

INJURY AND ILLNESS PREVENTION PROGRAM (IIPP)

SCOPE

This Injury & Illness Prevention Program (IIPP) applies to all Warner Bros. Discovery (WBD) staff working at WBD corporate facilities, regional offices and other sites located in the state of California.

REGULATORY AUTHORITY

This program is designed to comply with Cal/OSHA General Safety Orders, Article 108, Title 8 CCR 3203, Injury and Illness Prevention and the OSHA Act of 1970, General Duty Clause. Accordingly, WBD has implemented this IIPP containing the following elements:

- Identification of a person or persons responsible for implementing the program.
- A system for ensuring that employees comply with safe and healthy work practices. Compliance includes recognition for employees who follow safe work practices, training, retraining, and disciplinary actions.
- A system for communicating health and safety matters to employees in language that they understand. Compliance includes meetings, training programs, posting written communications, and a system for anonymous notification by employees about hazards.
- Procedures for identifying and evaluating workplace hazards, including scheduled periodic inspections to identify unsafe conditions.
- A procedure to investigate injuries and illnesses.
- Procedures and/or methods for correcting unsafe or unhealthy conditions.
- Training and instruction for employees.

PURPOSE

Warner Bros. Discovery believes that everyone benefits from a safe and healthful work environment.

WBD makes all reasonable efforts to:

- Create, maintain and reinforce a safe environment to protect the health and safety of WBD employees, visitors and contractors;
- Demonstrate management commitment and concern for employee safety;
- Provide information to employees regarding health and safety hazards;
- Identify and correct health and safety hazards and encourage employees, contractors and visitors to report hazards;
- Maintain compliance with health and safety codes; compliance includes opportunities for recognition for employees who follow safe work practices, training, retraining and disciplinary actions; and
- Improve efficiency by reducing lost work time due to illnesses and injuries.

STATEMENT OF POLICY

WBD INJURY ILLNESS PREVENTION PROGRAM

Workplace health and safety are of paramount importance to WBD. Consistent with this policy, all employees are expected to be safety conscious and comply with WBD's health and safety policies and procedures at all times. Due to the importance of health and safety considerations to WBD, employees who violate health and safety policies or procedures, or who cause hazardous situations, may be subject to disciplinary action, up to and including termination.

Any individual with information regarding an existing or potential unsafe condition or practice must immediately report the matter by notifying his or her supervisor, or by calling the Safety Hotline at [\(818\) 954-2800](tel:8189542800) or [\(877\) 566-8001](tel:8775668001) ([toll-free](#)). Calls to the Safety Hotline may be made anonymously.

Questions regarding this program or workplace safety may be directed to the Vice President of Safety and Environmental Affairs (S&EA). The IIPP is available for access and review for all employees in WorkDay.

RESPONSIBILITIES

The VP of Safety & Environmental Affairs (S&EA) is the IIPP Administrator for WBD. The IIPP Administrator is responsible for administering and implementing the Injury Illness Prevention Program.

- WBD S&EA is responsible for advising WBD employees on all issues relating to Environmental, Health and Safety regulatory compliance at California locations.
- Departmental level management (supervisors, foremen, etc.) is responsible for ensuring that all employees understand and comply with the provisions of all Environmental, Health and Safety procedures.
- WBD employees are responsible for complying with all Environmental, Health and Safety procedures.

COMPLIANCE

WBD shall ensure that employees comply with safe and healthy work practices. Managers and supervisors are responsible for establishing and maintaining good health and safety practices and engendering a positive safety culture.

To ensure compliance:

- Employees are trained and retrained, as necessary or as required;
- Health and safety practices are integrated into new employee company documentation
- Disciplinary actions of employees for failure to follow safe and healthful work practices are taken, when appropriate; and
- An anti-reprisal policy for employees reporting safety and health concerns is enforced.

COMMUNICATIONS

WBD communicates in a form readily understandable by all affected employees on matters related to occupational safety and health, including provisions designed to encourage employees to inform their supervisors of hazards at the worksite without fear of reprisal.

The various communication systems WBD uses to relay information to all employees on matters relating to occupational safety and health include:

- Training;
- Health and safety meetings;
- Health and safety inspections;
- Safety postings;
- Written communications;
- Anonymous and confidential hazard reporting; and
- An anti-reprisal policy.

