Safety and Health Manual

Understanding the risks involved in everything we do can reduce the chance of injuries due to accidents.

THINK
OUR AIM, NO ACCIDENTS
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INTRODUCTION

_Hill Brothers Chemical Company policy is to manage all operations in a manner that protects the environment and the health and safety of employees, contractors and the public. To accomplish this, we will:_

- ADVISE EACH MANAGER, supervisor, and employee of safety, health and environmental requirements and hold them accountable for their performance.

- DESIGN AND MANAGE operations to minimize environmental and human health impacts and provide work places free of recognized safety hazards.

- COMPLY WITH ALL LAWS and regulations governing safety, health and environmental protection.

- RECOGNIZE THE IMPORTANCE of safety, health and environmental factors where there is competition with economic factors.

- PROVIDE PROFESSIONAL STAFF to support safety, health and environmental protection.

- MONITOR, EVALUATE AND REPORT performance in safety, health and environmental protection.

- PROVIDE TRAINING needed to protect safety, health, environmental and physical resources.

- PARTICIPATE IN PROGRAMS designed to enhance knowledge and improve technology, laws and regulations.
Mission
The mission of the Hill Brothers Safety Program is to create and maintain a safe work environment for its employees by providing work standards, training, resources and updated regulatory compliance, with the goal of eliminating accidents and lost time and minimizing costs.

Vision
The vision of the HBCC safety program is to create a culture of total commitment of its management and employees to actively participate in eliminating accidents and lost time by providing a comprehensive safety training and awareness program as well as a commendation program for recognizing and improving individual commitment to safety.

Value
Employees: We are committed to providing education, training, recognition and reward systems, and the proper tools and equipment, to promote safe work practices.
Workplace: We are committed to providing a work place environment conducive to safe work practices.
Community: By following all safety regulations and demonstrating safe work practices of our employees, we are dedicated to the safety of the communities in which we operate.
Customer: By providing assistance to our customers and sales staff to insure good product stewardship throughout our industry.
CORPORATE SAFETY POLICY STATEMENT

For over 75 years, Hill Brothers Chemical Company has been committed to the safety of its employees. The involvement of all employees in the process of improving the workplace, procedures, environment, and working to eliminate the potential hazards associated with our work duties is essential.

We believe that the only acceptable level of injuries or incidents is **none**. In order to work toward that goal, Hill Brothers Chemical Company has developed a set of safety and compliance standards to be applied consistently, throughout the company. Protecting our employees from the hazards of the workplace is of great importance to us, and so is protecting the communities in which we operate. It is our obligation to be good neighbors, and not allow our actions to negatively impact their lives. If a customer were to visit any of our facilities, they need to know that we strive for personal excellence in everything we do.

No one is required to work in an unsafe work condition. In keeping with our safe work practices, we encourage all of our employees to report to their immediate supervisor any unsafe conditions, or suggestions for improvements. This will promote the reduction of accidents, injuries, and illnesses.

With safety as our focus, everyone benefits. We ask that each of our employees give their full commitment to achieving this level of excellence. Remember, our goal is zero accidents/incidents at Hill Brothers Chemical Company.

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Ron Hill, President

Tom Kipers, Chairman of the Board
RESPONSIBILITIES

MANAGER/SUPERVISOR RESPONSIBILITIES

The manager/supervisor is responsible for giving safety and loss prevention primary consideration with other factors that affect daily business decisions. In doing so, he or she should project an attitude that all injuries can be prevented.

Managers and supervisors are responsible for actively supporting safety and loss prevention performance in their areas by:

- Holding employees accountable through Annual Performance Reviews, qualifications, counseling, or disciplinary action.
- Communicating safety rules and standards to visitors, Hill Brothers Chemical Company and customer employees.
- Setting safe examples.
- Strictly enforcing safety rules and standards.
- Reporting and investigating incidents, injuries and serious potential incidents.
- Conducting routine safety inspections.
- Promptly correcting unsafe conditions.
- Awarding contracts using past safety performance as a criterion.
- Evaluating and documenting contractor and customer safety, health and environmental performance.
- Holding and documenting regular safety meetings.
Management is also responsible for providing the tools to Hill Brothers Chemical Company personnel necessary for a safe working environment. These tools include required safety and operations training, proper equipment, safety and engineering support, and safe facility designs.

