if warranted.
3. Being alert to recognize possible accident-producing conditions in work practice and equipment operation and maintenance.
4. Inspection of the workplace each day to see that safe conditions and safe working methods are being used.
5. Follow up on compliance with safety recommendations made by Management, Safety Officer or Insurance Safety Representative.
6. Accident investigation and reporting.

D. Worker’s Responsibility

1. To observe the “CODE OF SAFE WORK PRACTICES.”
2. To set a good example for fellow workmen.
3. To cooperate with supervisors in preventing accidents.
4. To make safety suggestions to their supervisors.
5. To take good care of company equipment and report unsafe or defective equipment.
6. To help keep the jobsite and shop areas clean.
7. To report all injuries promptly to their supervisor.

Subcontractors----- Working for Riverside Construction Company, Responsibilities:

1. Observing the safety rules established by the company.

2. Safety training of their employees
3. Providing safety and personal protective equipment for their employees
4. Taking immediate corrective action when notified of a safety problem.

2. SYSTEM FOR IDENTIFYING, EVALUATING AND PRESENTING WORKPLACE HAZARDS

Riverside Construction Company has established a system for identifying, evaluating and preventing workplace hazards. This system includes the following:

- A. The company has compiled and reviewed the General Industry Safety Orders and other Safety Orders that are applicable to our reputation. The company reviews these safety orders with employees and supervisors at periodic meetings.
- B. The company has reviewed the industry and general information (including Safety Data Sheets for chemicals utilized) on potential health and safety hazards. Riverside Construction Company reviews this information with employees and supervisors at periodic meetings.
- C. Riverside Construction Company investigates and records all accident, injuries and illnesses that take place during work or on its premises.
- D. Riverside Construction Company makes periodic inspections of the general work areas and specific work stations, and records the results.
- E. Riverside Construction Company evaluates information provided by employees on safety and health matters. To this end, the company encourages employees to report concerns regarding unsafe hazardous conditions, and has provided a written reporting system.
- F. Based on the foregoing, the company has promulgated a CODE OF SAFE PRACTICES (which is posted and given to each employee). The code of safe practices is reviewed periodically at employee meetings.

3. Hazard Communication

Unsafe or unhealthy work conditions, practices or procedures shall be corrected in a timely manner based on the severity of the hazards. Hazards shall be corrected according to the following procedures:

- A. When observed or discovered.
- B. When an imminent hazard exists which cannot be immediately abated without endangering employee and/or property, we will remove all exposed workers from the area except those necessary to correct the existing condition. Workers necessary to correct the hazardous condition shall be provided with the necessary protection; and all such actions taken and dates they are completed shall be documented.

Safety Inspections

A. General Inspections

As set forth above, Riverside Construction Company makes periodic inspections of the general work areas and specific workstations. General inspections are the responsibility of the Safety Officer or jobsite Superintendent. Reports of these inspections will be maintained in the foreman's binders and also in the Safety Coordinator's files.

B. Supervisory Inspections

Supervisors are responsible for making daily inspections of the work areas, machinery, equipment, work-practices and jobsites of the employees under their authority. All non-compliance with Riverside Construction Company's Code of Safe Practices is to be corrected immediately. Any unsafe or hazardous machinery, equipment or area will be "red-tagged" (shut down) immediately. In case of hazardous machinery or equipment the shop maintenance officers should be called. The machine shall remain shut down until it has been cleared for use by maintenance. Employees who violate the code of safe practices shall be disciplined and a record of the warning notice or other disciplinary action shall be maintained by the Supervisor or the Safety Officer.

C. Employee Inspections and Reports

Employees are responsible for inspecting their work area and machinery for unsafe or hazardous conditions. Employees should immediately correct all unsafe conditions and report them to their supervisor, superintendent or other management personnel. If the supervisor fails to act upon a safety complaint, the employee should bring the matter to the attention of upper management or the Safety Officer. Employees reporting an unsafe condition may also use the Employee Safety Report Form attached. Employees may make anonymous reports. No employee shall be disciplined or otherwise discriminated against for reporting or correcting unsafe conditions.

D. Maintenance Inspection

Maintenance employees will, as a matter of course, be vigilant to the safety considerations of any machine or equipment they are called upon to repair, whether "red tagged" or not. Maintenance employees shall not sign off on the completion of any machine repair unless they are certain that the repaired machine has been properly inspected and/or tested for safe and hazardous-free operation.

