

# AG PROVISION LLC

## Safety Manual

Updated through April 2023

Review Frequency: Annually

**Personal Copy of the Following Employee:**

---

The information contained within this document is believed to be correct at the time of printing. This manual is not intended to address every safety hazard that can be met in the workplace.

-This page intentionally left blank-

## **A message from the President**

There is no escaping the basic principle, safety is everyone's responsibility; however, the ultimate accountability rests with management. Accident and property loss prevention is also the job of every employee, but the effectiveness of this intent rests with the supervisor.

The supervisor is the key person in the safety program because he is in constant contact with employees. Each supervisor is responsible for all aspects of safety performance in their department, knowledge and observance of safety rules, training of new employees and accident prevention.

To aid the supervisor, the following steps have been taken:

1. A safety manual has been provided to outline the general policies of the safety program and explain Company safety rules.
2. A Safety Officer will direct and administer the safety program.

The responsibilities of the Safety Officer will include periodic job inspections, keeping all records of such inspections, and records of any accident or job-related illness. These records must follow the rules presented under the Williams-Steger Occupational Safety and Health Act of 1970 (OSHA).

In summary, our employees are our most valuable asset. Therefore, each of us will be evaluated on individual safety performance as it relates to our job. A total commitment for equating safety with production, cost, and morale is essential. We must do all that is practical to prevent injury to persons, damage to property, and reduce costs related to accidents. Accident losses could be serious enough to adversely affect the public relations of the Company and cause, among other things, a loss of business income. Each of us must think and work safely for the benefit of the Company and ourselves.

Wesley R. Wilson

-This page intentionally left blank-

## Table of Contents

<b>A MESSAGE FROM THE PRESIDENT .....</b>	<b>1</b>
<b>SECTION 1: SAFETY POLICY .....</b>	<b>5</b>
COMPANY POLICY .....	5
MANAGEMENT COMMITMENT TO SAFETY.....	5
ASSIGNMENT OF RESPONSIBILITIES.....	5
<i>Management</i> .....	5
<i>Safety Officer</i> .....	5
<i>Human Resources</i> .....	6
<i>Supervisors</i> .....	6
<i>Employees</i> .....	7
<i>Missouri Facility</i> .....	7
ACCOUNTABILITY FOR SAFETY .....	8
EMPLOYEE SAFETY SUGGESTIONS .....	8
<b>SECTION 2: SAFE OPERATING PROCEDURES .....</b>	<b>9</b>
GENERAL SAFETY.....	9
HOUSEKEEPING.....	9
TOOLS, MACHINERY, & EQUIPMENT.....	9
MACHINE GUARDING.....	10
MATERIAL HANDLING & BACK SAFETY.....	10
FORKLIFT & HEAVY EQUIPMENT SAFETY .....	11
LADDER AND CLIMBING SAFETY.....	12
OFFICE SAFETY.....	13
CLOTHING.....	13
ELECTRICAL .....	13
FIRE PREVENTION .....	14
<b>SECTION 3: CONTINUAL MONITORING &amp; IMPROVEMENT .....</b>	<b>16</b>
THE ENVIRONMENTAL, HEALTH, AND SAFETY (EHS) COMMITTEE.....	16
<i>Membership on the Committee</i> .....	16
<i>Responsibilities</i> .....	16
SAFETY MEETINGS AND TRAINING .....	17
INSPECTIONS .....	17
<b>SECTION 4: ACCIDENT MANAGEMENT .....</b>	<b>19</b>
EMERGENCIES & EVACUATION .....	19
<i>Medical Emergency Procedures</i> .....	19
<i>Evacuation Procedures</i> .....	19
<i>Severe Weather Emergencies</i> .....	19
ACCIDENT & NEAR MISS REPORTING PROCEDURES.....	19
ACCIDENT INVESTIGATION .....	20
RETURN-TO-WORK POLICY .....	21
<b>SECTION 5: WORKERS' COMPENSATION .....</b>	<b>22</b>
WORKERS' COMP BENEFITS .....	22
WORKERS' COMPENSATION FRAUD .....	22
<b>SECTION 6: FLEET SAFETY PROGRAM .....</b>	<b>24</b>
MOTOR VEHICLES RULES .....	24
COMMERCIAL DRIVER'S LICENSE (CDL) .....	25
DRIVER QUALIFICATION FILE.....	25

ACCIDENT REPORTING .....	25
INSPECTION RECORDS & PREVENTATIVE MAINTENANCE .....	26
<b>SECTION 7: OSHA (OCCUPATIONAL SAFETY &amp; HEALTH ADMINISTRATION) .....</b>	<b>27</b>
OSHA (RECORDKEEPING) REQUIREMENTS .....	27
<b>SECTION 8: SAFETY PROGRAMS, POLICIES, AND TRAINING .....</b>	<b>28</b>
BLOODBORNE PATHOGENS.....	28
DRUG-FREE WORKPLACE POLICY.....	28
EMERGENCY ACTION TRAINING .....	28
ERGONOMICS .....	28
EXTENSION CORD AND MULTI-PLUG POWER STRIP USAGE POLICY .....	29
FALL PROTECTION.....	29
FIRST AID – AED – CPR.....	29
FORKLIFT OPERATIONS .....	29
HAZARD AWARENESS AND ANALYSIS .....	30
HAZARD COMMUNICATION (HAZCOM) .....	30
HAZARDOUS WASTE OPERATIONS EMERGENCY RESPONSE (HAZWOPER) .....	31
HEAT STRESS PREVENTION .....	31
LOCKOUT/TAGOUT .....	31
OFFICE SAFETY.....	31
PERSONAL PROTECTIVE EQUIPMENT .....	32
PROPANE SAFETY .....	33
REPORTING ACCIDENTS & INJURIES.....	33
RESPIRATORY PROTECTION PROGRAM.....	33
SPILL AND CONTINGENCY PLAN .....	34
WALKING & WORKING SURFACES & LADDER SAFETY .....	34
WORKPLACE VIOLENCE.....	34
<b>SECTION 9: NEW EMPLOYEE SAFETY .....</b>	<b>36</b>
GENERAL SAFETY ORIENTATION .....	36
TASK-SPECIFIC TRAINING .....	36
<b>APPENDICES.....</b>	<b>38</b>
APPENDIX A: STANDARD OPERATING PROCEDURES (SOPs) .....	38
APPENDIX B: WRITTEN PROGRAMS AND POLICIES .....	40
APPENDIX C: DESIGNATED MEDICAL FACILITIES.....	42

## Section 1: Safety Policy

### Company Policy

Ag ProVision is dedicated to providing a safe and healthy work environment for all our employees and customers. The Company will follow operating practices that will safeguard employees, visitors, and Company operations. **We believe all accidents are preventable.** Therefore, we will make every effort to prevent accidents and follow all established safety and health laws and regulations.

### Management Commitment to Safety

Management is concerned about employee safety. Accidents, unsafe working conditions, and unsafe acts jeopardize both employees and Company resources. Injuries and illnesses result in discomfort, inconvenience, and reduced income for the employee. Costs to the Company include direct expenses (workers' compensation premiums, damaged equipment or materials, and medical care) and indirect expenses (loss of production, reduced efficiency, employee morale problems, etc.). Accordingly, management will provide enough staffing, funds, time, and equipment so that employees can work safely and efficiently.

### Assignment of Responsibilities

Safety is everyone's responsibility. Everyone should always have a safe attitude and practice safe behavior. To best administer and monitor our safety policies, the following responsibilities are delegated. This list should not be construed as all-inclusive and is subject to change as needed.

#### Management

- Provide enough staffing, funds, time, and equipment so that employees can work safely and efficiently.
- Demand safe performance from each employee and express this demand periodically and whenever the opportunity presents itself.
- Delegate the responsibility for a safe performance to the Safety Officer, supervisors, and employees, as appropriate.
- Hold every employee accountable for safety and evaluate performance accordingly.
- Periodically review the safety program effectiveness and results.

#### Safety Officer

The Safety Officer reports directly to the Vice President. If the Safety Officer position is vacant, the Vice President will assume the responsibilities and duties of the Safety Officer. The President will have the overall responsibility of the safety program under the policies set forth by the Company, and as stated in this document. The Safety Officer will have the authority to administer the policies and programs, working through the various lines of management in the Company. Some of the specific responsibilities of the Safety Officer are as follows:

- Provide the resources, direction, and audits to integrate safety into the management system.
- Establish and maintain a safety education and training program that uses both classroom and on-line methods of communication.
- Periodically conduct safety training meetings and inspections.
- Advise supervisors, employees, and the Environmental, Health, & Safety (EHS) Committee on safety policies and procedures.

- Assure that all newly hired employees have been given a thorough orientation concerning the Company's safety program.
- Prepare and maintain safety records, hazard analysis documentation, evaluations, and reports to improve the Company's safety performance and follow all government agencies, insurance carriers, and internal procedures.
- Work with management, supervisors, the Environmental, Health, & Safety (EHS) Committee, and employees to maintain & implement new and ongoing safety programs and follow recommendations provided by outside consultants, OSHA inspectors, and insurance companies.
- Make available all necessary personal protective and safety equipment, job safety material, and first aid equipment.
- Review all accidents and near misses with management, supervisors, the Environmental, Health, & Safety (EHS) Committee, and/or employees and ensure that corrective action is taken at once.
- Follow fire prevention and protection regulations by working with local and state agencies whenever possible.
- Help supervisors in performing a job hazard analysis for each position within the Company.

