

Paramount



**INJURY AND ILLNESS
PREVENTION PROGRAM**

05/1/2023



Paramount

OCCUPATIONAL SAFETY AND HEALTH POLICY

CBS Corporation, (the “Company”) is a recognized and respected leader in the entertainment industry. It is the Company's goal to provide a safe and healthful environment for all employees and visitors. In support of this goal, every employee is required to follow the guidelines established in our Injury and Illness Prevention Program (“IIPP”) and associated Safety Manual.

Prevention of injuries and occupational illness is consistent with sound management practices and optimum employee relations; hence an aggressive injury and illness prevention effort is key and the responsibility of every manager, supervisor, and employee. Safety, quality, and productivity go hand-in-hand. Injuries and occupational illnesses result in lost workdays, physical disability, pain and suffering, loss of earnings, equipment damage, and poor production quality, all of which can directly or indirectly affect productivity and profitability. A formal IIPP, combined with safe working conditions and good housekeeping controls, is an essential tool in achieving maximum productivity, quality, and profit.

CBS Corporation cannot and will not tolerate unsafe acts by its employees. Employees are expected to comply with all Company safety and health policies and rules. Employees failing to perform their jobs according to Company regulations will be subject to appropriate disciplinary action, up to and including immediate termination of employment.

The Company expects managers/supervisors to maintain a two-way process in addressing employee safety compliance concerns. The process is designed to: 1) Ensure the employee understands the occupational health and safety requirements for their specific work activities; 2) Integrates health and safety requirements into each work activity; and 3) Maintains two-way communication between the employee and managers/supervisors to characterize job specific safety requirements and to continually reinforce the need to develop safe work habits.



Paramount

CBS provides an anonymous safety hotline (818-655-6078) so that employees can feel comfortable reporting any concerns.

It is important to stress that safety is everyone's responsibility, and all employees will be held accountable for their own safety performance. If an employee is observed not complying with mandated occupational safety and health requirements, the manager/supervisor will immediately counsel the employee making sure to address the specific safety infraction(s) and the required corrective actions. If the employee's behavior is not corrected by this initial session, further disciplinary action may be taken, up to and including termination of employment. A progressive disciplinary procedure involving health and safety compliance concerns will be implemented in accordance with the established disciplinary guidelines.

Each of us has a duty to recognize, report, and act on hazardous situations before they can lead to injury or illness. The cooperation of every employee in detecting and controlling hazards is vital to the effectiveness of the Injury and Illness Prevention Program. Only through working together can we achieve our goal of a safe and healthy work environment

The Paramount logo, featuring the word "Paramount" in a white, elegant script font against a dark blue background.

MODEL INJURY AND ILLNESS PREVENTION PROGRAM FOR NON-HIGH HAZARD EMPLOYERS

Every California employer must establish, implement and maintain a written Injury and Illness Prevention (IIP) Program and a copy must be maintained at each workplace or at a central worksite if the employer has non-fixed worksites. The requirements for establishing, implementing and maintaining an effective written injury and illness prevention program are contained in Title 8 of the California Code of Regulations, Section 3203 (T8 CCR 3203) and consist of the following elements:

- Responsibility
- Compliance
- Communication
- Hazard Assessment
- Accident/Exposure Investigation
- Hazard Correction
- Training and Instruction
- Employee access to the IIP Program
- Recordkeeping

This model program has been prepared for use by employers in industries that have been determined by Cal/OSHA to be non-high hazard. You are not required to use this program. However, any employer in an industry which has been determined by Cal/OSHA as being non-high hazard who adopts, posts, and implements this model program in good faith is not subject to assessment of a civil penalty for a first violation of T8 CCR 3203.

Proper use of this model program requires the IIP Program administrator of your establishment to carefully review the requirements for each of the IIP Program elements

Paramount



found in this model program, fill in the appropriate blank spaces and check those items that are applicable to your workplace. The recordkeeping section requires that the IIP Program administrator select and implement the category appropriate for your establishment. Sample forms for hazard assessment and correction, accident/exposure investigation, and worker training and instruction are provided with this model program.

The Paramount logo is displayed in a white, elegant script font against a dark blue background.

INJURY AND ILLNESS PREVENTION PROGRAM (IIPP)
RESPONSIBILITY

The Injury and Illness Prevention Program (IIP Program) administrator, has the authority and responsibility for implementing the provisions of this program for [name of company].

All managers and supervisors are responsible for implementing and maintaining the IIP Program in their work areas and for answering worker questions about the IIP Program.

COMPLIANCE

All workers, including managers and supervisors, are responsible for complying with safe and healthful work practices. Our system of ensuring that all workers comply with these practices include one or more of the following checked practices:

- Informing workers of the provisions of our IIP Program.
- Evaluating the safety performance of all workers.
- Recognizing employees who perform safe and healthful work practices.
- Providing training to workers whose safety performance is deficient.
- Disciplining workers for failure to comply with safe and healthful work practices.
-
-

The Paramount logo is displayed in a white, elegant script font against a dark blue background.