Health and Safety Meetings

- Safety meetings at WBD should be conducted regularly and are designed to:
 - Clearly communicate Safety and Environmental health programs and procedures to the employees
 - Encourage employees to report workplace hazards to management without fear of reprisal
 - Encourage employees to report workplace incidents including injuries, exposures, and illnesses

Written Communications

- Written communications are in a form readily understandable by all affected employees – on matters relating to occupational safety and health, including provisions designed to encourage employees to inform the employer of hazards at the worksite without fear of reprisal.
 - Examples of such written communications include but are not limited to safety memos, safety programs, email communications, Toolbox Talks, Safety Postings, Standard Operating Procedures and other safety communications are distributed and created as needed. Safety postings can be found on the www.safetyontheset.com website.

Anonymous Hazard Reporting

- To report a hazard or share a health and safety concern, employees may call the S&EA department at (818) 954-2800, or report concerns to our anonymous Safety Hotline at (877) 566-8001.
- Hazard reporting may be done anonymously and/or confidentially.

Anti-Reprisal Policy

Employees will not be discharged or discriminated against in any manner for bona fide reporting of health and safety hazards to WBD or appropriate governmental agencies. This policy will be communicated to employees during IIPP training in order to encourage reporting of workplace hazards to WBD management.

SAFETY INSPECTIONS

WBD has procedures for identifying and evaluating workplace hazards, including scheduled periodic inspections to identify unsafe conditions and work practices. Supervisors are responsible for seeing that periodic inspections are conducted. To assist supervisors, S&EA has developed self-inspection checklists that can be made available on request and are available on www.safetyontheset.com.

Safety inspections at WBD are conducted regularly and are designed to:

WBD INJURY ILLNESS PREVENTION PROGRAM

- Assist shops/areas with identifying health and safety concerns in their respective areas;
- Assist shops/areas with identifying solutions to health and safety-related issues;
- Assess the effectiveness of health and safety training;
- Assess compliance with S&EA programs related to activities performed;
- Encourage employee engagement in achieving compliance.

Work area inspections shall be conducted as follows:

- Upon initial establishment of IIPP;
- On a routine basis;
- When new substances, processes, procedures or equipment which present potential new hazards are introduced;
- When new, previously unrecognized hazards are identified; and/or
- When occupational injuries or illnesses occur.

Recordkeeping of Safety Inspections

Records of periodic inspections to identify unsafe conditions and work practices shall be maintained for a minimum of one year (unless otherwise specified). The records shall include:

- Identify the unsafe conditions and work practices observed;
- Identify the action taken to correct the unsafe conditions/behavior; and
- Include the date and name of the person(s) conducting the inspection.

INJURY REPORTING

The following standardized procedures for reporting workplace injuries, illnesses, and incidents are described below.

Injury Reporting Procedures

Employees are to report workplace incidents (injuries, exposures, or illnesses) to their supervisor as soon as possible.

- Employees will be directed to WB Burbank Lot First Aid at (818) 954-3333 or applicable medical provider.
- At WB Burbank Lot, a first aid report will be completed by the First Aid department for all work-related injuries/illnesses.
- The first aid report will be forwarded to S&EA for review. S&EA will follow-up with the employee's supervisor and conduct additional investigation if needed.
- All other WBD facility injury reports can be submitted with this [on-line form](#).

Serious Injuries/Illnesses or Fatalities

In an emergency:

- Dial (818) 954-3333 (extension 4-3333) for WB Burbank Lot employees or 911 for all other locations.
- The injured employee's supervisor should then contact S&EA to report work related serious injury, illness or fatality. Cal/OSHA classifies an injury or illness as "serious" if it involves:
 - inpatient hospitalization, regardless of length of time, for other than medical observation or diagnostic testing;
 - amputation;
 - loss of an eye; or

- serious degree of permanent disfigurement.
- An incident investigation report form will be completed for all serious injuries/illnesses.
- S&EA reports any serious injury, illness, or fatality to Cal/OSHA. Other incidents may be reported on a case-by-case basis.
- S&EA reports fatalities and serious injuries or illness to the nearest office of the Division of Occupational Safety and Health (CCR Title 8, Section 342).

INCIDENT INVESTIGATION

WBD has implemented procedures to investigate occupational injuries and illnesses. The purpose of an incident investigation is to find the cause of an incident and prevent further occurrences – not to assign blame.

A thorough and properly completed accident investigation is necessary to obtain facts. The investigation should focus on causes and hazards. Analysis of what happened and why it happened allows corrective actions to be devised and implemented to minimize a recurrent accident problem and determine how it can be prevented in the future.