#### Human Resources

- Help in caring for injured employees, including providing necessary paperwork to the employee for the assigned medical facility, completing medical paperwork, and contacting in-case-of-emergency contacts.
- File all workers' compensation claims at once and work with the workers' compensation carrier to ensure proper medical treatment is provided to injured workers and they are returned to work as quickly as medically possible.
- Complete and maintain OSHA 300 logs as necessary.
- File certifications for all employees who have been certified by the American Red Cross to administer first aid/CPR and ensure that the phone list designations are updated.

#### Supervisors

The supervisor oversees a specific work area and supervises the work of others, or to whom an employee is assigned for a specific task or project and is responsible and accountable for their safety. Supervisors will establish and maintain safe working conditions, practices, and processes as follows:

- Help in performing Job Hazard Analyses (See [Appendix A](#)).
- Perform job safety inspections.
- Participate in safety meetings.
- Participate in and perform safety training as required.
- Observe work activities to detect and correct unsafe actions.
- Ensure that all injuries are reported promptly and cared for properly.
- Ensure employees know the location of the first aid kit.
- Investigate all accidents promptly. Complete an accident report and provide a copy to the Safety Officer and Human Resources within 24 hours of when the accident occurs. Review all accidents with the Safety Officer and employees and correct the root causes at once.
- Ensure that an inspection program relative to equipment, facilities, and materials is carried out and adequate records are kept; initial and follow-up on corrective action where needed.

- Assist Human Resources in the review of employment applications to determine physical qualifications for specified job classifications.
- Seek out alternative work so that injured employees can return to work in a modified duty job.
- Consistently enforce safety rules/regulations, programs, and protective measures (i.e., use of personal protective equipment, machine guarding, proper clothing, etc.).
- Post signs, notices, and instructions as needed or required.
- Brief employees on any new hazards before they start work and discuss safety practices related to job hazards and general safe work behavior.
- Work with management, the Safety Officer, the Environmental, Health, & Safety (EHS) Committee and employees to maintain & implement new and ongoing safety programs and follow recommendations provided by outside consultants, OSHA inspectors, and insurance companies.

### Employees

Each employee is responsible for his/her own safety. No task should be completed unless it can be completed safely. Employees will:

- Follow all Company safety programs, rules, regulations, procedures, and instructions that apply to his/her own actions and conduct.
- Refrain from any unsafe act that might endanger him/herself or fellow workers.
- Use all safety devices and personal protective equipment provided for his/her protection as required.
- Report all hazards, incidents, and near-miss occurrences to a supervisor or the Safety Officer, regardless of whether injury or property damage was involved. Instructions for reporting hazards and near-miss occurrences can be found in [Appendix A](#). Information on management of accidents is found in [Section 4. Accident Management](#).
- Promptly report all injuries and suspected work-related illnesses, however slight, to a supervisor by the end of the work shift.
- Participate in safety education and training programs.
- Participate in Environmental, Health, & Safety (EHS) Committee meetings, training sessions, and surveys as asked, and provide input into how to improve safety.
- Notify the Safety Officer at once of any change in physical or mental condition or use of prescription drugs that would affect his/her job performance or the safety of him/herself or others.
- Notify Human Resources within five days of any serious driving, drug/alcohol, or criminal convictions.
- Be a safe worker on (and off) the job. Help coworkers do their job safely. Come to work every day with a safe attitude.

### Missouri Facility

All employees of the Missouri facility shall adhere to the policies and procedures established in this manual. The manager for the Missouri facility will also be responsible for the following:

- Promote safety and maintain contact with the Safety Officer.
- Ensure adherence to the safety policies and procedures established in this manual and all other applicable written safety programs.
- Send all accident, injury, and incident investigation information to the Safety Officer.

- Conduct safety and equipment inspections and monitor for the Missouri facility as required by the Safety Officer.
- Participate in all required safety training.

### **Accountability for Safety**

Everyone is accountable for safety. Management, the Safety Officer, and/or the Environmental, Health, & Safety (EHS) Committee will establish safety objectives, develop, and direct accident prevention activities. All employees should strive to reach those objectives and will be evaluated accordingly. All managers' and supervisors' annual evaluations will include safety (results to objectives in their area and Companywide) as well as an audit of their performance of their safety responsibilities. All employees' salary reviews will be affected by the Company's safety performance record. Evaluations, which include safety records, will also be performed on all employees seeking a promotion.

### **Employee Safety Suggestions**

Safety suggestions from employees are welcomed and encouraged. The Eye on Safety program is open to all employees and is intended to promote safety awareness by rewarding employees who bring safety concerns to management's attention, helping to make our workplace safer for all.

Employees who have safety concerns should report these to the Safety Officer. A suggestion box has also been made available in the front office. Safety suggestions and concerns will be evaluated and either immediately addressed or brought before the Environmental, Health, and Safety Committee at its regular monthly meeting.

For every valid Eye on Safety report about a safety concern, the employee will earn a safety point. At the end of each month, the employee with the most safety points will receive a reserved parking space for one month and \$25 in the form of a gift card to Walmart or an increase to their apparel budget.

## Section 2: Safe Operating Procedures

**NEVER perform any task unless trained and authorized to do so.  
ALWAYS stop and ask if unsure.**

### General Safety

Follow all established safety rules, regulations, procedures, and instructions that apply to your own actions and conduct. Safety shall always be given first consideration in all jobs.

- Do not visit, talk to, or distract another employee who is using a machine or who is engaged in a work activity where the possibility of injury exists.
- Do not take part in horseplay, scuffling, pushing, fighting, throwing things, or practical jokes and report if these behaviors are seen.
- Observe all no-smoking signs and regulations.
- Do not run on Company premises.
- Use handrails on steps, elevated platforms, or other elevations, keeping three points of contact.
- Help others and ask for help lifting and carrying heavy or awkward objects.
- Firearms, ammunition, and explosives are prohibited on Company premises.
- Personal stereos with headphones, i.e., MP3 players, are not allowed in the warehouse.
- Alcohol or drug use/possession on Company property is prohibited.
- Never block safety equipment such as eyewash stations and fire extinguishers.
- If you do not understand how to safely do your job, ask your supervisor.

### Housekeeping

Good housekeeping keeps the workplace organized, uncluttered, and aims for hazard-free conditions. It lays the foundation for accident and fire prevention.

- Keep the work area, aisles, walkways, stairways, roads, or other points of egress clean and clear of all hazards.
- Keep work area floors clean, dry, and free of oils, grease, and liquids. Remove all spills at once according to the Company's Spill and Contingency Plan (see [Appendix A](#)).
- Do not store materials and equipment near emergency exits.
- Store and/or return parts, materials, tools, and equipment so as not to create a tripping hazard.
- Clean-up scrap, nails, and other excess materials. Place trash and scrap in proper waste containers. Use recycling containers appropriately.
- Remove or bend down nails or sharp protrusions. Store parts, materials, or equipment with protruding sharp ends or edges where personnel cannot accidentally encounter them.

### Tools, Machinery, & Equipment

Operators of tools, machinery, or equipment at Ag ProVison have a responsibility to themselves, their coworkers, and the company to always make safety top priority.

- Do not use or try to use machines, tools, or equipment for which you are not authorized or trained.
- Ensure all tools meet OSHA standards.

- Do not stand, walk, or work under suspended loads or loads being moved by overhead equipment.
- Do not ride in or on any equipment not specifically designed or adapted for the transportation of employees.
- Inspect tools daily to ensure that they are in proper working order. Damaged or defective tools must be taken out of service and replaced at once. This includes power cords connected to the tools.
- Always keep proper guards in place on power saws, grinders, and other power tools.
- Keep cords and hoses out of the walkways and off stairs and ladders. They must be placed so as not to create a tripping hazard or to be damaged by equipment or materials.
- Ensure that electrically powered tools and equipment are always double insulated or grounded when in use.
- Use hand tools for their intended purposes only. The design capacity of hand tools should not be exceeded using unauthorized attachments.
- Shut down all fuel-powered tools while being refueled or serviced. Smoking, welding, and other burning is prohibited during refueling.
- Always use with ground fault circuit interrupter (GFCI) outlets in wet or damp environments.

### **Machine Guarding**

Moving machine parts have the potential to cause severe workplace injuries. Any machine part, function, or process that may cause injury must be safeguarded.

- Supervisors are responsible for ensuring that guards are installed on machines where needed.
- Employees are responsible for ensuring guards are still in place and reporting any malfunctions of the guards to the Safety Officer.
- The Safety Officer shall determine if the machine should be locked and tagged-out until the guard can be fixed or replaced.
- Equip exhaust and air circulation fans with guards that have openings no more than ½". Fans not equipped with proper guards must either be mounted high enough so that it is out of the reach of employees or taken out of service.
- Machinery with the guards removed shall never be used by any employee.

### **Material Handling & Back Safety**

Lifting correctly, whether using equipment or lifting by hand, is key to preserving safety and preventing injuries.