COMMUNICATION

All managers and supervisors are responsible for communicating with all workers about occupational safety and health in a form readily understandable by all workers. Our communication system encourages all workers to inform their managers and supervisors about workplace hazards without fear of reprisal.

Our communication system includes one or more of the following checked items:

- New worker orientation including a discussion of safety and health policies and procedures.
- Review of our IIP Program.
- Workplace safety and health training programs.
- Regularly scheduled safety meetings.
- Posted or distributed safety information.
- A system for workers to anonymously inform management about workplace hazards.
- Our establishment has less than ten workers and communicates with and instructs workers orally about general safe work practices and hazards unique to each worker's job assignment.



HAZARD ASSESSMENT

Periodic inspections to identify and evaluate workplace hazards shall be performed by a competent observer in the following areas of our workplace:

Competent Observer	Area
[Enter name of competent observer]	[Enter name of area observed]

Periodic inspections are performed according to the following schedule:

1. [Enter the frequency (daily, weekly, monthly, etc.) that's appropriate for your workplace].
2. When we initially establish our IIP Program.
3. When new substances, processes, procedures, or equipment that present potential new hazards are introduced into our workplace.
4. When new, previously unidentified hazards are recognized.
5. When occupational injuries and illnesses occur.
6. Whenever workplace conditions warrant an inspection.



ACCIDENT/EXPOSURE INVESTIGATIONS

Procedures for investigating workplace accidents and hazardous substance exposures include:

1. Visiting the accident scene as soon as possible.
2. Interviewing injured workers and witnesses.
3. Examining the workplace for factors associated with the accident/exposure.
4. Determining the cause of the accident/exposure.
5. Taking corrective action to prevent the accident/exposure from reoccurring.
6. Recording the findings and corrective actions taken.

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:

1. When observed or discovered.
2. When an imminent hazard exists that cannot be immediately abated without endangering employee(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 hazardous condition shall be provided with the necessary protection.

TRAINING AND INSTRUCTION

All workers, including managers and supervisors, shall have training and instruction on general and job-specific safety and health practices. Training and instruction is provided as follows:

Paramount



1. When the IIP Program is first established.
2. To all new workers, except for construction workers who are provided training through a construction industry occupational safety and health program approved by Cal/OSHA.
3. To all workers given new job assignments for which training has not previously been provided.
4. Whenever new substances, processes, procedures, or equipment are introduced to the workplace and present a new hazard.
5. Whenever we are made aware of a new or previously unrecognized hazard.
6. To supervisors to familiarize them with the safety and health hazards to which workers under their immediate direction and control may be exposed.
7. To all workers with respect to hazards specific to each employee's job assignment.

General workplace safety and health practices include, but are not limited to, the following:

1. Implementation and maintenance of the IIP Program.
2. Emergency action and fire prevention plan.
3. Provisions for medical services and first aid, including emergency procedures.
4. Prevention of musculoskeletal disorders, including proper lifting techniques.
5. Proper housekeeping, such as keeping stairways and aisles clear, work areas neat and orderly, and promptly cleaning up spills.
6. Prohibiting horseplay, scuffling, or other acts that tend to adversely influence safety.
7. Proper storage to prevent stacking goods in an unstable manner and storing goods against doors, exits, fire extinguishing equipment and electrical panels.
8. Proper reporting of hazards and accidents to supervisors.

Paramount



9. Hazard communication, including worker awareness of potential chemical hazards, and proper labeling of containers.
10. Proper storage and handling of toxic and hazardous substances, including prohibiting eating or storing food and beverages in areas where they can become contaminated.

The Paramount logo, featuring the word "Paramount" in a white, elegant script font against a dark blue background.

EMPLOYEE ACCESS TO THE IIPP

Our employees – or their designated representatives - have the right to examine and receive a copy of our IIPP.

Paramount CBS Studios IIPP can be found at the production stages, on location, and in the production offices. The Assistant Director (AD) must have a copy of the IIPP in their trailer. All employees can access a copy of the Paramount CBS/ Studios IIPP by directly speaking to their production's leadership or by reaching out to Paramount CBS Production Safety for a copy. Additionally, all employees can access <https://ehsproductions.viacomcbs.com/> which directly links to the most updated IIPP. Please do not hesitate to contact Safety Leadership if you have further questions or concerns regarding our Injury Illness Prevention Program.

