

RAINBOW SAFETY MANUAL

&

INJURY & ILLNESS PREVENTION PROGRAM

Revised as of May 2024

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Policy Statement on Safety

The safety and health of each Rainbow employee is of primary importance to us. As a company, we are committed to maintaining a safe and healthful working environment. Management will provide all necessary safeguards, programs, and equipment required to reduce the potential for accidents and injuries.

To achieve this goal, we have developed and implemented a comprehensive Safety Manual and Injury and Illness Prevention Program (IIPP). This program is designed to prevent workplace accidents, injuries, and illnesses. A copy should be maintained at each of our stores, distribution centers, and at the Home Office. You may ask to review it at any time. A copy of relevant portions of the program, that are applicable to your job, will also be provided to you. You may also contact Noel Garcia in the corporate Human Resources Department, if you have any questions or concerns.

Our intention is to comply with all laws relating to occupational safety and health. To accomplish this, we require the active participation and assistance of all employees. The policies and procedures contained in the following manual are mandatory. You should also be constantly aware of conditions in all work areas that can produce injuries or illness. No employee is required to work at a job that he or she knows is not safe. Never hesitate to inform your foreman or supervisor of any potentially hazardous situation or condition that is beyond your ability or authority to correct immediately. No employee will be discriminated against for reporting safety concerns to management.

It is the responsibility of each employee to support the company safety program and to perform in a manner that assures his or her own personal safety and the safety of others, including customers, visitors and other trades. To be successful in our endeavor, all employees on every level must adopt proper attitudes towards injury and illness prevention. We must also cooperate in all safety and health matters, not only between management and employees, but also between each employee and his or her respective coworkers. Only through such an effort can any safety program be successful. Our objective is a safety and health program that will reduce the total number of injuries and illnesses to an absolute minimum. Our ultimate goal is zero accidents.

Duties and Responsibilities for Safety

A successful Safety and Injury and Illness Prevention Program can only be achieved and maintained when there is active interest, participation, and accountability at all levels of the Company. To ensure this, each employee has responsibilities when it comes to maintaining a safe and healthy work environment.

Executive management must plan, organize, and administer the program by establishing policy, setting goals and objectives, assigning responsibility, motivating subordinates, and monitoring results. We will support and maintain an ongoing Safety and Injury and Illness Prevention Program through the following:

1. Providing clear understanding and direction to all management and union employees regarding the importance of safety through the development, implementation, monitoring and revision of policy and procedures.
2. Providing financial support for the Injury and Illness Prevention Program through the provision of adequate funds for the purchase of necessary safety materials, safety equipment, proper personal protective equipment, adequate time for employee safety training, and maintenance of tools and equipment.
3. Overseeing development, implementation, and maintenance of the IIPP and other required safety programs.
4. Maintaining a company commitment to accident prevention by expecting safe conduct on the part of all managers, supervisors, and employees.
5. Holding all levels of management and employees accountable for accident prevention and safety.
6. Reviewing all accident investigations to determine corrective action.

Managers and Supervisors play a key role in the prevention of accidents on the job. They have direct contact with the employees and know the safety requirements for various jobs. Safety responsibilities for these individuals include:

1. Enforce all safety rules in the Code of Safe Practices and ensure safe work procedures.
2. Verifying corrective action has been taken regarding safety hazards and accident investigations.
3. Conducting periodic documented inspections of the work sites to identify and correct unsafe actions and conditions that could cause accidents.
4. Act as a leader in company safety policy and setting a good example by following all safety rules.

5. Becoming familiar with local, state, and federal safety regulations.
6. Train all new and existing employees in proper safety procedures and the hazards of the job.
7. Instruct all employees, under their supervision, in safe work practices and job safety requirements.
8. Hold occasional safety meetings with employees.
9. Ensure employee proficiency when assigning work requiring specific knowledge, special operations or equipment.
10. Ascertain that all machinery, equipment, and workstations are maintained in safe working condition and operate properly.
11. Correct unsafe acts and conditions that could cause accidents.
12. Communicate with all employees about safety and accident prevention activities.
13. Correct the cause of any accident as soon as possible.
14. Maintain good housekeeping conditions at all times.
15. Investigate all injuries and accidents to determine their cause and potential corrective action.
16. Ascertain that all injuries involving our employees or customers that require medical attention are properly treated and promptly reported to the Home Office.