- Know the approximate weight of your load and make certain your equipment is rated to handle it. (All powered equipment and rigging have the safe working load rating posted on the equipment. Never exceed the manufacturer's recommended safe working load).
- Inspect all chains, cables, slings, etc., and other hoisting equipment each time before use.
- Use an appropriate, approved lifting device (i.e., lift trucks, racks, lift tables, and other devices) for lifting very heavy, bulky, large, or unyielding objects.
- A load should never be lifted and left unattended.
- Avoid moving or lifting loads by hand whenever possible.
- Properly stack and secure all materials prior to lifting or moving to prevent sliding, falling, or collapse.
- Wear approved safety gloves when handling materials that could cause injury to the hand.

- Lift heavy objects as instructed, with the leg muscles and not with the back. On average, do not manually lift over 50 pounds unassisted.
- Call for help as needed for handling heavy or bulky objects or materials.
- Proper manual lifting techniques (see below) should always be used.

Tips for manual lifting:

1. Get a good footing.
2. Place feet about shoulder width apart.
3. Bend at the knees to grasp the weight.
4. Keep back as straight as possible.
5. Get a firm hold.
6. Lift gradually by straightening the legs.
7. Don't twist your back to turn. Move your feet.
8. Get help when the weight is too heavy or bulky for you to comfortably lift.
9. When putting the load down, reverse the above steps.

**Note:** If lifting stacked materials, materials should be carefully piled and stable. Piles should not be stacked as to impair your vision or unbalance the load. Materials should not be stacked on any object until the strength of the supporting members have been checked.

### **Forklift & Heavy Equipment Safety**

The following are the minimum safety practices for the operation of forklifts and other heavy equipment, including but not limited to boom lift, telehandler (referred to as the SkyTrack), and scissor lifts:

- Only trained and authorized operators can use forklifts or other heavy equipment. All operators will be trained by their supervisor or the Safety Officer. Every operator will undergo a performance evaluation at least once every 3 years.
- Prior to using a forklift, the operator must follow the handheld scanner prompts to test brakes, steering controls, warning light, clutch, horn, fluid levels, and other devices for safe and proper operation. Any documented defects will be automatically reported to the Safety Officer and the Maintenance Technician, with copies of the report being sent to the Warehouse Manager, the Assistant Warehouse Manager, the Warehouse Specialist, the Floor Manager, and Vice President. No defective equipment shall be used. Adjustments and repairs should be made by authorized personnel only and before the equipment is put back into service.
- If other heavy equipment is equipped with an inspection logbook, the book must be used to document the results of the inspection of the equipment before operation. Report any defects identified to the Business Development Manager, Supervisor or Safety Officer at once. No defective equipment shall be used. Adjustments and repairs should be made by authorized personnel only and before the equipment is put back into service.
- Never check the engine while it is running.
- Clean the equipment whenever necessary. The equipment must be kept clean and free of oil and grease.
- Passengers are not allowed on forklifts or on any heavy equipment that is not designed for multiple occupants.
- Employees should use forklifts and heavy equipment at a safe speed and within rated load capacity. Drive to the right. Do not drive faster than a quick walk.

- Always look in the direction equipment is traveling, looking backward when backing up, even for a short distance. Keep a clear view of the path. When forward vision is obstructed, drive in reverse.
- When traveling, with or without a load, keep forks or attachment as low as possible.
- Do not descend (go down) ramps with the load at the front of the forklift. Never ascend (go up) ramps in reverse. Loaded forklifts should always be driven with the load pointed up the ramp. Ascend/descend all ramps and inclines slowly. Wait for pedestrians to exit the ramp before trying to ascend/descend. When descending, always use low gear and the slowest speed control.
- Avoid following pedestrians or other vehicles too closely, especially when working on inclines or in noisy areas.
- Sound horn at exits, corners, cross aisles, intersections, and when approaching pedestrians. Do not use horn needlessly or at undue length.
- Equipment should never be left unattended without first shutting off power, neutralizing controls, setting brakes, and lowering forks or attachment. Do not park on an incline.
- If the forklift or other vehicle is equipped with a seatbelt, the seatbelt must always be worn.
- If equipment is equipped with a fire extinguisher, the extinguisher must be maintained following OSHA's portable fire extinguisher regulations.
- A man cage and fall protection must be used when elevating personnel with a forklift. Attach the cage securely to the backrest prior to use. Do not travel with passengers in the man cage. Use appropriate fall protection, in compliance with the [Ag ProVision Fall Protection Program](#).
- Personal protective equipment should be used as instructed.

### **Ladder and Climbing Safety**

Falls from portable ladders (step, straight, combination and extension) are one of the leading causes of occupational fatalities and injuries. Always use ladders safely and correctly:

- Never climb a ladder or mobile stairs that are unstable.
- Never place a ladder or mobile stairs in front of a door, unless the door is locked, guarded, or otherwise blocked.
- Never stand on or above the second rung from the top of a stepladder.
- Inspect all ladders and mobile stairs before use. All ladders must meet OSHA safety standards. Do not use any ladders with missing safety feet, missing or broken rungs, etc. Tag defective ladders with a "DO NOT USE" sign and report the defects at once to the Safety Officer.
- Place extension ladders so that the base is away from the horizontal plane by one-fourth the ladder length (i.e., 12' tall ladder would be 3' from the wall at the base).
- Do not place a ladder or mobile stairs close to live electrical wiring or against piping. Beware of overhead wires when moving an extended ladder. Do not use metal ladders near electrical power lines.
- Always face the ladder when ascending or descending while maintaining 3 points of contact.
- Avoid carrying heavy loads up or down a ladder or mobile stairs.
- Never exceed the labeled weight capacity rating of a ladder or mobile stairs.
- Always keep yourself centered between the rails and never lean out of the ladder's width to reach an object.
- Ensure portable ladders and stairs are equipped with non-slip bases.

## Office Safety

Safety is a part of the job everywhere at Ag ProVision – including in the office. Everyone is responsible for protecting their own safety and the safety of coworkers by using caution and safe practices in the office.

- Practice good housekeeping throughout the office area. Do not leave materials or position telephone or electrical cords in the aisles.
- Do not stand on chairs, desks, boxes, wastebaskets, or any other substitutes for an approved step-stand or stepladder. If a step or stepladder is not available, contact the Safety Officer.
- Close files and desk drawers. Arrange contents in file cabinets to prevent tipping when drawers are open. Store heavier materials in lower drawers. Do not open more than one drawer at a time as tipping may occur. Secure cabinets to walls or each other as necessary. Position desks and files so that drawers do not extend into the aisle when open.
- Follow proper lifting techniques.
- Take precautions to prevent materials from falling from the top of file cabinets or desks.
- Do not carry pointed or sharp objects in your hand, pockets, or attached to clothing with points or blades exposed. Use only Company-approved box cutters (see [Approved PPE SOP](#)).
- Do not leave paper cutters with the blade in the open or upright position.
- Report slippery floor surfaces to your supervisor or Safety Officer at once.
- Use good posture while sitting and take frequent stretch breaks.
- Report damaged furniture and broken veneer surfaces at once.
- Report or correct any obvious hazards as soon as they are discovered.

## Clothing

- Steel-toed safety shoes that comply with [ASTM F2413-05](#) must be worn when working outside of the office area. Visitors and employees who are walking through the warehouse area, but not performing a job duty in the area, must wear closed-toed shoes.
- Wear safe and practical working apparel. Be sure that any clothing you wear is not highly flammable. Neckties, scarves, and loose clothing that could be caught in equipment should never be worn while working outside of the office area.
- Do not wear rings or any form of jewelry or ornamentation when working around machinery or exposed electrical equipment.
- Wear clothing appropriate to the job or task being performed as defined by written or oral instructions – this includes but is not limited to wearing long pants, long sleeves, aprons, or smocks.

## Electrical

Electricity should always be approached with respect and caution. Serious injuries or even death can result from not following rules and requirements for safely handling electrical currents and equipment.

- Never repair electrical cords, wiring, or equipment unless qualified and authorized.
- Notify the Safety Officer prior to beginning any electrical work to be performed.
- Ensure that all electricians are [licensed by the state of North Carolina](#) and knowledgeable about the type of work to be performed.
- Electricians and maintenance personnel must use lockout/tagout procedures to de-energize the equipment or machinery prior to performing any work.

- Employees should not work close to any unprotected electrical power circuit unless that circuit is de-energized and grounded.
- All switches must be enclosed and grounded. Panel boards must have provisions for closing and locking the main switch and fuse box compartment.
- Keep cords clear of working spaces, walkways, and similar locations.
- Protect all electrical tools and cords with a ground fault circuit interrupter (GFCI).
- Voltages must be clearly labeled on all electrical equipment and circuits. Circuits should also be clearly marked for the areas of service they provide. Notify the Safety Officer of mislabeled circuits.
- Cover, elevate, or otherwise protect electrical cords and trailing cables from damage. Any exposed wiring and cords with frayed or deteriorated insulation must be reported and removed from use at once then replaced.
- Protect electrical tools and equipment appropriately when used in wet or damp areas and always use with a ground fault circuit interrupter (GFCI) outlet.
- Extension cords should be used as little as possible.
- Extension cords used with portable electric tools must be heavy duty (no less than 12-gauge conductors), of the three-wire grounding type, and must conform to OSHA standards. Flat style extension cords are prohibited.
- Extension cord use must be in accordance with the Company's Extension Cord Use Policy ([see Appendix B](#))
- Temporary lighting should be used in areas where there is not adequate natural or artificial lighting. Temporary lights must be equipped with guards to prevent accidental contact with bulbs.
- Never block or obstruct access to electrical panels. All panels must have 36" of unobstructed space in front of the panel.

