

# **Code of Safe Practices**

**RULES OF SAFE WORK PRACTICES  
OF EMPLOYEES OF RIVERSIDE CONSTRUCTION COMPANY**

Riverside Construction Company believes that the personal safety and health of our employees is of primary importance. This policy is based on a sincere desire to eliminate personal injuries and to prevent damage to equipment and property. Compliance with all safety rules is considered a condition of employment. Our policy is to accomplish work in the safest possible manner. **The following rules are in conformance with the Cal-OSHA Construction Safety Orders.** Never should safety be sacrificed for production. Field and shop supervisors are held accountable for the safety performance of employees under their direction. However, the ultimate success of this program will depend upon your full cooperation and observance of these safety rules.

## **General Safe Practice Rules**

1. All persons shall follow these safe practices and rule, render every possible aid to safe operations and report all unsafe conditions or practices to the foremen or superintendent.
2. Foremen will insist on employees observing and obeying every rule, regulation, and order as is necessary to the safe conduct of the work and shall take such action as is necessary to obtain observance.
3. All employees are given frequent accident prevention instructions. Instructions shall be given at least every 10 working days.
4. Anyone known to be under the influence of drugs or intoxicating substances which impair the employee's ability to safely perform the assigned duties will not be allowed on the job while in that condition.
5. Horseplay, scuffling and other acts which tend to have an adverse influence on the safety or well-being of the employees shall be prohibited.
6. Work will be well planned and supervised to prevent injuries in the handling of materials and in working together with equipment.
7. No one shall knowingly be permitted or required to work while the employee's ability or alertness is so impaired by fatigue, illness or other causes that it might unnecessarily expose the employee or other to injury.
8. Employees are prohibited from entering manholes, underground vaults, chambers, tanks, silos, or other similar places that receive little ventilation, unless it has been determined that it is safe to enter.
9. Employees are instructed to ensure that all guards and other protective devices are in proper places and adjusted and shall report deficiencies promptly to the foreman or superintendent.
10. Crowding or pushing when boarding or leaving any vehicle or other conveyance is prohibited.
11. Workers shall not handle or tamper with electrical equipment, machinery, or air or water lines in a manner not within the scope of their duties, unless they have received instruction from their foreman.

12. All injuries must be reported promptly to the foreman or superintendent so that arrangements can be made for medical or first aid treatment.
13. When lifting heavy objects, use large muscles of the leg instead of the back.
14. Inappropriate footwear or shoes with thin or badly worn soles shall not be worn.
15. Materials, tools or other objects shall not be thrown from buildings or structures until proper precautions are taken to protect others from falling objects.
16. Personal radio headsets shall not be allowed on the jobsite at any time as at any time as it impairs the ability to hear what is going on around you.
17. Always ask your supervisor if you do not know how or are in doubt as to the safest way of doing your job.
18. Help the new or inexperienced employee by pointing out potential hazards.
19. Wear clothes suited to the job – Safety shoes and gloves. No dangling or loose clothing or jewelry around moving machinery.
20. Use goggles, safety glasses, hard hats, etc. and other protective equipment. (Hard Hat, Type two or Type 3 safety vests are mandatory). Safety Glasses are mandatory for tasks that require safety glasses. Remember most tasks you perform require safety glasses. Ask your foreman or superintendent if you are unsure.
21. Pile and un-pile material carefully when working with another person, let them know before you drop a load or do anything that might injure them.
22. Keep material, air hoses, electrical cords, etc. out of walkways. Bend down or remove protruding nails, banding etc.
23. Warn people working above, below, or the side of you.
24. Make sure ladders are in good condition and firmly placed. Have both hands free going up and down ladders. Use 3 points of contact at all times on ladders.
25. Do not ride or get under loads that are being carried by cranes or forklifts. Never walk under the boom of a forklift
26. For your protection, obey all warning signs such as, "KEEP OUT", "NO SMOKING", "EYE PROTECTION REQUIRED", ETC.
27. The use of safety glasses and a face shield is required when grinding or chipping material.
28. You are specifically required to report all work-related injuries and illnesses to your supervisor. Failure to report may result in disallowance of the claim.
29. Employees shall cleanse thoroughly after handling hazardous substances and follow special instructions from authorized sources.
30. Hod carriers should avoid the use of extension ladders when carrying loads. Such ladders may provide adequate strength, but the rung position and rope arrangement make such climbing difficult and hazardous for this trade.
31. Work shall be so arranged that employees are able to face ladders and use both hands while climbing.
32. Gasoline shall not be used for cleaning purposes.
33. No burning, welding or other source of ignition shall be applied to any enclosed tank or vessel, even if there are some openings, until it has been determined that no possibility of explosion exists and authority for the work is obtained from the foreman or superintendent.
34. Any damage to scaffolds, falsework or other supporting structures shall be immediately reported to the foreman and repaired before use.