The Human Resources and Loss Prevention Departments act as a safety resource for the company and are responsible for maintaining program records. Their duties include:

1. Coordination of all loss prevention activities as a representative of management. Acting as a consultant to management in the implementation and administration of the Safety Program.
2. Develop and implement loss prevention policies and procedures designed to insure compliance with the applicable rules and regulations of all federal, state, and local agencies.
3. Review all accident reports to determine cause and preventability.
4. Conduct periodic reviews of the program and job sites to evaluate performance, discuss problems and help solve them.

5. Consult with representatives of our insurance companies in order that their loss control services will support the Safety Program.
6. Review Workers' Compensation Claims. Help supply the insurance carrier with information about injured employees in order to keep loss reserves as low as possible.

Every employee is responsible for working safely, both for self-protection and for protection of fellow workers. Employees must also support all company safety efforts. Specific employee safety responsibilities include:

1. If you are unsure how to do any task safely, ask your supervisor.
2. Read and abide by all requirements of the Safety Manual and Injury and Illness Prevention Program (IIPP).
3. Know and follow the Code of Safe Practices and all company safety policies and rules.
4. Wear all required personal protective equipment.
5. Report all accidents and injuries, no matter how minor, to your supervisor immediately.
6. Do not operate any equipment you have not been trained and authorized to use.
7. Report any safety hazards or defective equipment immediately to your supervisor.
8. Do not remove, tamper with or defeat any guard, safety device or interlock.
9. Never use any equipment with inoperative or missing guards, safety devices or interlocks.
10. Never possess, or be under the influence of, alcohol or controlled substances while on the premises.
11. Never engage in horseplay or fighting.
12. Participate in, and actively support, the safety program.

Employee Safety Training

Employees must be trained in the safe methods of performing their job. Awareness of potential hazards, as well as knowledge of how to control them, is critical to maintaining a safe and healthful work environment and preventing injuries. To achieve this goal, we will provide training to each employee on general safety issues and safety procedures specific to that employee's work assignment.

Every new employee will be given instruction by their Supervisor in the general safety requirements of their job. A copy of our Code of Safe Practices shall also be provided to each employee.

Training provides the following benefits:

- Makes employees aware of job hazards
- Teaches employees to perform jobs safely
- Promotes two way communication
- Encourages safety suggestions
- Creates interest in the safety program

Employee training will be provided at the following times:

1. All new employees will receive a safety orientation their first day on the job.
2. All new employees will be given a copy of the Code of Safe Practices and required to read and sign for it.
3. All employees given a new job assignment for which training has not been previously provided will be trained before beginning the new assignment.
4. Whenever new processes or equipment that represent a potential hazard are introduced into the workplace.
5. Whenever management believes that additional training is necessary.
6. After all serious accidents.
7. When employees are not following safe work rules or procedures.

Training topics will include, but not be limited to:

- Employee's safety responsibility
- Safety rules
- Code of Safe Practices
- Safe job procedures

- Ergonomics
- Use of equipment
- Emergency procedures
- Safe lifting and material handling practices
- Contents of safety program

Documentation of Training

All training will be documented as part of the New Employee Orientation process, or in another format.

The following training method should be used. Actual demonstrations of the proper way to perform a task are very helpful in most cases.

- **Tell them** how to do the job safely
- **Show them** how to do the job safely
- **Have them tell you** how to do the job safely
- **Have them show you** how to do the job safely
- **Follow up** to ensure they are still performing the job safely

New Employee Safety Orientation

The Supervisor will verbally cover the following items with each new employee on the first day of their employment.

Employee name _____ Start date _____

Location _____ Position _____

Instruction has been received in the following areas.

- 1. Safety Training & Safety Checklist.*
- 2. Necessity of reporting ALL injuries, IMMEDIATELY.
- 3. Proper method of reporting safety hazards.
- 4. Emergency procedures and First Aid.
- 5. Proper lifting techniques, ladder safety, sensor pin handling and cleanup.
- 6. Emergency Exits and Fire Extinguishers.