## **Fire Prevention**

Fire prevention is everyone's job. Maintaining good housekeeping is the first rule of fire prevention. While some job tasks may require generating sparks, flames, or handling combustible materials, doing so with proper care and awareness helps protect both workers and the company from fire.

- Painting supplies, dirty rags, alcohol wipe pads, etc. should be cleaned up and placed in trash receptacles.
- Never block or obstruct access to fire hydrants, fire extinguishers, electrical panels, and exit doors in any way. If access to a fire extinguisher is not completely unrestricted, then it is considered blocked.
- Inspection of fire extinguishers will be completed monthly. A tag showing the date of recharging should be affixed to each extinguisher. Each extinguisher will undergo annual maintenance and inspection by a licensed contractor.
- Store combustible materials or equipment in combustible containers properly. Keep fire extinguishers within proximity to any combustible container.
- Store all flammable liquids in an approved manner and dispense in approved safety containers. Store welding gases in an isolated area.
- Do not perform welding or cutting near locations where flammables or combustibles are present. Keep an approved fire extinguisher at each location where welding or cutting operations will be performed.

- Only qualified people are to handle LP gas. Liquefied Petroleum (LP) Gas presents special fire and explosion hazards. Inspect LP gas bottles for leaks and damage before each use.
- Portable (space) heaters must be plugged directly into a wall outlet and never into an extension cord, power supply unit, or multi-outlet adapter. Portable heaters must be turned off at the end of each shift and before the employee leaves work for the day. Portable heaters must have auto shutoff and tip-over shutoff safety features.
- Smoking is prohibited on Company premises, except for in the designated smoking area (Refer to employee handbook).
- All combustible waste materials, rubbish, and debris should be disposed of regularly.
- Open fires of any kind are not allowed inside the building. Training that involves open fires must be conducted outside of the building and only with permission from the Safety Officer.
- The Safety Officer must secure a [burn permit from NC Forest Service](#) and give express permission prior to any employee setting fire to the burn pile near the woods or other yard waste. Any open fire must always be watched until extinguished.

## Section 3: Continual Monitoring & Improvement

### The Environmental, Health, and Safety (EHS) Committee

The EHS committee serves to provide a forum for employees, monitoring Ag ProVision's policies and systems in place. The committee communicates with employees and peers, reviews compliance with applicable laws and regulations, and develops and enacts programs for promotion of its three goals:

**Environment:** promoting company practices that safeguard the environment.

**Health:** focus on the health and morale of employees, promoting healthy living and exercise.

**Safety:** making workplace safety top priority with programs, training, and review of existing policies.

*Full details of the EHS Committee purpose and activities can be reviewed in the [Environmental, Health, and Safety Committee Charter](#).*

#### Membership on the Committee

Managers, supervisors, and employees will all be represented on the committee. The purpose is to bring workers and management together on a regular basis in a cooperative effort with open communication to promote the three elements of environmental responsibility, health and wellness, and workplace safety.

- Vice President: The Vice President, who holds the authority to act on all major expenditures or procedural matters, will attend all meetings.
- Safety Officer: The Safety Officer will act as the Chair for all meetings and be an advisor to the Committee.
- Human Resources: Human Resources will be an advisor to the Committee and will attend all meetings.
- Executive Assistant: The Executive Assistant will work with the Safety Officer and other committee members to plan meeting agendas and will be responsible for recording the minutes at every meeting. Minutes of the meetings should be shared digitally within a reasonable time following the meeting.
- Supervisors: Supervisor attendance will be decided by the Committee. Supervisors should bring topics of concern to the meetings. The topics of concern will be discussed, and the supervisor should commit to carry out the decision of the committee.
- Employees: Four employees will serve on the committee at any given time, selected by their peers for 1-year or 6-month terms. Employees should ask for suggestions and concerns from coworkers and participate in the EHS Committee meetings.
- Mid America Representative: A representative from the Mid America location will discuss issues related to Ag ProVision's location in Missouri and will attend every meeting via conference call or web conference.

#### Responsibilities

Some key responsibilities of the Environmental, Health, & Safety (EHS) Committee are as follows:

- Lead by example in following all health and safety rules.
- Enforce all safety and health rules and procedures.
- Identify unsafe work practices and conditions and suggest remedies.

- Help in the development and implementation of effective health and safety awareness programs.
- Encourage feedback from all individuals about health and safety related ideas, problems, and solutions.
- Serve as an advisory body to management on health and safety issues.
- Create, review, update, and implement areas of the safety manual and other safety programs.
- Follow-up on employee suggestions.
- Participate in inspections and monitor safe behavior.
- Discuss Training Sessions and make recommendations.
- Review Job Hazard Analyses (JHA) on safety-sensitive and non-routine tasks (see [Appendix A](#)).

Full list of the EHS Committee responsibilities and roles can be reviewed in the [Environmental, Health, and Safety Committee Charter](#).

### **Safety Meetings and Training**

The Safety Officer will post safety topics to Yammer or email on a regular basis. All employees are encouraged to read and review these materials. Supervisors should update employees on any changes in procedures, new equipment, and general safety issues. Emergency procedures should be periodically reviewed. Employees should be reminded to put safety first and look out for their fellow coworkers. Employees and supervisors should offer comments and safety suggestions to the Safety Officer as they arise. See [Appendix A](#) for instructions on completing a Hazard Observation Form.

Safety training meetings by the Safety Officer will be scheduled throughout the year to keep employees up to date on safety procedures and issues. All employees must attend when asked. Quizzes and surveys may be administered after safety training or meetings or periodically throughout the year. An attendance log for every safety meeting/training will be kept by the Safety Officer.

### **Inspections**

#### **Quarterly, Monthly, and Weekly Inspections** (see [Appendix A](#))

Periodic inspections will be conducted to find hazardous conditions and unsafe behavior. The following inspections will be performed by the Safety Officer or a designated employee.

- Safety and Grounds Inspection (Monthly)
  - A general safety walkthrough of the building and grounds to find any safety issues that may need to be corrected. Findings are emailed to supervisors so that they can be corrected promptly.
- Warehouse cGMP Inspection (Monthly)
  - A walkthrough and inspection of the warehouse and grounds for compliance with current Good Manufacturing Practices (cGMP) for warehousing.
- Safety Equipment Inspection (Monthly)
  - Includes an inspection of all egress lights, fire extinguishers, eyewash stations, safety showers, fall arrest harnesses, ladders/stairs/steps, fire risers, and fire riser pressure.
- Spill Cart and Universal Waste Area Inspection (Monthly)
  - An inspection of the spill clean-up cart and the universal waste area using a checklist.
- Personal Protective Equipment (PPE) Cabinets (Monthly)

- An inspection of each department's PPE cabinets using a checklist to ensure required supplies are in stock.
- First Aid Kit Inspection (Monthly)
  - An inspection of the Automated External Defibrillator (AED), first aid cabinet(s) supplies, and the transportation department's traveling first aid kit.
- Fire Pump Inspection and Test (Weekly)
  - An inspection and "churn test" of the fire pump using a checklist.

### **Outside Certifications/Inspections**

Outside certifications and/or inspections must be done by a government official or licensed professional. The Safety Officer is responsible for scheduling and documenting these inspections.

- Fire Alarm Inspection (Annual)
- Sprinkler System Inspection (Annual)
- Pressure Vessel Inspection (Bi-Annual)
- Fire Door Inspection (Annual)
- Fire Extinguisher Inspection and Recharge (Annual)
- Duplin County Fire Permit Inspection (Annual)

In addition to these planned inspections, the Safety Officer and other members of the Environmental, Health, & Safety (EHS) Committee will often perform random inspections in all areas to ensure compliance with the overall safety program.

Periodically, Supervisors, the Safety Officer, Environmental, Health, & Safety (EHS) Committee members, or designated employees will complete inspections on a safety-sensitive, or non-routine job, to ensure compliance with safety procedures.

## Section 4: Accident Management

**ALL on-the-job accidents and injuries for all employees, regardless of severity, should be reported.**

### Emergencies & Evacuation

#### Medical Emergency Procedures

Our goal is to provide prompt and immediate action in any emergency to protect life, property, and equipment. In case of a medical emergency, the employee nearest the stricken person should remain with the injured employee and direct a fellow employee to:

1. Notify the nearest supervisor to come to the scene.
  - a. If necessary, the supervisor should call 911 and/or an employee certified in CPR/First Aid.
2. Simultaneously dispatch available employees to quickly retrieve the portable first aid kit stored in the transportation office.
3. If the employee is physically able, allow them to self-administer the first aid supplies.
4. If the employee is not physically able to self-administer first aid supplies, another employee who has received first aid training may aid in the administration of the supplies.
5. Wait for medical personnel to arrive (if needed and called for).

#### Evacuation Procedures

In case of an emergency that calls for an evacuation, the Vice President and Safety Officer should be notified. The Vice President or Safety Officer or their designees will decide whether to evacuate, inspect, or shut down a facility. When alerted by the fire alarm or verbal announcement employees should:

1. Properly secure all materials and equipment in your possession if safe to do so.
2. Proceed to the nearest exit, assemble in the designated area, and check in with your [Group Facilitator](#).
3. Remain in the designated area until instructions are provided.
4. Group facilitators will conduct a head count and check in with their [Group Coordinator](#).
5. Do not leave the premises before directed with further instructions.