## **Additional Safety Procedures**

### **Tools and Equipment:**

1. Hand tools such as hammers and chisels should be kept protected and used only for their intended purposes.
2. All tools and equipment shall be maintained in good condition.
3. Damaged tools or equipment shall be removed from service and tagged "Defective".
4. Pipe or Stillson wrenches shall not be used as a substitute for other wrenches.
5. Only appropriate tools shall be used for the job.
6. Wrenches shall not be altered by the addition of hand-extensions or "cheaters"
7. Files shall be equipped with handles and not used to punch or pry.
8. A screwdriver shall not be used as a chisel.
9. Wheelbarrows shall not be pushed with handles in an upright position.
10. Portable electric tools shall not be lifted or lowered by means of the power cord. Ropes shall be used.
11. In locations where the use of a portable power tool is difficult, the tool shall be supported by means of a rope or similar support of adequate strength.

**HOUSEKEEPING:** Working areas are to be kept free of all debris, waste and combustible materials. All scrap is to be removed and deposited in proper containers. Keep all material piled neatly. Nails, bolts, nuts etc. should be kept in their containers. Walkways shall be kept clear of power cords, hoses etc.

**PERSONAL PROTECTION:** Wear protective clothing and equipment. Some of these items are essential for your safety such as: work shoes or boots; hard hats; eye protection / face shields when welding, burning, grinding, chipping, shoveling, sweeping, driving stakes and/or nails, cutting, etc; ear protection; gloves; safety harnesses and lifelines.

**MATERIAL HANDLING:** Important – When lifting, remember that the back and stomach muscles are easily injured because they bear most of the strain when lifting is done incorrectly. When lifting, use the large muscles of your legs, rather than the small muscles of your back. Take a firm grip, secure a good footing, place the feet a comfortable distance apart, keep the load close, set your back in its normal S curve, bend your knees, and lift with your legs. If the load is TOO HEAVY, GET HELP! Never use ropes, chains or slings that are defective. Make sure all loads are centered in slings before lifting. Attach a guideline or "tag line" to all equipment and materials being lifting to higher levels. Before releasing the binds on a loaded truck, be certain that the load will not shift once released. All material must be properly stacked and secured by blocking, stacking, banding or other means to prevent rolling, tipping, sliding, falling or collapse.

**COMPANY TRUCKS / AUTOMOBILES:** An employee is prohibited from operating any Company vehicle unless he/she had a valid California driver's license in his/her possession and is specifically authorized to operate that vehicle.

**WELDING AND BURNING OPERATIONS:** The immediate area must be inspected to ensure that sparks or molten metal will not fall on combustible materials or other workers.

Suitable fire extinguishing equipment must be readily available at the work area. Always consider a cylinder as full and handle it accordingly. All cylinders are to be placed in carts or tied off in a vertical position. Empty cylinders are to be removed from work areas and returned to rack.

**FIRE PREVENTION:** All employees must take every precaution to prevent fires. Do not tamper with fire fighting equipment. Observe "NO SMOKING" rules. In Case of fire, KEEP CALM. Know where the fire extinguishers are located and how to operate them. After a fire extinguisher has been used, notify your supervisor for repair.

**MACHINERY AND VEHICLES:**

1. Do not attempt to operate machinery or equipment unless you are completely familiar with its operation. Do not start machinery or operate valves until you have made sure that it is safe to do so.
2. Do not repair or adjust machinery while it is in operation. Never oil moving parts except on equipment fitted with safeguards for this purpose. Never work under vehicles that are supported by jacks or chain hoists without protective blocking, in case of hoist or jack failure. Do not disconnect air hoses at compressors until the hose line has been bled. NEVER TURN COMPRESSED AIR ON YOURSELF OR ANYONE.
3. Only authorized persons shall operate machinery or equipment.
4. Loose or frayed clothing, or long hair, dangling ties, jewelry, etc. shall not be worn around moving machinery or other sources or entanglement.
5. Machinery shall not be serviced, repaired or adjusted while in operation, nor shall oiling of moving parts be attempted, except on equipment that is designed or fitted with safeguards to protect the person performing the work.
6. Seat belts shall be worn at all times while operating vehicles and equipment.

**TRAFFIC CONTROL:** All employees that setup or are involved in Traffic Control will have been trained on the regulations of Traffic Control and Flagger per Title 8 construction safety orders. Flaggers shall be used on sites where barricades/warning signs cannot control moving traffic.

**IMPORTANT- ALL ACCIDENTS AND INJURIES MUST BE REPORTED TO YOUR SUPERVISOR IMMEDIATELY...**

**CHEMICALS:**

1. No Chemicals meeting the definition of "Hazardous Material" as defined by the OSHA Safety and Health Regulations shall be purchased and / or brought onto a jobsite or shop for usage without:
  - a. Safety Data Sheets (From OSHA-20) or equivalent information on file and;
  - b. Express consent or approval of the designated Safety Officer.
2. No chemicals meeting the definition of "Hazardous Material" as defined by OSHA Safety and Health Regulations shall be used without strict adherence to the data, precautions and procedures for handling, storage, disposal and usage contained on the appropriate Safety Data Sheet.