* Give a copy to the employee.

I agree to abide by all company safety polices and the training guidelines. I also understand that failure to do so may result in disciplinary action and possible termination.

Signed _____ Date _____
Employee

Signed _____ Date _____
Supervisor

Safety Communication

This section establishes procedures designed to develop and maintain employee involvement and interest in the Safety Training. The following are some of the safety communication methods that may be used:

1. Periodic safety meetings with employees that encourage participation and open, two-way communication.
2. New employee safety orientation and training.
3. Provision and maintenance of employee bulletin boards discussing safety issues, accidents, and general safety suggestions.
4. Written communications from management, including memos, emails, Gatekeepers, postings, and payroll stuffers.
5. Anonymous safety/reportloss program.

Employees will be kept advised of highlights and changes relating to the safety program. Management shall relay changes and improvements regarding the safety program to employees, as appropriate.

All employee-initiated safety related suggestions shall be properly answered, either verbally or in writing, by the appropriate level of management.

All employees are encouraged to bring any safety concerns they may have to the attention of management

Rainbow also has a system of anonymous notification whereby employees who wish to inform the Company of workplace hazards or other matters without identifying themselves may do so by phoning or sending email notification to the following address: reportloss@rainbw.us

Enforcement of Safety Policies

The compliance of all employees with our Safety Program is mandatory and shall be considered a condition of employment.

The following programs will be utilized to ensure employee compliance with the safety program and all safety rules.

- Training programs
- Retraining
- Disciplinary action

Training Programs

The importance of safe work practices and the consequences of failing to abide by safety rules will be covered in the New Employee Orientation and Safety/Loss Prevention meetings.

Retraining

Employees that are observed performing unsafe acts or not following proper procedures or rules will be retrained by their supervisor.

Disciplinary Action:

The failure of an employee to adhere to safety policies and procedures can have a serious impact on everyone concerned. An unsafe act can threaten not only the health and well being of the employee committing the unsafe act but can also affect the safety of his/her coworkers and customers. Accordingly, any employee who violates any of the company's safety policies will be subject to disciplinary action.

Note: Failure to promptly report any on-the-job accident or customer injury, on the same day as occurrence, is considered a serious violation of the Company's Code of Safe Practices. Any employee who fails to immediately report a work-related accident or injury, no matter how minor shall be subject to disciplinary action.

Employees will be disciplined for infractions of safety rules and unsafe work practices that are observed, not just those that result in an injury.

Discipline for safety violations will be administered in a manner that is consistent with our policy regarding appropriate levels of disciplinary action. As in all disciplinary actions, each situation is to be carefully evaluated and investigated. The particular step taken in the disciplinary process will depend on the severity of the violation, employee history, and regard to safety. Managers and supervisors should consult with the Human Resources Department if there is any question about whether or not disciplinary action is justified. Employees may be terminated immediately for willful or extremely serious violations.

Hazard Identification, Evaluation, and Correction

To assist in the identification and correction of hazards, we have developed the following procedures. These procedures are representative only and are not exhaustive of all the measures and methods that will be implemented to guard against injury from recognized and potential hazards in the workplace. As new hazards are identified or improved work procedures developed, they will be promptly incorporated into our Safety Manual. The following methods will be utilized to identify hazards in the workplace:

- Loss analysis of accident trends
- Accident investigation
- Employee observation
- Employee suggestions
- Regulatory requirements for our industry
- Outside agencies such as the fire department and insurance carriers
- Periodic safety inspections

Loss Analysis

Periodic loss analyses will be conducted by the Human Resources Department. These will help identify areas of concern and potential job hazards. The results of these analyses will be communicated to management, supervision, and employees through safety meetings and other appropriate means.

Accident Investigations

All accidents and injuries will be investigated in accordance with the guidelines contained in this program. Accident investigations will focus on all causal factors and corrective action including the identification and correction of hazards that may have contributed to the accident.

Employee Observation

Managers and supervisors shall continually observe employees for unsafe actions and take corrective action as necessary.