#### Severe Weather Emergencies

In case of a severe weather emergency, such as tornado, employees are to assemble in the conference room (Kenansville) or the front restrooms (Missouri). Employees who work in the Recycle Building should seek shelter in the fire pump house. Once the threat has passed, employees are to immediately check in with their supervisor.

For further information regarding the Company's emergency evacuation procedures, including a building layout with clearly marked exit routes and assembly areas, refer to the written Emergency Action and Fire Prevention Plans (see [Appendix B](#)).

### Accident & Near Miss Reporting Procedures

If you have a near-miss situation while working, notify your supervisor at once. Instructions for completing a Hazard Observation Form are provided in [Appendix A](#). The situation will be investigated,

and corrective action implemented to prevent future injury. Employees and witnesses must fully cooperate in the investigation.

If you are injured on the job:

1. Contact your supervisor, or the nearest coworker (who should notify a supervisor) if you are unable to contact your supervisor due to the severity of your injury.
2. A first aid kit is kept in the main hallway of the front office. Supplies from the kit should be made available to the injured employees. Medical supplies should be self-administered if the employee is physically able.
  - a. Any employee who has been professionally trained in first aid may aid in the administration of first aid.
  - b. First Aid certified employees can be found on the phone extension list identified by a red cross next to their name, or by HR who keeps records of certification.
3. In the event of a non-life-threatening emergency, employee should transport themselves to the Company's designated medical facility (*see [Appendix C](#)*) to receive appropriate medical attention. If the employee does not feel capable of driving themselves safely, they can ask that an ambulance be dispatched. Necessary paperwork will be sent with the employee to the company's designated medical facility. HR and/or Safety Officer will follow if necessary.
4. A post-accident drug and/or alcohol test may be conducted.
5. If rescue personnel are summoned to respond to a life-threatening emergency, the Supervisor should delegate an individual to wait for the rescue team and escort them to the injured employee.
6. All witnesses to the accident should be available to speak with the Supervisor, Safety Officer, and Human Resources and cooperate in all accident investigations. Witnesses may also be needed to complete more paperwork for documentation purposes.
7. Human Resources shall follow procedure to notify the insurance Company of the accident and/or file a workers' compensation claim, as needed.

Every accident or near miss situation should be reported at once. Injured employees and witnesses to the accident will help the supervisor in completing an accident investigation. Injured employees must follow the medical treatment provided by the treating physician, cooperate with the insurance Company and its designees, and abide by the Company's return-to-work policy (*see [Return-to-Work Policy later in this manual](#)*).

### **Accident Investigation**

When an accident occurs, it is a sign that something has gone wrong. Accidents don't just happen, they are caused. The basic cause(s) of accidents are unsafe acts and/or conditions. The Supervisor & Safety Officer must investigate every accident to determine the cause and to start corrective action(s) to assure that similar type accidents will not recur from the same causes.

Depending on the severity of the incident, supervisors, the injured employee, and any witnesses may have to complete more paperwork. The EHS Committee and/or Safety Officer should evaluate the corrective action(s) taken or suggested by the Supervisor and instruct if other changes should be made.

For more information see the Injury Reporting, Procedures, and Employee Care SOP (*see [Appendix A](#)*)

### **Return-to-Work Policy**

The health and welfare of our employees is a top priority. However, it is the Company's intent to return injured workers to productive work, although not necessarily to their pre-injury duties, as early as possible during their recovery. Employees who have been assigned restrictions by their authorized treating medical providers will be temporarily assigned to new job duties that follow those restrictions, provided enough work is available and the employee can perform the job. The employee will remain in the temporary work status until their medical provider issues a written release from work restrictions. This written release must be provided to Human Resources before the employee will be allowed to return to their full work duties.

## Section 5: Workers' Compensation

By law, our Company must obtain workers' compensation insurance. The Company pays for this insurance. Our insurance premiums are not government funded in any way. Because workers' compensation is a substantial cost of doing business, our goal is to prevent and manage accidents.

### Workers' Comp Benefits

When an employee is injured during employment, workers' compensation insurance provides payments to the injured worker or the treating physician(s) for medical treatment, disfigurement, death benefits, and indemnity (lost wages) payments. The scope and amount of these payments are determined by state law. Attorneys are not needed for you to get what you are entitled to. Attorneys, when hired, typically earn one-third of your benefits. If you report injuries to your supervisor, in accordance with the Company's injury reporting procedures, and cooperate with your treating physician and the insurance Company, the system will work with you to get you healthy and back to work.

All workers' compensation insurance payments may be denied if: 1) the employee tests positive for drugs or alcohol following the accident, 2) a pre-existing injury or non-work-related injury was the cause of the accident, or 3) fraud exists.

The three major categories for worker's compensation claims are as follows:

- Incident Only  
Incident only is the most straightforward claim. An employee slips and falls or pulls a muscle, for example, and immediately reports the incident to his supervisor or Human Resources. The claim then goes to the insurance agency for processing. The agency will determine what compensation and benefits to pay out, if any. Incident-only claims must be filed as soon as possible, or your Company can face fines and penalties.
- Medical only  
Employees who suffer injuries requiring basic doctor visits and follow-up appointments are eligible for medical expenses beyond what health insurance will cover. If the doctor determines an employee can go back to work at once, your insurance policy won't pay out any other compensation.
- Lost time  
Lost time claims pay benefits when employees can't return to work promptly.

### Workers' Compensation Fraud

Filing false workers' compensation claims is punishable with a substantial fine and imprisonment. Any employee who knows of a coworker who is abusing the workers' compensation system or has filed a false workers' compensation claim should call 1-800-474-7633. You will not be asked to identify your name and the call will not be recorded. This is an anonymous call to our insurance Company.

The Insurance Company has many red flags to find workers' compensation fraud and will investigate any accident they suspect may be fraudulent. They can deny or reduce benefits whenever they suspect a fraudulent claim was filed or an employee is abusing the workers' compensation system.

**The following is considered workers' compensation fraud or abuse:**

- Faking an accident or injury.
- Exaggerating the seriousness of an accident or injury.
- Taking more time off than is really needed to recover.
- Attempting to collect benefits for an injury that is not job-related.
- Submitting false or exaggerated medical bills for payment.
- Working at another, equally demanding job while collecting workers' compensation benefits.
- Conspiring with, or being persuaded by, another person to do any of the above.

When people abuse workers' compensation benefits, we all pay. Your Company is charged higher insurance premiums, which increases our expenses and lowers profitability. The best way to safeguard against fraud is to prevent accidents from happening. If you are aware of fraud, speak up by calling the Nationwide Insurance Fraud Hotline at 1-800-474-7633.

## Section 6: Fleet Safety Program

### Motor Vehicles Rules

All employees who drive a Company car or delivery vehicle must abide by the following safety rules:

- Employees must inspect their assigned vehicle (before taking it on the road) to ensure that it is in proper driving condition. Each delivery vehicle is equipped with a Driver's Vehicle Inspection Report book. A report from this book must be completed at the beginning of each shift.
- Any defects in the Company vehicle should be noted in the report and reported promptly to the Transportation Manager.
- Employees must obey all state, local, and Company traffic regulations.
- Engines are to be stopped and ignition keys removed when parking, refueling, or leaving the Company vehicles.
- Employees are not allowed to use personal cars or motorcycles for Company business, unless specifically authorized by management.
- Passengers not employed by the Company are not allowed unless authorized by the supervisor.
- Employees should drive safely. Defensive driving must be practiced by all employees.
- Seat belts are always to be worn.
- Vehicles must be locked when unattended to avoid criminal misconduct.
- Vehicles must be parked in legal spaces and must not obstruct traffic.
- Employees should park their vehicles in well-lighted areas at or near entrances to avoid criminal misconduct.
- Employees should always keep their headlights on when driving a vehicle.
- A vehicle when loaded with any material extending 4 feet or more beyond its rear shall have a red flag or cloth 12 inches square attached by day, or a red light visible for 300 feet by night, on the extreme end of the load.
- Articles, tools, equipment, etc. placed in cars or truck cabs are to be hung or stored in such a manner as not to impair vision or in any way interfere with proper operation of the vehicle.
- When you cannot see behind your vehicle (truck), the driver shall walk behind the truck prior to backing.
- Personal use of Company vehicles is not allowed without approval of management. Minors are prohibited from using Company vehicles.
- Operating a Company vehicle while under the influence of alcohol and other drugs is prohibited. Violators are subject to termination of employment.
- Distracted driving (driving while engaged in other activities, including using a cell phone, texting, eating, or reading) is prohibited. Full attention must be given to the operation of the vehicle.
- Every accident must be reported to Human Resources and the Transportation Manager at once. The details of the accident must be recorded using the Accident Reporting Kit found in each vehicle. All documentation must be sent to Human Resources. The Safety Officer will help in investigating all accidents, along with the Transportation Manager and Human Resources. The details of the investigation will be presented to the Environmental, Health, & Safety (EHS) Committee.

## Commercial Driver's License (CDL)

Drivers who use commercial vehicles must obtain a commercial driver license. A commercial vehicle is defined as:

- A vehicle with a gross vehicle weight rating of 26,001 or greater pounds, or
- A vehicle designed to transport 15 or more passengers (including the driver) or
- A vehicle of any size transporting hazardous material in sufficient quantities meeting the hazardous materials transportation regulations posting requirements.