Paramount CBS Studios Anonymous Hotline: (818)655-6078

VP, ENVIRONMENTAL HEALTH, AND SAFETY

david.mcelwain@paramount.com

DIRECTOR (WEST COAST), PRODUCTION SAFETY

Manny.Mendoza@paramount.com

DIRECTOR (EAST COAST), PRODUCTION SAFETY

Erik.Avila@viacomcbs.com

COORDINATOR, PRODUCTION SAFETY

Mayra.Hernandez@paramount.com

Any copy provided to an employee, or their designated representative need not

The Paramount logo, featuring the word "Paramount" in a white, elegant script font against a dark blue background.

include any of the records of the steps taken to implement and maintain the written IIP Program.

Where we have distinctly different and separate operations with distinctly separate and different IIPPs, we may limit access to the IIPP applicable to the employee requesting it.

An employee must provide written authorization in order to make someone their “designated representative.” A recognized or certified collective bargaining agent will be treated automatically as a designated representative for the purpose of access to the company IIPP. The written authorization must include the following information:

- The name and signature of the employee authorizing the designated representative.
- The date of the request.
- The name of the designated representative.
- The date upon which the written authorization will expire (if less than 1 year).

The Paramount logo is displayed in a white, elegant script font against a dark blue background.

RECORDKEEPING

We have checked one of the following categories as our recordkeeping policy.

- **Category 1.** Our establishment has twenty or more workers; has a workers' compensation modification rate of greater than 1.1 and is not on a designated low hazard industry list; or, is on a designated high hazard industry list. We have taken the following steps to implement and maintain our IIP Program:
 1. Records of hazard assessment inspections, including the person(s) or persons conducting the inspection, the unsafe conditions and work practices that have been identified and the action taken to correct the identified unsafe conditions and work practices, are recorded on a hazard assessment and correction form.
 2. Documentation of safety and health training for each worker, including the worker's name or other identifier, training dates, type(s) of training, and training providers are recorded on a worker training and instruction form. We also include the records relating to worker training provided by a construction industry occupational safety and health program approved by Cal/OSHA.

Inspection records and training documentation will be maintained according to the following checked schedule:

- For one year, except for training records of workers who have worked for less than one year which are provided to the worker upon termination of employment.
- Since we have less than ten workers, including managers and supervisors, we only maintain inspection records until the hazard is corrected and only maintain a log of instructions to workers with respect to worker job assignments when they are first hired or assigned new duties.

The Paramount logo is displayed in a white, cursive font against a dark blue background.

- **Category 2.** Our establishment has fewer than twenty workers and is not on a designated high hazard industry list. We are also on a designated low hazard industry list or have a workers' compensation experience modification rate of 1.1 or less, and have taken the following steps to implement and maintain our IIP Program:

1. Records of hazard assessment inspections.
2. Documentation of safety and health training for each worker.

Inspection records and training documentation will be maintained according to the following checked schedule:

- For one year, except for training records of workers who have worked for less than one year, which are provided to the worker upon termination of employment.
- Since we have less than ten workers, including managers and supervisors, we maintain inspection records only until the hazard is corrected and only maintain a log of instructions to workers with respect to worker job assignments when they're first hired or assigned new duties.
- **Category 3.** We are a local governmental entity (any county, city, or district, and any public or quasi-public corporation or public agency therein) and we are not required to keep written records of the steps taken to implement and maintain our IIP Program.

Paramount



HAZARD ASSESSMENT AND CORRECTION RECORD

Date of Inspection: [Enter date] Person Conducting Inspection: [Enter name]

Unsafe Condition or Work Practice: [Provide details, including root causes]

Corrective Action Taken: [Provide details, including solutions to root causes]

Date of Inspection: [Enter date] Person Conducting Inspection: [Enter name]

Unsafe Condition or Work Practice: [Provide details, including root causes]

Corrective Action Taken: [Provide details, including solutions to root causes]

Date of Inspection: [Enter date] Person Conducting Inspection: [Enter name]

Unsafe Condition or Work Practice: [Provide details, including root causes]

Corrective Action Taken: [Provide details, including solutions to root causes]

Paramount



Date of Inspection: [Enter date] Person Conducting Inspection: [Enter name]

Unsafe Condition or Work Practice: [Provide details, including root causes]

Corrective Action Taken: [Provide details, including solutions to root causes]

causes]



ACCIDENT/EXPOSURE INVESTIGATION REPORT

Date & Time of Accident: [Enter information]

Location: [Provide details]

Accident Description: [Enter details, including all events that lead up to the incident]

Workers Involved: [Enter information]

The underlying cause(s) of the accident/exposure: [Detail all root causes]

Corrective Actions Taken: [Provide details, including potential solutions to the root causes]

Manager Responsible: [Enter name]

Date Completed: [Enter date]

Paramount



WORKER TRAINING AND INSTRUCTION RECORD

EMPLOYEE NAME	TRAINING DATES	TYPE OF TRAINING	TRAINERS
[Enter employee full name]	[Enter training date(s)]	[Enter course name(s)]	[Enter name of trainer(s)]