Supervisors must promptly investigate any workplace incident (injury, exposure, or illness involving their staff and follow-up with corrective measures.

- S&EA reviews all serious accidents with the appropriate parties.
- Less serious incidents are reviewed by S&EA as needed to help ensure adequate corrective actions have been identified and implemented.

HAZARD CORRECTION

As established by Cal/OSHA regulations, WBD is committed to correct unsafe or unhealthy work conditions in a timely manner, based on the severity of the hazards.

Schedules for Correcting Hazards

Minor issues will be corrected as soon as possible once observed or discovered. Imminent hazards will be addressed immediately. When an imminent hazard exists, which cannot be immediately abated without endangering employee(s) and/or property, all exposed personnel will be removed from the area, except those necessary to correct the existing condition. Employees necessary to correct the hazardous condition will be provided with necessary safeguards.

Recordkeeping for Hazard Correction

As corrective actions are implemented, supervisors should document the effort and maintain such records for at least one year.

TRAINING and INSTRUCTION

Training Content

WBD policy requires that employees be trained to protect themselves from hazards in their working environment. Employees will be trained as necessary in:

- WBD general environmental health and safety policies;
- Job-specific health and safety practices and hazards;

- Recognition and assessment of health and safety risks;
- Minimization of risks through sound safety practices and use of protective equipment; and
- Regulations and statutes applicable to their work.

Training Program

Training is provided according to the hazards encountered by the employee and is organized as follows:

Health and Safety Training

Health and safety training is provided by S&EA or external providers in conjunction with various departments to employees in shops and other areas where safety hazards may be encountered. Training topics include IIPP, confined space entry, lockout/tagout, hazard communication, departmental emergency response/evacuation procedures, forklift safety, ergonomics and more. S&EA develops training or reviews training developed by the departments, for adequacy and consistency.

Job-Specific Training

On-the-job training is provided by the supervisor for shop workers, or other employees as appropriate. Training consists of information specific to the process, equipment and hazards encountered, and is communicated through safety meetings (formal or informal), safety data sheets, videos, pamphlets, booklets, postings and other methods as appropriate.

Training Schedule

Training shall be provided to all employees:

- When the IIPP is first established;
- When new employees are hired;
- When employees are given new job assignments for which training has not previously been received;
- Whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard;
- Whenever the employer is made aware of a new or previously unrecognized hazard; and
- When employees become supervisors so that they can familiarize themselves with the safety and health hazards to which employees under their immediate direction and control may be exposed.

Documenting Training

Documentation of health and safety training for each employee shall include:

- Employee name or other identifier;
- Training dates;
- Type(s) of training and content description; and
- Training providers.

Recordkeeping for Training

All training documentation shall be maintained for a minimum of one year.

VIOLENCE IN THE WORKPLACE POLICY

WBD is committed to providing a safe workplace. We do not tolerate violent or threatening behavior, and any such behavior may result in exclusion from work premises, may be reported to law enforcement and is subject to corrective action up to and including termination. To have a safe workplace requires the commitment of all our employees, and we are all responsible for reporting threatening or violent behavior right away, for raising concerns about any perceived potential risks of violence, and for cooperating in investigations.

What is violent or threatening behavior?

Violent behavior includes any intentional conduct that causes physical harm to a person or to property (either personal or company property).

Threatening behavior is conduct that causes another person to be reasonably afraid for:

- their own safety
- other people's safety (Including the safety of the person who is acting in a threatening manner) or
- the safety of property.

Violent or threatening behavior that impacts the workplace violates this policy whether the:

- behavior occurs on or off company property
- behavior occurs during or outside of working time
- behavior occurs in person or not
- behavior is verbal or non-verbal
- behavior occurs virtually, such as through email, internet sites, or social media
- target of the behavior is also an employee of the company
- person who observes the behavior is also an employee of the company.

Weapons

WBD prohibits weapons in the workplace, except for certain on duty Security Officers and Law Enforcement personnel while on duty and conducting official business. With that exception, and to the extent permitted by applicable law, you are prohibited from having a firearm or anything that may reasonably be considered a weapon in your possession while:

- on WBD property, or
- conducting WBD business, or
- attending any WBD-related function.

“In your possession” includes storing the weapon in a vehicle to which you have access while you're at a company location or work event.

Exceptions to this weapons policy may only be granted by the WBD Chief Security Officer (CSO).

RECORDKEEPING

All training and inspection documentation shall be maintained for a minimum of one year.