Drivers must meet the following requirements:

- Is at least 21 years old.
- Can read and speak the English language sufficiently to converse with the public, to understand highway traffic signs and signals in the English language, to respond to official inquiries, and to make entries on reports and records.
- Can by reason of experience, training, or both, safely use the type of motor vehicle being driven.
- Is familiar with methods and procedures for securing cargo in or on the motor vehicle being driven.
- Is physically qualified to drive a CMV (FMCSR Part 391.41).
- Has a current valid CDL issued only from one State or authority.
- Has prepared and furnished APV with a list of traffic violations.
- Is not disqualified to drive a CMV under the rules required by FMCSR Part 391.15.
- Has successfully completed a driver's road test and has been issued a certificate of driver's road test.

## Motor Vehicles Records (MVR)

All prospective and current employees who drive a Company car or delivery vehicle will undergo annual motor vehicle record checks. Any violations found (gathered from MVRs) may be subject to disciplinary actions, up to termination of employment.

## Driver Qualification File

The Transportation Manager will maintain the qualification files for each regularly employed driver.

## Accident Reporting

### Driver Conduct at the Scene of the Accident

1. Take immediate action to prevent further damage or injury.
  - a. Pull onto the shoulder or side of the road.
  - b. Call 911 if someone has not already done so.
  - c. Activate hazard lights (flashers) and place warning signs promptly.
  - d. Help any injured person, but don't move them unless they are in danger of further injury.
2. The vehicle should not be left unattended, except in an extreme emergency.
3. Exchange identifying information with the other driver. Make no comments about assuming responsibility.

4. Secure names, addresses, and phone numbers of all witnesses, or the first person on the scene if no one saw the accident.
5. Call the Company at once and report the accident to the Transportation Manager and Human Resources.

#### Complete the Vehicle Accident Report Form

Complete the Vehicle Accident Report Forms found in each vehicle and provide them to the Safety Officer. Write legibly. Answer all questions completely. Use additional sheets of paper as needed to provide pertinent information.

#### Inspection Records & Preventative Maintenance

All drivers must regularly inspect, repair, and maintain their Company vehicle. All vehicle parts and accessories must always be in a safe and proper working order. The following rules apply:

- All truck drivers must complete a pre-trip inspection before placing a unit into operation. The driver's vehicle inspection report (DVIR) is completed daily. Notify the Transportation Manager of any unsafe conditions or defective parts at once.
- Before the vehicle is driven again, any safety defects must be repaired.
- A copy of the last vehicle inspection report must be kept in the vehicle for at least 3 months.
- Quarterly preventative maintenance must be conducted on each vehicle.
- Maintenance and inspection records must be kept at the Company for 1 year or for 6 months after the vehicle leaves the Company's ownership.

For further information, see the [Ag ProVision CDL Driver Handbook](#).

## **Section 7: OSHA (Occupational Safety & Health Administration)**

### **OSHA (Recordkeeping) Requirements**

Copies of required accident investigations and attendance logs of employee safety training shall be kept by Human Resources, with guidance as needed from the Safety Officer. Confidential, written reports will be kept on each accident, injury, or on-the-job illness. A record of each such injury or illness is recorded on the OSHA Log and Summary of Occupational Injuries Form 300. Supplemental records of each injury are kept on OSHA Form 301. Every year, a summary of all reported injuries or illnesses for the previous year is posted on the employee bulletin board no later than February 1 and will remain posted until April 30 of that same year. These records are kept in a secure file for five years from the date of preparation. Human Resources will be responsible for managing the OSHA Logs 300 & 301, consulting the Safety Officer as needed.

## Section 8: Safety Programs, Policies, and Training

The following programs, policies, and training have been established for the safety and health of all employees.

### **Bloodborne Pathogens**

The Company will pay for a hepatitis B vaccine for any employee that is actively certified in first aid, AED, or CPR and wishes to have the vaccine.

### **Drug-Free Workplace Policy**

The Company values its employees and recognizes their need for a safe and healthy work environment. Furthermore, employees abusing drugs and alcohol are less productive and are often a risk to the safety, security, and productivity of our Company. The establishment of a Substance-Abuse Policy is consistent with the Company's desired culture and is in its best interest. Reference the employee handbook for details on the drug-free workplace policy.

It is the policy of the Company to maintain a workplace free from the use and abuse of drugs and alcohol. Compliance with this policy is a condition of continued employment. If you have any questions about this policy, please direct them to Human Resources or see the Employee Handbook for more detailed information.

### **Emergency Action Training**

Ag Provision has a written Emergency Action Plan. Emergency action training is required annually for all employees by the Occupational Safety and Health Administration. This training provides information on how to handle emergency evacuation, fire prevention and response, hazardous weather events, lockdowns, bomb threats, and active shooter emergencies. The training provides specific information on when it is best to evacuate the building using the nearest safe exit and when it is best to take shelter within the confines of the building. For example, the employee procedures in the event of a fire differ dramatically from those for severe weather events. The former calls for all employees to quickly shut down equipment (if safe to do so), proceed out of the building using the nearest safe exit, and proceed to the designated assembly area. The latter calls for employees to proceed to the conference room (Kenansville) or front office restrooms (Nevada). All employees are offered the opportunity to use a fire extinguisher during the emergency action training.

For detailed information about this program, refer to the Company's written Emergency Action Plan (see [Appendix B](#)).

### **Ergonomics**

The purpose of this training is to prevent musculoskeletal disorders. These injuries occur over time when a body part is called upon to work harder, stretch farther, impact more directly, function unnaturally, or otherwise function at a greater level than it is prepared to do. These can manifest due to poor work organization, monotonous tasks, inadequate breaks, continual repetition, forceful body movements, awkward posture, prolonged bending, reaching, twisting, squatting, kneeling, and poor lighting.

This training covers manual materials handling, such as the loading of trucks, carts, boxes, and moving items from one place to another) and ergonomics, both in office and warehouse environments.

### [Extension Cord and Multi-Plug Power Strip Usage Policy](#)

The purpose of this policy is to reduce fire hazards and health risks associated with the misuse of extension cords and multi-plug power strips. The use of extension cords is prohibited at Ag ProVison, except in limited (temporary) situations and extension cords are not to be used in lieu of permanent or fixed wiring. When wall outlet availability is insufficient, power strips may be used provided they are grounded, maintained in good operating condition, and do not present a trip hazard. Backup batteries for use in maintaining a continuous power source for computer workstations may be used to plug in small electrical devices (such as staplers, radios, and calculators), but no major appliances or space heaters are to be plugged into the backup batteries.

### [Fall Protection](#)

Ag Provision has a written Fall Protection Program. Fall protection training is required for all employees required to use fall protection equipment (Personal Fall Arrest Systems) by the Occupational Safety and Health Administration. This equipment helps protect workers from injury or death caused by falls from heights. At Ag ProVison, fall hazard areas include:

- Atop the bulk load trailers.
- On the Fire Suppression Water Storage Tank and (Inactive) Water Tower.
  - **NO EMPLOYEES** are permitted to climb these structures.
  - **ONLY OUTSIDE CONTRACTORS** are allowed to climb these structures.

The training provides users with information on inspecting the harness prior to use (<O:\Safety\Safety Training\Fall Protection\Harness Inspection.pdf>), donning the harness, adjusting the harness, properly using the lanyard with the harness, and identifying appropriate anchor points. Each user is provided with access to the User Instruction Manual from the harness provider (<O:\Safety\Safety Training\Fall Protection\Harness Instruction Manual.pdf>).

As a note, scissor lifts are considered a form of scaffolding and are exempt from the use of harnesses due to sufficient railing. However, harnesses can be used by trained/certified individuals as optional equipment when operating the scissor lift.

### [First Aid – AED – CPR](#)

The Company offers training in First Aid, AED (automated external defibrillator), and CPR for any employees who wish to be certified by the American Red Cross. These employees will serve on our First Aid team and may be called upon if an accident or injury takes place to give any aid needed prior to emergency services arriving.

### [Forklift Operations](#)

Employees must receive one-on-one training before using lift vehicles at Ag ProVison. Only employees 18 years of age and older and professionally trained may use lift vehicles. Forklift training emphasizes the safe operation of the lift vehicles and the importance of daily inspections of the forklifts prior to beginning use each day. Safety procedures such as seatbelt use and the use of the lift

horn to warn others when crossing intersections or approaching blind spots are emphasized during the training. Also emphasized is that pedestrians always have the right of way. To aid inspection procedures, barcode scanners are equipped with an equipment checklist and responses to this checklist as to the condition of the lift vehicle must be completed each day. An [instructional presentation](#) provides step by step procedures for conducting these inspections using the barcode scanners. Responses are then reviewed by supervisory staff and any needed repairs completed.

Several on-going training opportunities are provided by Ag ProVision to encourage safe lift vehicle operation. Forklift operators compete regularly in a [Forklift Rodeo](#) where they have the opportunity to win prizes by demonstrating their expertise in lift operation as well as their adherence to lift safety procedures during timed events. A [Forklift Operator Evaluation](#) sheet is available for use by supervisory staff as an additional training tool.

These procedures and training opportunities ensure that all lift vehicles are properly maintained and operated in a safe manner.