E. Special Inspections

In the event of an accident, illness or injury during work or at Riverside Construction Company's premises, the Safety Officer, jobsite superintendent or other management representative shall make an investigation of the incident and inspect the area or equipment involved. A report of the investigation and inspection shall be kept on file with the Safety Officer and front office.

4. Accident Reporting Requirements

Guidelines: A written report is to be made promptly for any accident or near miss. If an accident or near miss occurs in the field, a copy of the "Supervisor's Report of Injury should be given to the Safety Officer within 24 hours. Also, if a serious accident occurs in the field, it should be reported immediately by phone. For all accidents that occur in the office, yard or shop, the Supervisor will immediately report it the Safety Officer or Management.

Time Frame for Filing Reports

- A. The Workers Compensation Reform act of 1989 requires employers to furnish within one working day, the form "Employee's Claim for Workers' Compensation Benefits." The form must be given to the injured employee (or their dependent) by the Safety Officer or Supervisor. A completed copy of this form is mailed to the insurance company within 3 days.
- B. The Safety Officer is responsible for obtaining all necessary information to complete the form, "Employers Report of Occupational Injury or Illness." California law requires an employ to file this report within 5 days of every industrial injury.

Accident Investigations

After an accident has been reported to the Safety Officer, he/she will then follow-up with the Superintendent/Supervisor to further investigate the cause of the accident and correct the problem and to prevent recurrence. Accidents will be investigated as soon as is reasonably possible following an accident/incident. Our accident/incident investigation forms include provisions for: 1. Interviewing injured workers and witnesses, 2. Examining the workplace for factors associated with the accident/incident, 3. Determining the root cause of the accident/incident, 4. Taking corrective action to prevent recurrence, and 5. Documenting the finding and actions taken.

5. Communication

A. Encouragement of Employee Reporting:

Riverside Construction Company encourages and, indeed, requires all employees to inform supervisors, superintendents, other management personnel or the Safety Officer (Larry Pim) of any unsafe or hazardous conditions.

B. Weekly Safety Meetings are held on all project sites. Also, monthly meetings are held in the main office.

C. New hires are given orientation at time of hiring to go over and discuss policies. Employees may make anonymous reports. No employee shall be disciplined or otherwise discriminated against for reporting or correcting unsafe conditions.

D. No Discrimination for Employee Reporting:

No employee shall be disciplined or discriminated against for reporting an unsafe condition to management or for correcting an unsafe condition. Employees should report unsafe conditions to their supervisors or other management personnel. If an employee sees an employee or supervisor violating Riverside Construction Company's code of safe practices, that person should report this to upper management or the Safety Officer (Larry Pim).

E. Employee Safety Report Forms:

Employees may report unsafe conditions or violations of safety rules anonymously on the Employee Safety Report Forms attached. These forms will be available in the front office at 4225 Garner Road, Riverside, CA 92501 or back in the shop.

6. Compliance

A. Code of Safe Practices:

Riverside Construction Company has developed a Code of Safe Practices (attached) which sets forth general and specific safety rules and procedures for all employees. A copy of the Code of Safe practices is given to each employee and is posted where needed.

B. Orientation:

New employees are trained in the Code of Safe Practices and other safety procedures by the Safety Officer (Larry Pim) and/or their immediate supervisor. Documentation of receipt of and training in the Code of Safe Practices is to be completed by each employee.

C. Training:

Provide new training to all new employees and when new assignments are given. Also provide training when new substances, procedures or new hazards are found that previously did not exist. The Safety Officer, Larry Pim, shall hold special training programs for employees, in order to give them a framework of safety-consciousness, as well as to acquaint them with new substances, processes, procedures or equipment that may be introduced into the workplace or job site, especially when the employer becomes aware of or receives notification of a new or previously unrecognized hazard.

D. Retraining

The number of safe practices and other procedures are reviewed during periodic safety meetings for employees and supervisors. Documentation of safety meetings is to be completed by the supervisor or manager conducting the meeting on the forms provided. A safety meeting shall be held at least every 10 working days by the supervisor or jobsite superintendent which is designed to:

1. Provide an opportunity for employees to bring forward concerns and ideas about safety issues.
2. Act as an occupational safety and health training program having as its objective to instill safe and healthy work practices.
3. Provide specific instruction with respect to hazards specific to each employee's job assignment.
4. Warn employees that they must comply with safe and healthy work practices as instructed or face disciplinary action.
5. Reassure employees that they are encouraged to inform their employer or their designees of hazards at the work site without fear of reprisal.
6. Instill a constant sense of safety consciousness among the supervisor and his or her entire group.
7. Provide training to all new employees and when new assignments are given. Also provide training when new substances, procedures or new hazards are found that previously did not exist. The Safety Officer (Larry Pim) shall hold special training programs for all employees, in order to give them a framework of safety – consciousness, as well as to acquaint them with new substances, processes, procedures or equipment that may be introduced into the workplace or jobsite, especially when the employer becomes aware of or receives notification of a new or previously unrecognized hazard.