Employee Suggestions

Employees are encouraged to report any hazard they observe to their supervisor.

Periodic Safety Inspections

Periodic safety inspections ensure that physical and mechanical hazards are under control and identify situations that may become potentially hazardous. Inspections shall include a review of the work habits of employees in all work areas. These inspections will be conducted on a monthly basis, or more frequently if necessary, by the District Managers, Loss Prevention

Regional Managers, and by managers in the Distribution Centers and Home Office, or other designated individual.

These inspections will focus on both unsafe employee actions as well as unsafe conditions. The following is a partial list of items to be checked.

- The proper use, condition, maintenance and grounding of all electrically operated equipment.
- The proper use, condition, and maintenance of safeguards for all power-driven equipment.
- Compliance with the Code of Safe Practices.
- Housekeeping, maintenance items, and personal protective equipment.
- Proper material handling and storage.
- Provision of first aid equipment and emergency medical services.

Any and all hazards identified will be corrected as soon as practical, and the corrective action will be documented.

If imminent or life threatening hazards are identified, which cannot be immediately corrected, all employees must be removed from the area, except those with special training required to correct the hazard, who will be provided necessary safeguards.

Documentation of Inspections

Safety inspections will be documented.

Emergency Medical Services and First Aid

We will ensure the availability of emergency medical services for its employees at all times. In larger locations, such as our Distribution Centers and Home Office, we will identify appropriately trained persons to render first aid.

First-Aid Kits

Every work site shall have access to at least one first-aid kit in a weatherproof container. The first-aid kit will be inspected regularly to ensure that it is well stocked, in sanitary condition, and any used items are promptly replaced. The contents of the first-aid kit shall be arranged to be quickly found and remain sanitary. First-aid dressings shall be sterile and in individually sealed packages.

Accident Procedures

These procedures are to be followed in the event of an employee or customer injury at our locations.

1. **For severe accidents, call 911 and request medical assistance.**
2. **A management employee must report all work related or customers injuries on the Employee Accident or Customer Accident form, even if they do not feel that it requires medical attention.** Failure to do so may result in a delay of Workers' Compensation benefits or may affect our insurance coverage for liability claims.

Machinery

Machinery or equipment capable of **movement** shall be stopped and the power source de-energized or disengaged, and locked out. If necessary, the moveable parts shall be mechanically blocked or secured to prevent inadvertent movement during cleaning, servicing or adjusting operations unless the machinery or equipment must be capable of movement during this period in order to perform the specific task. If so, the hazard of movement shall be minimized.

Equipment or power driven machines equipped with lockable controls, or readily adaptable to lockable controls, shall be locked out or positively sealed in the "off" position during repair work and setting-up operations. In all cases, accident prevention signs and/or tags shall be placed on the controls of the equipment or machines during repair work.

Forklifts (Warehouse)

General

We will ensure that each powered industrial truck operator is competent to operate a powered industrial truck safely, as demonstrated by the successful completion of the training and evaluation specified below.

Training Program Implementation.

Trainees may operate a powered industrial truck only:

- under the direct supervision of persons who have the knowledge, training, and experience to train operators and evaluate their competence; and
- where such operation does not endanger the trainee or other employees.

Training shall consist of a combination of formal instruction, practical training (demonstrations performed by the trainer and practical exercises performed by the trainee), and evaluation of the operator's performance in the workplace.

All operator training and evaluation shall be conducted by persons who have the knowledge, training, and experience to train powered industrial truck operators and evaluate their competence.

Note: This section does not require that the training be given by any particular individual or organization. The trainer must only be able to demonstrate that they have appropriate knowledge, training and experience to train others and evaluate their competence.

Training Program Content.

Powered industrial truck operators shall receive initial training in the following topics.