### **[Hazard Awareness and Analysis](#)**

A hazard is simply the potential for harm. Conditions or activities that, if not properly controlled, could result in an injury or illness are hazards. By identifying hazards and taking steps to eliminate or control them, injuries and/or illnesses can be prevented. Employee safety is a top priority at Ag ProVision. Ag ProVision uses a technique called Job Hazard Analysis that focuses on job tasks as a way to identify hazards before they occur. Once identified, hazards are controlled using three forms of control:

- Engineering Controls
  - Designing the facility, equipment, or process to remove or reduce the hazard.
  - Examples might include installing guards on equipment, isolating the hazard using shields, or removal or redirection of the hazard using ventilation.
- Administrative Controls
  - These include written procedures that describe safe work practices while performing the task.
  - Safety training with alarms/warning signs is important for employees to ensure they understand the procedures.
- Personal Protective Equipment (PPE)
  - PPE should only be utilized if the engineering and administrative controls do not eliminate the hazard.

Complete Job Hazard Analysis results for tasks performed at Ag ProVision can be found at [..\.\.Job Hazard Analysis](#). Instructions for conducting a Job Hazard Analysis and completing a Hazard Observation Form are provided in [Appendix A](#).

### **[Hazard Communication \(HAZCOM\)](#)**

Ag ProVision has a written Hazard Communications program. The purpose of a Hazard Communication program is to ensure that information about the dangers of all hazardous materials used by the Company are made known to all affected employees and contractors. The program covers

container labeling, Safety Data Sheets, employee training and information, hazardous non-routine tasks, contractors, list of hazardous chemicals, and safety procedures.

All employees of the Company will take part in the hazard communication program and follow all provisions of this policy. The Safety Officer is responsible for maintaining this program, training employees, and ensuring compliance with all local, state, and federal laws.

For detailed information about these procedures, refer to the Company's written Hazard Communication Program (see [Appendix B](#)).

### **Hazardous Waste Operations Emergency Response (HAZWOPER)**

Training provided to select employees by outside contractors covers incidental releases versus emergency response, hazmat regulations, terminology, levels of hazmat response, incident command, hazmat recognition and resources, hazmat detection and monitoring, personal protective equipment, respiratory protection, and decontamination.

### **Heat Stress Prevention**

The purpose of this training is to prevent heat stress injuries by recognizing the signs of heat stress and learning what to do should you feel you are experiencing heat stress. There are many factors which can cause heat stress and heat related illnesses. Prevention of heat stress includes, but is not limited to, wearing proper clothing, drinking plenty of fluids, protecting against sunburn, getting your body acclimated to the temperature, and taking extra precautions with certain medications.

### **Lockout/Tagout**

Ag ProVision has a written Lockout/Tagout Program. The purpose of the Lockout/Tagout program is to protect and prevent personnel from injury by:

- Accidental activation of any powered or damaged equipment, and
- The uncontrolled release of electrical energy.

The supervisor is responsible for compliance. The Safety Officer will provide training to employees and supervisors and will monitor the use of program procedures.

This procedure applies to all authorized and affected Company personnel and contractors. It will be enforced during installation, cleaning, servicing, maintenance, or inspection work is performed on any powered equipment and/or processes in which the activation of such could injure an employee or cause property damage. This procedure does not apply to adjustments or other activities that require the equipment to be running at the time of service, provided other protective measures are employed.

For detailed information about these procedures, refer to the Company's written Lock-Out/Tag-Out Program (see [Appendix B](#))

### **Office Safety**

Office workers are at lower risk for workplace injuries than most, but it's still important to talk about office safety. Training provides information on ways to recognize and prevent injuries in the office. Prevention of office injuries includes but is not limited to keeping your workplace tidy and clutter

free, closing file cabinet and desk drawers when not in use, proper use of extension cords and power strips, practicing good posture, and never standing in a chair to retrieve an item.

## **Personal Protective Equipment**

Personal Protective Equipment (PPE) includes clothing and other accessories designed to create a barrier between the user and workplace hazards. It should be used in conjunction with engineering, work practice, and/or administrative controls to provide maximum employee safety and health in the workplace.

Proper employee training on the correct usage of PPE will eliminate many accidents and injuries from occurring. Before performing any work that requires the use of PPE, the Safety Officer, or a designated employee will train employees on the following. All employees are responsible for ensuring the proper use of all required personal protective equipment.

- When and what types of PPE are necessary.
- How the PPE is to be used.
- The limitations of the PPE.
- Proper care and storage of the PPE equipment.
- PPE that is NOT authorized for use without specific additional training.

In many cases, more than one type of PPE will provide adequate protection. In such cases, employees may have their choice of which type of protection they would like to use.

The Company will document in writing that training has been performed and that employees understand all training materials. Written certifications will have the names of all employees trained, the date(s) of training, and the PPE requirements.

The Company provides several types of Personal Protective Equipment, including:

- Head Protections – Hard hats are used to prevent head injuries from falling objects and are needed when performing bulk delivery operations at feed mills.
- Eye and Face Protection – Safety glasses, goggles, “Goggles”, and face shields must be worn when required by a batch log or when required by a supervisor or other member of management.
- Respiratory Protection - Respiratory protection devices will be provided by the Company and must be worn by employees who are exposed to hazardous concentrations of toxic or noxious dust, fumes, or mist as required by OSHA.
- Fall Protection Equipment – Fall arrest harnesses to prevent falls from heights will be provided by the Company and worn by employees who work at heights above 6 feet as required by OSHA.
- Hearing Protection - The Safety Officer or his/her designee will provide proper hearing protection to employees. For proper protection, non-disposable earplugs should be cleaned after each use.
- Foot Protection – Steel-toed work shoes/boots are to be worn by all employees who work in the warehouse.
- Hand Protection - Gloves provided by the Company should be worn when handling objects or substances that could cut, tear, burn, or otherwise injure the hand, or when required by a

batch log or SDS. Gloves must not be used when using drill presses, power saws, or similar rotating machinery.

Other Personal Protective Equipment - Other required equipment to be used under unusual circumstances such as hot temperature work, handling corrosive liquids, etc., not specifically covered in this section should be reviewed by the Safety Officer and offered by the Company when required.

### **Propane Safety**

Only trained employees may fill LP tanks at Ag ProVision. The propane safety program covers how to properly fill propane tanks and change tanks on LP forklifts. Training includes step by step procedures for the operations of filling and changing tanks, and detailed instructions for performing these operations safely to protect employees from the hazards associated with propane gas. Emphasized to employees during the training is the importance of ensuring that there are no sources of ignition within 25 feet of the filling operation, inspecting the equipment before filling, grounding requirements, and wearing the proper PPE to prevent injury.

### **Reporting Accidents & Injuries**

Should you become injured on the job, you must report the incident to your supervisor at once to receive prompt medical attention. If the injury is life threatening, call 9-1-1 and have a co-worker report the injury to your supervisor at once if you are unable to do so. For non-life-threatening injuries, report the injury to your supervisor at once. Even minor injuries such as cuts and scrapes should be reported. Reporting is important so that if minor injuries worsen, your rights will be protected. You will not be written up or terminated if you become injured or if you report an injury. Discipline will only come into play when safety procedures or company policies are intentionally violated. More information can be found in [Section 4: Accident Management](#).

### **Respiratory Protection Program**

Ag ProVision has a written Respiratory Program. The purpose of the Respiratory Protection Program is to establish a procedure that ensures the protection of all employees from respiratory hazards through the proper use of respirators and engineering control.

Management is responsible for installing and using any necessary pollution control or ventilation systems and operating procedures required to ensure the safety of employees and exposure levels are below government established threshold limit values (TLV). However, when these engineering controls fail to adequately control the hazard or during emergencies, employees, contractors, and supervisors must adhere to the procedures outlined in the written Respiratory Protection Program. The Safety Officer is responsible for respiratory protection program compliance and the purchase of proper equipment to ensure respiratory safety. The Safety Officer will train employees and supervisors on the proper use and limitations of respirators, including fit tests and medical examinations.

The Company's written Respiratory Protection Program (*see [Appendix B](#)*) may be reviewed for more information about the Company's Respiratory Protection Program. This information can also be obtained by contacting the Safety Officer.

## [Spill and Contingency Plan](#)

When the packaging of items becomes damaged during storage or handling, the release of the contents of these packages often results in a spill. It is important that all employees are trained as to what to do if they encounter a spill. Therefore, all employees are trained so that they can:

- Recognize the difference between a small and a large spill.
- Properly identify the product that has spilled.
- Locate the instructions and PPE requirements for cleaning up the spilled product.
- Locate the SDS for the spilled product.
- Decide whether it is spill they should try to clean-up or if it is one that requires more help.
- Know how to find and use the PPE and supplies on the Spill Cart.
- Know how to dispose of anything cleaned up or used during the clean-up process.
- Know who to notify and how to report damages.

In addition, warehouse-based employees receive training in the use of the barcode scanners which provide employees with the following information to assist with spill clean-up for each warehoused item:

- Clean-Up Method for each item if a spill of the item occurs.
- PPE Required for Clean-Up.
- Disposal Method for the Spilled Material and Clean-Up Supplies.
- Place of Disposal for the Spilled Material and Clean-Up Supplies (Fate).