3. All Containers shall be labeled as to their contents.

#### DISCIPLINARY PROCEDURES:

It is imperative that all employees become thoroughly familiar with the above safety rules or procedures. Failure to wear the appropriate safety equipment or to follow these rules will result in disciplinary action up to and including termination.

#### CORRECTION PROCEDURES:

Unsafe and 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:

1. When observed or discovered and
2. When an imminent hazard exists which cannot be immediately abated without endangering worker(s) 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 hazards shall be provided with protection.

#### EXCAVATIONS:

In excavations more than 5 feet deep, all employees must be protected from cave-ins by shields, sloping or shoring depending on the soil type. Excavations 4 feet and deeper shall have a means of access and egress every 25 feet of lateral travel. A competent person is required to inspect and observe during any excavations.

#### COMMUNICATING:

Any and all employees are encouraged to inform the employer of hazards at the worksite without fear of reprisal. The employee can contact Larry Pim, human resources or any Foreman, Superintendent by any means they feel comfortable.

## **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 and 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 are Larry Pim. 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 Officer(s) - Larry Pim  
This person is identified by Management with the responsibility to:
  - 1. Assist Management in establishing and maintaining an effective safety program set forth below:
    - a. Developing techniques, ideas, and topics for presentation of safety program to employees at all levels.
    - b. Acting as liaison with field and shop supervisors, regulatory agencies and Worker's Compensation Insurance Carrier.
    - c. Seeing that accidents are reported and investigated promptly and that corrective action is taken.
    - d. Providing 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. Manage the 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 Persons" 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 workers. 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. Workers' Responsibility**

- 1. To observe the "CODE OF SAFE WORK PRACTICES."
- 2. To set a good example for fellow workers.
- 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. Conducting 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 PREVENTING 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, Construction Safety Orders, and other Safety Orders that are applicable to our operations. 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 workstations, 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.

Additionally, scheduled & periodic inspections will be performed:

- A. When the Program was 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.

### **3. HAZARD CORRECTION**

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 regular and scheduled 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 will remain shut down until it has been cleared for use by maintenance. Employees who violate the code of safe practices will 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, if possible to do so safely, 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 will 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. Pre-Presence of Employee Surveys

Riverside Construction Company will conduct a site survey prior to the presence of its employees to determine, so far as practicable, the predictable hazards to employees and the kind and extent of safeguards necessary to prosecute the work in a safe manner. These surveys will be performed using relevant parts of CCR Title 8 Subchapter 4 Appendix A, Plate A-2-a and A-2-b.

## F. 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.

If a serious accident occurs in the field, it must be reported immediately by phone to the Safety Officer or Management.

For all accidents that occur in the office, yard, or shop, the Supervisor will immediately report it to 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 employer to file this report within 5 days of every industrial injury.
- C. In the event of an employee suffering a “Serious” injury/illness, the company has eight (8) hours to report the incident directly to Cal OSHA.

##### **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
5. Documenting the findings 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. Meetings**

Regular and scheduled safety meetings are held on all project sites and in the main office.

## **C. Orientation**

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 will 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.

## **F. Recognition**

Employees will be recognized for their positive participation in the Company's safety program. Type of recognition will be determined as appropriate for each project and / or company operations.

# **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, and for supervisors to familiarize themselves with the safety and health hazards to which employees under their immediate direction and control may be exposed. 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, was 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. PROGRAM ACCESS**

Riverside Construction Company will provide access to the Program by doing one of the following:

1. Provide access in a reasonable time, place, and manner, but in no event later than five (5) business days after the request for access is received from an employee or designated representative.
  - a. Whenever an employee or designated representative requests a copy of the Program, the Company will provide the requester a printed copy of the Program, unless the employee or designated representative agrees to receive an electronic copy of the Program.
  - b. One printed copy of the Program shall be provided free of charge. If the employee or designated representative requests additional copies of the Program within one (1) year of the previous request and the Program has not been updated with new information since the prior copy was provided, the employer may charge reasonable, non-discriminatory reproduction costs (per Section 3204(e)(1)(E)) for the additional copies. or,
2. Provide unobstructed access through a company server or website, which allows an employee to review, print, and email the current version of the Program. Unobstructed access means that the employee, as part of his or her regular work duties, predictably and routinely uses the electronic means to communicate with management or coworkers.

The Program provided to the employee or designated representative will not include any of the records of the steps taken to implement and maintain the written Program.

If the Company establishes distinctly different and separate operations with distinctly separate and different Programs, the Company will limit access to the Program (or Programs) applicable to the employee requesting it.

The Company will communicate the right and procedure to access the Program to all employees.

The Company policy does not intended to preclude employees and collective bargaining agents from collectively bargaining to obtain access to information in addition to that available under this section.

## **8. 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: 01/05/2026

President:



Donald M. Pim

Safety Officer:



Larry Pim