E. Discipline

Riverside Construction Company requires all employees and supervisors strictly adhere to the safety rules set forth in the CODE OF SAFE PRACTICES. If anyone violates a safety rule, he or she will be disciplined in accordance with the severity of the infraction. The discipline imposed will be in the sole discretion of Riverside Construction Company (limited only by contractual or other legal restrictions), and may range from a warning, to a disciplinary suspension without pay, up to and including discharge. The supervisor or manager imposing the discipline will be responsible for documenting it. A copy of the documentation will be kept with the Safety Officer and the Supervisor.

F. Compliance

Management is responsible for ensuring that all safety and health policies and procedures are clearly communicated and understood by all employees. Managers and supervisors are expected to enforce the rules fairly and uniformly. All employees are responsible for using safe

work practices, for following all directives, policies and procedures, and for assisting in maintaining a safe work environment.

7. Record Keeping

The Safety Officer shall maintain appropriate records of steps taken to implement this safety program. These records shall be available for inspection at all times. The company will follow the five important steps required by the Cal-OSHA record keeping system:

- A. Obtain a report on every injury or illness requiring medical treatment.
- B. Record each injury or illness on the Cal-OSHA Log and summary of Occupational Injuries and Illnesses, Cal-OSHA form No. 300A according to the instructions provided.
- C. Prepare a supplementary record of occupational injuries and illnesses on recordable cases on OSHA Form No. 101 or Workers Compensation Reports (form 502, etc.) giving the same information.
- D. Every year, prepare the summary Cal-OSHA form #300, 0A and post it no later than February 1st and keep it posted where employees can see it until April 30th.
- E. Maintain the last five year of these records.

The personnel office will be responsible for these recordkeeping requirements. The Safety Officer shall periodically review these safety records to evaluate the safety program and formulate improved safety procedures.

Riverside Construction Company, Inc. maintains a Covid Exposure Prevention and Response Plan as a stand alone document.

Conclusion

This Injury and Illness Prevention Program is hereby adopted by Riverside Construction Company. We urge employees, supervisors and managers to follow this program, and to work together to make our workplace as safe as possible.

Dated: 01/05/2023

President

Donald M. Pim

Donald M. Pim

Safety Officer

Larry Pim

Larry Pim

Riverside Construction Company Use of Electronic Devices Policy

Purpose:

This policy was developed and implemented to reduce injury potential from the use of electronic devices on the project site, operating equipment or while driving our company vehicles.

Application:

This policy applies to all workers and visitors entering the worksite.

Types of Electronic devices:

This policy includes all mobile devices, including, but not limited to, Cell phones, (Company issued and personal) Smart phones, tablets, notebooks, MP3 players, Ear buds and iPods.

Company Rules:

1. Only those individuals authorized by Management, shall be permitted to use mobile devices on worksites. The use of mobile devices on site shall be prohibited unless expressed consent is granted by Management. This includes talking, texting, emailing, playing games, App's, etc.
2. The use of mobile devices shall not be permitted while operating any vehicle or equipment while performing work activities. (In vehicle use that has blue tooth capability shall be permitted when safe.)
3. Supervisors/Foremen should make every reasonable effort to avoid using their mobile device or making calls while directing activities on the worksite
4. The use of mobile devices shall not be permitted around explosive or flammable atmospheres or while decanting or working with flammable or combustible material.
5. If an urgent family matter requires a worker to use their mobile device, the worker must coordinate with the supervisor so that the communication can happen in a safe manner.

Permitted uses:

- a. Workers shall be permitted to use mobile devices when they are in the following areas, lunch time, break times, site trailers and any designated areas that the Company deems safe, provided it is away from general work areas and activities

Discipline: Anyone who violates this policy will be subject to disciplinary measures, up to and including dismissal, depending on the circumstances and the disciplinary procedures already in place for the Company.