Management/supervision will create an atmosphere in which safety issues can be proactively discussed and resolved.

EMPLOYEE RESPONSIBILITIES

Employees must recognize their role in safety. That role should involve a responsible attitude for personal safety and the welfare of co-workers and customers. It is critical to the success of our safety program that all employees have as their goal the concept that all injuries can be prevented. Employees are responsible for:

- Performing every job safely, for the benefit of self, co-workers, customers, and for the protection of facilities. This includes the use of required personal protective equipment and use of safety equipment/devices as well as safe work practices.

- Immediately reporting every injury, regardless of severity, to a supervisor.

- Reporting unsafe conditions and practices to a supervisor and, where possible, correcting.

- Participating in safety meetings and training.

- Assisting in reporting and investigating incidents.

- Reviewing and becoming familiar with the contents of this and other pertinent safety manuals, handbooks and publications.
CUSTOMER RESPONSIBILITIES

Customers shall take all necessary precautions for the safety of all persons on the work site. Customers shall comply with all safety rules and standards and applicable Federal, State and local safety laws, rules and regulations necessary to prevent injury to persons or damage to property.

Customers are responsible for:

- **Ensuring that their employees are trained in safety rules and practices and in job specific procedures.**

- **Complying with all safety laws and regulations.**

- **Providing and maintaining necessary safety equipment for their employees.**

- **Reporting injuries, incidents and unsafe acts/conditions, no matter how slight (including property damage), immediately to the Hill Brothers Chemical Company representative.**

- **The Hill Brothers Chemical Company representative must immediately report all injuries to the Safety Office.**

- **Performing all work in a safe workmanlike manner.**

- **Not operating Hill Brothers Chemical Company valves or equipment without Hill Brothers Chemical Company’s approval, except for Emergency Response.**
Hill Brothers Chemical Company

GENERAL SAFETY RULES

Some basic principals of safety are so important they can only be expressed as "rules". Every employee is responsible for safety and by observing these rules the chances of incidents are diminished. These rules are a basic part of the Hill Brothers Chemical Company Injury and Illness Prevention Program, and are also part of the Hill Brothers Chemical Company disciplinary procedures. All employees need to know and follow these rules and all supervisory and management personnel must enforce them. The following Safety Rules apply to all persons working at Hill Brothers Chemical Company.

1. All Safety Standards and Procedures will be complied with and strictly enforced.

2. All injuries and accidents shall be reported to the Supervisor as soon as practical.

3. An employee reporting for work who, in the judgment of the Supervisor, is unable to perform assigned duties in a safe and reasonable manner will not be allowed on the job.

4. Seat belts are to be worn by all people in all company vehicles and forklifts. The driver is responsible to ensure that all passengers are wearing seat belts prior to putting the vehicle in motion.

5. All employees when parking a company delivery vehicle(s) shall place a traffic cone at the front and rear of the vehicle. Prior to operating the vehicle, employee shall perform a walk around of the vehicle to ensure no obstacles or hazards are impeding operation of the vehicle.
6. No employee shall report for work under the influence of intoxicants or illegal drugs. Intoxicants and illegal drugs are not permitted in the workplace. Violators will be subject to disciplinary action, up to and including immediate termination.

7. No employee shall knowingly be permitted or required to work while his/her ability or alertness is so impaired by fatigue, illness or other causes (i.e. prescribed medication) that might reasonably expose the employee or coworkers to the risk of injury or illness.

8. Horseplay, scuffling, practical jokes and any other act that might endanger the safety or well being of employees is prohibited.