- Operating instructions, warnings, and precautions for the types of truck the operator will be authorized to operate;
- Differences between the truck and the automobile;
- Truck controls and instrumentation: where they are located, what they do, and how they work;
- Engine or motor operation;
- Steering and maneuvering;
- Visibility (including restrictions due to loading);
- Fork and attachment adaptation, operation, and use limitations;
- Vehicle capacity;
- Vehicle stability;
- Any vehicle inspection and maintenance that the operator will be required to perform;
- Refueling and/or charging and recharging of batteries;
- Operating limitations;
- Any other operating instructions, warnings, or precautions listed in the operator's manual for the types of vehicle that the employee is being trained to operate.
- Workplace-related topics:
 - Surface conditions where the vehicle will be operated;
 - Composition of loads to be carried and load stability;
 - Load manipulation, stacking, and unstacking;
 - Pedestrian traffic in areas where the vehicle will be operated;
 - Narrow aisles and other restricted places where the vehicle will be operated;
 - Hazardous locations where the vehicle will be operated;
 - Ramps and other sloped surfaces that could affect the vehicle's stability;
 - Closed environments and other areas where insufficient ventilation or poor vehicle maintenance could cause a buildup of carbon monoxide or diesel exhaust;
 - Other unique or potentially hazardous environmental conditions in the workplace that could affect safe operation;
- The requirements of this section.

Refresher Training and Evaluation.

Refresher training, including an evaluation of the effectiveness of that training, shall be conducted to ensure that the operator has the knowledge and skills needed to operate the powered industrial truck safely.

Refresher training in relevant topics shall be provided to the operator when:

- The operator has been observed to operate the vehicle in an unsafe manner;
- The operator has been involved in an accident or near-miss incident;
- The operator has received an evaluation that reveals that the operator is not operating the truck safely;
- The operator is assigned to drive a different type of truck; or
- A condition in the workplace changes in a manner that could affect safe operation of the truck.

An evaluation of each powered industrial truck operator's performance shall be conducted at least once every three years.

If an operator has previously received training in a topic specified above, and such training is appropriate to the truck and working conditions encountered, additional training in that topic is not required if the operator has been evaluated and found competent to operate the truck safely.

Note: This section reduces the training requirement for previously trained operators provided we can demonstrate that the operator knows the material. Since some of the required training is unique to the area where the lift will be operated, we must still cover these areas even if the employee was previously trained.

Certification.

Each operator has been trained and evaluated as required by this paragraph. The certification shall include the name of the operator, the date of the training, the date of the evaluation, and the identity of the person(s) performing the training or evaluation.

Fire Prevention and Emergency Action Plan.

Rainbow has developed the following emergency plan to cover those designated actions that must be taken to ensure employee safety from fire and during other emergencies.

Home Office and Distribution Center Emergency Evacuation and Fire Prevention

The Vice President of Loss Prevention is responsible for ensuring the following:

1. That all required emergency exits are clearly identified in the office, shop, and warehouse and that all required fire fighting and emergency equipment is available and in good condition.

The following items will be maintained:

- First aid kit
 - Drinking water
 - Flashlight
 - Portable battery powered radio and batteries
 - Fire extinguishers
 - Wrench to shut off the main gas valve
 - Pry bars, axes, saws, tools or similar devices for employee rescue
2. Creating a facility map designating all emergency evacuation routes and the locations of all fire fighting equipment and emergency supplies and equipment. These maps will be posted in at least two locations in the facility.
 3. Training all exposed employees on the procedures to be followed in the event of fire, earthquake or other emergency including how to properly notify other affected employees.
 4. Identifying potential fire hazards in the office, shop and warehouse and ensuring that adequate steps are taken to prevent fires.
 5. Ensuring that combustible trash and materials are removed promptly from the facility, and that all flammable and combustible liquids are properly stored and handled.

Office Safety

Office accidents can and do happen. To prevent them, we have developed the following rules for our office staff. We will also endeavor to include office employees in periodic safety meetings.