Finally, certain individuals receive additional training and become certified to use more advanced PPE and clean-up methods for spills deemed to be particularly hazardous or for spills that occur outside of the Ag ProVision warehouses. These individuals make up the Advanced Spill Team.

## [Walking & Working Surfaces & Ladder Safety](#)

Slips, trips, and falls cause most general industry accidents and are responsible for more fatalities than all other causes except motor vehicle accidents. These injuries can cause several types of injuries such as contusions, cuts, scrapes, broken bones, fractures, concussions, back injury, strains, sprains, paralysis, and death.

This training covers slips, trips, and fall injuries, hazards such as winter storms & icy conditions, office chairs, aisles, passageways, covers and guardrails, floor holes, wall openings, platforms, stairs, portable ladders, fixed ladders, portable stairs, and dock plates.

## [Workplace Violence](#)

Nothing is more important to the Company than the safety and well-being of its employees. Threats, threatening behavior, or acts of violence against employees, visitors, guests, or other individuals by anyone on Company property will not be tolerated. Violations of this policy will lead to disciplinary action, which may include dismissal, arrest, and prosecution.

Any person who makes substantial threats, shows threatening behavior, engages in violent acts, or brings a weapon onto Company property shall be removed from the premises as quickly as safety permits and shall remain off premises pending the outcome of an investigation. The Company will

start a response, including but not limited to suspension, reassignment of duties, termination of employment, and/or business relationship, and/or criminal prosecution of the person(s) involved.

All Company personnel are responsible for notifying their supervisor or Human Resources of any threats that they have seen, received, or were told that another person has seen or received. Even without an actual threat, personnel should also report any behavior they have seen which they regard as threatening or violent, when that behavior is job related or might be carried out at a Company site. Employees are responsible for making this report regardless of the relationship between the individual starting the threat or threatening behavior and the person(s) receiving the threat, including domestic problems that they fear may result in violent acts against them or a coworker.

All individuals who apply for or obtain a protective or restraining order which lists the Company locations as protected areas, must provide a copy of the petition used to obtain the order, as well as a copy of the protective or restraining order which was granted, to their immediate supervisor and to Human Resources.

The Company understands the sensitivity of the information requested and has developed confidentiality procedures that recognize and respect the privacy of the reporting employee(s).

## Section 9: New Employee Safety

The Safety Officer will provide safety training to all newly hired employees. Each new employee will be given a copy of the [Safety Manual](#) and [Employee Handbook](#).

### General Safety Orientation

Each employee will receive training on information common to all employees before beginning their regular job duties. Recommendations include (at a minimum):

- Review the safety manual, with extra time spent on accident & hazard reporting procedures, emergency procedures, first aid, personal protective equipment, and job-relevant special emphasis programs.
- Encourage & motivate employee involvement in safety. Make each accountable for their safety and the safety of their coworkers.
- Review any known workplace hazards.
- Conduct training on any topics that are not scheduled to be addressed within a reasonable timeframe and are relevant to the employee's job.

### Task-Specific Training

Task-specific training will be provided before performing work in hazardous areas and will include:

- Review of the completed Job Hazard Analysis.
- Specific safety rules, procedures, hazards, and special emphasis programs (Machine Guarding, Respiratory Protection, Fall Protection, Lock-Out/Tag-Out, etc.) to complete their job.
- Hands-on training, including training with PPE and other safety equipment.
- Identify employee's or employer's responsibilities.

Continual training should be provided for new hires. Each new hire should be assigned to work with an experienced worker for a length of time determined by the department's supervisor. The senior employee should act as a mentor and ensure that the employee is working safely and shows a positive safe attitude.

The Safety Officer will document training and provide a copy to Human Resources to keep the attendance log of the orientation training in the employee's file.

-This page intentionally left blank-

## Appendices

Referenced material may be obtained by visiting the following file locations on the Company network. These file locations are readily available from any computer within the Company. If you are experiencing trouble accessing these resources, please contact a supervisor, the Safety Officer, or IT Support.

### [Appendix A: Standard Operating Procedures \(SOPs\)](#)

<b><i>Title</i></b>	<b><i>Location on Company Network</i></b>
Injury Reporting, Procedures, and Employee Care	<a href="N:\Ag ProVision Standard Operating Procedures\Safety\Safety - Workplace Injuries and Illnesses - Injury Reporting, Procedures, and Injured Employee Care.docx">N:\Ag ProVision Standard Operating Procedures\Safety\Safety - Workplace Injuries and Illnesses - Injury Reporting, Procedures, and Injured Employee Care.docx</a>
Employee SDS Retrieval Procedures	<a href="N:\Ag ProVision Standard Operating Procedures\Safety\Safety - SDS - SDS and Label Search (Company Website).docx">N:\Ag ProVision Standard Operating Procedures\Safety\Safety - SDS - SDS and Label Search (Company Website).docx</a>
Completing a Job Hazard Analysis	<a href="N:\Ag ProVision Standard Operating Procedures\Safety\Safety - Loss Control - Completing a Job Hazard Analysis.doc">N:\Ag ProVision Standard Operating Procedures\Safety\Safety - Loss Control - Completing a Job Hazard Analysis.doc</a>
Completing the Hazard Observation Form	<a href="N:\Ag ProVision Standard Operating Procedures\Safety\Safety - Loss Control - Completing the Hazard Observation Form.docx">N:\Ag ProVision Standard Operating Procedures\Safety\Safety - Loss Control - Completing the Hazard Observation Form.docx</a>
Quarterly, Monthly, Weekly, and Random Inspections	<a href="N:\Ag ProVision Standard Operating Procedures\Safety">N:\Ag ProVision Standard Operating Procedures\Safety</a>
Using the Safety Inspection Database	<a href="N:\Ag ProVision Standard Operating Procedures\Safety\Safety - Inspections - Logging Corrected Safety Items Using the Safety and Grounds Inspection Database.docx">N:\Ag ProVision Standard Operating Procedures\Safety\Safety - Inspections - Logging Corrected Safety Items Using the Safety and Grounds Inspection Database.docx</a>
Spill and Contingency Plans	<a href="N:\Ag ProVision Standard Operating Procedures\Emergency Management\Spill and Contingency">N:\Ag ProVision Standard Operating Procedures\Emergency Management\Spill and Contingency</a>

-This page intentionally left blank-

## Appendix B: Written Programs and Policies

<b><i>Title</i></b>	<b><i>Location on Company Network</i></b>
Emergency Action	<a href="O:\Safety\Written Programs and Policies\Emergency Action Plan\Ag ProVision Emergency Action Plan.pdf">O:\Safety\Written Programs and Policies\Emergency Action Plan\Ag ProVision Emergency Action Plan.pdf</a>
Extension Cord and Multi-Plug Power Strip Use Policy	<a href="O:\Safety\Written Programs and Policies\Extension Cord and Multi-Plug Power Strip Use Policy\Ag ProVision Extension Cord and Multi-Plug Power Strip Use Policy.pdf">O:\Safety\Written Programs and Policies\Extension Cord and Multi-Plug Power Strip Use Policy\Ag ProVision Extension Cord and Multi-Plug Power Strip Use Policy.pdf</a>
Fall Protection Program	<a href="O:\Safety\Written Programs and Policies\Fall Protection\Ag ProVision Fall Protection Program.pdf">O:\Safety\Written Programs and Policies\Fall Protection\Ag ProVision Fall Protection Program.pdf</a>
Fire Prevention Plan	<a href="O:\Safety\Written Programs and Policies\Fire Prevention Plan\Ag ProVision Fire Prevention Plan.pdf">O:\Safety\Written Programs and Policies\Fire Prevention Plan\Ag ProVision Fire Prevention Plan.pdf</a>
Hazard Communication Program	<a href="O:\Safety\Written Programs and Policies\HazCom Program\Ag Provision HazCom Program.pdf">O:\Safety\Written Programs and Policies\HazCom Program\Ag Provision HazCom Program.pdf</a>
Lockout / Tagout Program	<a href="O:\Safety\Written Programs and Policies\Lockout Tagout\Ag Provision Lockout Tagout Program.pdf">O:\Safety\Written Programs and Policies\Lockout Tagout\Ag Provision Lockout Tagout Program.pdf</a>
Respiratory Protection Program	<a href="O:\Safety\Written Programs and Policies\Respiratory Program\Ag ProVision Respirator Protection Program.pdf">O:\Safety\Written Programs and Policies\Respiratory Program\Ag ProVision Respirator Protection Program.pdf</a>

-This page intentionally left blank-

**Appendix C: Designated Medical Facilities**

<b><i>Facility</i></b>	<b><i>Contact Information</i></b>
ECU Health Duplin Hospital Life-threatening emergencies or severe injuries and illnesses	ECU Health Duplin Hospital 401 North Main Street Kenansville, NC 28349 (910) 296-0941
Med First Urgent Care Recordable injuries and illnesses	Med First Urgent Care 275-Mallard St Kenansville, NC 28349 (910) 296-1087
Occupational Health Partners OSHA Medical Examinations and Follow-ups	Occupational Health Partners 112 Donmoor Ct. Garner, NC 27529 (919) 661-0801

-This page intentionally left blank-

For questions regarding the contents of this manual, please contact the Safety Officer at [gdearros@AgProVSION.com](mailto:gdearros@AgProVSION.com) or 910-296-0302 Ext. 210

This manual in its entirety can be downloaded from the Employee's Section at <http://www.AgProVisionLLC.com>