1. Report all accidents and injuries, no matter how minor, to your Supervisor immediately.
2. Correct or report any safety hazards that you observe.
3. Clean up any spilled material that may present a slipping hazard.
4. Do not stretch any cords across aisles that may present a tripping hazard.
5. No one is allowed to climb on shelves or stand on chairs; you must use a step stool or ladder.
6. Keep all legs of the chair on the floor. Do not tilt chairs too far back.
7. No one shall be in the possession of, or under the influence of, alcohol or controlled substances while on the premises.
8. No horseplay will be tolerated.
9. Close file drawers when not in use.
10. Do not open more than one file drawer at a time. This could cause the cabinet to tip.
11. Do not store heavy objects above your head that could fall on you in an earthquake.
12. Do not store flammable or combustible materials near heaters or other heat sources.
13. If you are unsure how to do any task safely, ask your supervisor.
14. Do not operate any equipment you are not trained and authorized to use.
15. Always follow safe lifting procedures when lifting any object and get help for heavy loads.
 - Bend your knees, not your back.
 - Keep the load close to body.
 - Keep your back straight.
 - Lift with your legs.
 - Do not lift and twist.

Heat Illness Prevention

Heat illness is a serious medical condition that results when a worker's body becomes overheated from working in areas with high temperatures. This often occurs with individuals working in outdoor environments such as construction. Heat illness can occur at any time but is a greater concern when daytime temperatures exceed 85 degrees. Heat illness includes heat cramps, fainting, heat exhaustion, and heatstroke. Our stores have air conditioning and exhaust fans in use but, on occasion, this type of equipment may break or malfunction, causing the store to become hot, especially in summer months.

Store Managers need to be attentive to heat conditions. Keep aware of the weather forecast in your area, and when outside temperatures are 85 degrees or higher, or are projected to be in the foreseeable future, please make sure that the store's air conditioning (A/C) system is in working order. Some stores, depending on square footage or other factors, may have more than one A/C unit.

If the A/C system does not appear to be functioning normally, check the electrical circuit box to make sure that the breakers for the A/C units are in the "On" position, and re-set if any are in the "Off" position. Then test the A/C system to ensure that it is working properly and cooling the store. **If any A/C units are not working properly, immediately contact the Facilities Department in the Home Office by e-mail at: urgentfacilities@rainbow.us.**

A Facilities Manager from the Home Office will contact you with information on the vendor(s) who will be dispatched to diagnose the problem and remedy the situation. On occasion, it may take time for repairs to be done. In some cases, depending on the terms of our store lease, responsibility for the A/C units may be with the landlord or management company, in which case the Facilities Manager will communicate with them. **In the interim, request from Facilities that large fans, spot coolers, and other interim measures be provided to reduce heat levels in the store.**

Be attentive to employees (and customers) who may be affected if the store becomes excessively hot. Individuals with certain medical conditions (if known) may be particularly at risk, and others may be at risk because of factors such as age, physical fitness, use of certain medications, etc. For employees affected by excessive heat, accommodations may be made to the work schedule, break periods, job duties and tasks, so that the health of such individuals is not compromised. If you have any questions concerning the types of accommodations that should be made, contact a member of the Human Resources Department at the Home Office for guidance and advice.

In addition:

1. Provision of water. All employees shall have access to clean, safe potable drinking water at all times. Where drinking water is not plumbed or otherwise continuously supplied, it shall be provided in sufficient quantity at the beginning of the work shift to provide one quart per employee per hour for drinking for the entire shift. Employers may begin the shift with smaller quantities of water if they have effective procedures for replenishment during the

shift as needed to allow employees to drink one quart or more per hour. The frequent drinking of water shall be encouraged. If necessary, your District Manager will authorize you to purchase bottled water to be distributed to employees.

2. Breaks: Employees shall be allowed and encouraged to take a cool-down rest in the shade for a period of no less than five minutes at a time when they feel the need to do so to protect themselves from overheating. Such access to shade shall be permitted at all times. Employees also can be encouraged to wear looser fitting clothing when temperatures are high.
3. Temporary cooling measures: In stores where the air conditioning or exhaust fans are not functioning properly and the store is awaiting repairs, temporary measures to reduce temperatures (such as spot coolers and large fans) should be used.
4. Work duties: perform heavier physical labor (such as handling of merchandise cartons) during cooler times of the workday.
5. Shortening store hours: Where excessively hot temperatures in the store cannot be eased through temporary measures, contact your District Manager or Regional Manager for guidance on whether the store should close earlier than scheduled, or stores hours should be shortened and employees on duty sent home.
6. If you believe that any employee is suffering from heat exhaustion or similar conditions, do not hesitate to call 911 or an ambulance service so that medical attention is provided as quickly as possible. Submit an Employee Accident Report through the register in the event that this occurs.

Code of Safe Practices

General Safety Rules

1. All persons shall follow this Code of Safe Practices and render every possible aid to safe operations.
2. Failure to abide by the Code of Safe Practices may result in disciplinary action up to and including termination.
3. Immediately report any unsafe conditions, accidents, injuries or illness to your Supervisor or Manager.
4. If you are unsure of the safe method to do your job, STOP and ask your Supervisor. Ignorance is no excuse for a safety violation.
5. No one shall be knowingly permitted to work while the employee's ability or alertness is impaired by fatigue, illness, and prescription or over the counter drugs. Employees who are suspected of being under the influence of illegal or intoxicating substances, impaired by fatigue or an illness, shall be prohibited from working.
6. Never work while under the influence of an illegal or intoxicating substance, fatigued or ill.
7. Anyone known to be under the influence of any drugs or intoxicating substances which impair the employee's ability to safely perform the assigned duties shall not be allowed on the job.
8. Horseplay, scuffling, fighting and other acts that tend to have an adverse influence on the safety or well being of the employees are prohibited.
9. Work shall be well planned and supervised to prevent injuries in the handling of materials and in working together with equipment.
10. Keep your work area clean, free of debris, electrical cords and other hazards.
11. Immediately clean up spilled liquids.
12. Always notify all other individuals in your area who might be endangered by the work you are doing.
13. Do not operate equipment that you are not familiar with. Do not attempt to use such equipment until you are fully trained and authorized.
14. You are responsible for ensuring all safety guards are operable and in place. If they are not, STOP working and tell your Supervisor.

15. Never bring firearms, weapons, illegal drugs or alcoholic beverages on company or customer property or the job site.
16. A red tag system identifies equipment that is NOT to be operated, energized or used. All tag-out or lock-out notices and procedures must be observed and obeyed.
17. Do not block exits, fire doors, aisles, fire extinguishers, first aid kits, emergency equipment, electrical panels, or traffic lanes.
18. Do not leave tools, materials, or other objects on the floor that might cause others to trip and fall.
19. Do not run on the work site or in the shop or office area.
20. Do not distract others while working. If conversation is necessary, make sure eye contact is made prior to communicating.
21. Employees shall not enter 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.
22. Employees shall ensure that all guards and other protective devices are in proper places and adjusted, and shall report deficiencies promptly to the Supervisor or Manager.
23. Materials, tools, or other objects shall not be thrown from buildings or structures until proper precautions are taken to protect others from the falling objects.
24. Employees shall cleanse thoroughly after handling hazardous substances, and follow special instructions from authorized sources.
25. Gasoline or other flammable liquids shall not be used for cleaning purposes.
26. 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 first been determined that no possibility of explosion exists, and authority for the work is obtained from the Supervisor or Manager.

Code of Safe Practices Receipt

This is to certify that I have received a copy of Rainbow's Code of Safe Practices. I have read these instructions, understand them, and will comply with them while working for the company.

I understand that failure to abide by these rules may result in disciplinary action.

I also understand that I am to report any injury to my Supervisor or Manager immediately and report all safety hazards.

I further understand that I have the following rights.

- I am not required to work in any area I feel is not safe.
- I am entitled to information on any hazardous material or chemical I am exposed to while working.
- I am entitled to see a copy of the Safety Manual and Injury and Illness Prevention Program.
- I will not be discriminated against for reporting safety concerns.

Print Name

Sign Name

Date: _____

Copy: Employee
File

CALIFORNIA WORKPLACE VIOLENCE PREVENTION PLAN (“WVPP”)
FOR EMPLOYEES IN CALIFORNIA*

Name or Job Title of the persons responsible for implementing the WVPP:

- Andrea Pierson: California Regional Manager
- Kinneret Ben-David: Loss Prevention Regional Manager
- Noel Garcia: Senior Human Resource Coordinator
- Denise Wells: District Manager
- Tammy Rhinehart: District Manager
- Griselda Ruiz: District Manager

Hazard Identification and Evaluation:

Rainbow adopts an inclusive approach to engage employees and their representatives in shaping and executing the workplace violence prevention plan. This involves:

Collaborative Efforts: Management and employees jointly participate in spotting, assessing, and applying remedies to eliminate risks of workplace violence.

Safety Dialogues: Regular safety meetings facilitate open discussions about identifying violence-related risks, assessing these concerns, and strategizing corrections. This could include brainstorming, dissecting recent incidents, and refining safety protocols.

Training Development: Employees contribute to designing training sessions, offering insights that shape the curriculum, such as proposing scenarios that reflect recent incidents.

Consistent Communication: Management guarantees that all employees comprehend the workplace violence policies and procedures, with a commitment to equitable enforcement.

Collective Responsibility: Employees are expected to adhere to the plan's directives, aiding in fostering a secure work environment.

Ongoing : The plan is always active, addressing specific risks and remedial actions pertinent to different work areas.

This streamlined approach ensures active participation, clear communication, and shared responsibility in preventing workplace violence.

Reporting Workplace Violence:

Employees are encouraged to report any incidents or threats of workplace violence. Reports can be made to immediate supervisors, the Human Resources Department, or Company's Confidential Hotline (1888-572-46269), or reportloss@rainbow-mail.com

The Company ensures that all reports will be treated with the utmost seriousness and confidentiality, to the extent possible.

Investigation Procedures:

Upon receiving a report, a thorough and impartial investigation will be conducted promptly.

The Human Resources Department and Loss Prevention are responsible for overseeing the investigation process.

Response to Emergencies:

Rainbow has established protocols to quickly respond to actual or potential workplace violence emergencies, including how to alert employees, response actions, and evacuation plans if necessary.

Post-Incident Response and Investigation:

After an incident, a detailed review and investigation will be conducted to understand the cause and to prevent future occurrences. Appropriate corrective actions, up to and including termination, will be taken based on the findings of the investigation.

Prohibition of Retaliation:

Rainbow strictly prohibits any form of retaliation against individuals who report workplace violence or participate in investigations. Measures are in place to protect those who come forward with reports from any adverse consequences.

Responsibility and Oversight:

The Human Resources Department and Loss Prevention Department holds overall responsibility for this policy, maintaining reporting and monitoring procedures.

Employees with questions or concerns related to workplace violence are encouraged to contact the Human Resources Department.

This policy underscores our commitment to maintaining a safe and secure working environment for all employees.

Our objective is clear: to preempt, address, and mitigate workplace violence, ensuring the well-being and safety of our workforce.

Rainbow Workplace Violence Hazard Correction:

Rainbow's approach to workplace violence focuses on swift action, tailored solutions, and preventive measures to ensure employee safety.

Key aspects include:

Immediate Action: Evacuate all employees from imminent danger areas, except those with protective measures to address the hazard.

Documentation: Record all actions taken to mitigate hazards, including dates and details.

Customized Solutions: Employ environment-specific strategies such as enhanced lighting, security cameras, and personnel to deter violence.

Prevention: Implement design and security features to make workplaces less attractive to threats, establish accessible emergency communication systems, and promote employee training on handling potential violence situations.

Encourage reporting and collaboration in violence prevention, maintain escape routes, create emergency plans, raise awareness about violence indicators, and integrate violence considerations into disciplinary procedures. Enforce no-weapons policies and minimize cash on hand.

Rainbow's strategy emphasizes proactive safety measures and clear communication to manage workplace violence risks effectively.

Post-Incident Response and Investigation

Following a workplace incident, the WVPP administrator or a designated representative will promptly:

Assess the Scene: Safely inspect the incident location as soon as possible.

Gather Information: Interview all relevant parties, including employees, witnesses, and law enforcement.

Review Evidence: Check security camera footage, if available.

Identify Risks: Assess workplace for any security risks linked to the incident.

Determine Causes: Figure out what led to the incident.

Implement Solutions: Apply corrective measures to prevent recurrence.

Document Everything: Keep detailed records of the incident, investigation findings, and actions taken.

Collect Reports: Acquire any law enforcement reports.