9. Work shall be well planned and supervised to prevent injuries and accidents.

10. No employee shall take on a task or operate equipment unless qualified to do so.

11. All posted safety signs shall be obeyed.

12. Personal protective equipment (hearing protection, goggles, face shields, gloves, etc.) will be worn in any area where it is required. Material Safety Data Sheets (MSDS) are to be reviewed before handling any unfamiliar chemicals in order to understand hazards and related PPE.

13. Use of improper or defective tools or equipment is prohibited.

This list of rules is not intended to cover all rules or standards under the Injury, Illness Prevention Program. Please refer any questions to your supervisor.
Process Safety Management/
Risk Management Program

PURPOSE

Process Safety Management/Risk Management Program ensures that daily procedures are conducted in a safe manner by providing a uniform standard. These standards prevent or minimize the consequences of catastrophic release of toxic, reactive, flammable, or explosive chemicals both on Hill Brothers property and in the community. These regulations help prevent unwanted releases of hazardous chemicals especially into locations that could expose employees and others to serious hazards.

SCOPE

Process Safety Management/Risk Management Program is implemented in each of our facilities and applies to the following categories (PSM/RMP combined):

- Employee Participation
- Process Safety Information
- Process Hazard Analysis
- Hazard Assessment
- Operating Procedures
- Training
- Contractors
- Pre-Startup Safety Review
- Mechanical Integrity
- Hot Work Permit
- Management of Change
- Incident Investigation
- Emergency Planning and Response
- Compliance Safety Audits
- Trade Secrets
- Executive Summary
- Registration
- Worst-Case Analysis
- Alternative Release Scenarios
- Five-Year Accident History
- Certification (RMP)
- Prevention/Response Program Data

Specifics of each category and an overview for your facility can be found in your branch’s Process Safety Management or Risk Management Prevention binder.

Employee participation is vital in the development, implementation, and revision of all company processes. If you find a work practice that can be done in a safer manner, contact your supervisor.
GENERAL SAFETY INFORMATION

The purpose of the following information is to establish general safety operating procedures. It is not expected that this information will cover every situation that might occur in the workplace. It is expected that these will provide a basic framework that will promote safety awareness and assist employees in recognizing potential hazards and work safely.

Work will be well planned and supervised to prevent injuries and accidents. Supervisors have the responsibility to train subordinates in both the technical and safety aspects of their jobs. Enforcement of safety consciousness will benefit the employees more than disciplinary action.

Each employee has the responsibility to know and follow established work practices and procedures including the safety considerations involved.
ACCIDENT OCCURRENCE

If an accident occurs, think “SETUP”:

S: Stop. Take a breath, and assess the situation. Look at the forces involved in the accident. CALL FOR HELP, 911 IF NECESSARY.

E: Environment. Consider the limitations.


U: Unknown hazard. Consider the limitations and look for gas, chemicals, electrical hazards, fire, collapse, explosion, radiation, lack of oxygen, etc.

P: Protect self and others. Use barriers to prevent further harm.

CONTROL OF BLEEDING:

- Use direct pressure-apply pressure bandage.
- Maintain direct pressure-add another dressing if the blood soaks through. Pressure point may be needed.
- Check for effectiveness and repeat as necessary.

ONE RESCUER – CPR – by trained individual:

- Tap and Shout “Are you okay?” If no response, have bystander call 911.
- Open airway (protect spine). Chin lift with head tilt as needed.
- Look, listen and feel for breathing.
- If breathing is absent, give slow full breaths.
- Check carotid pulse for 5-10 seconds.
• If pulse is absent, apply 15 chest compressions at a rate of 80-100 per minute.
• Give two slow full breaths.
• Apply 15 compressions.
• Continue alternating 15 compressions at a rate of 80-100 per minute with 2 slow, full breaths until help arrives.

AMMONIA/CHLORINE CYLINDERS

• Take steps promptly to correct all ammonia and/or chlorine leaks.

• Make sure all cylinders are labeled and that precautions listed are adhered to.

• When moving cylinders, use a cart or carrier to assure proper handling, if not experienced in the movement of cylinders.

• Personal protective equipment should be nearby in case of spill or leak.

• Cylinders should be in good working order with all rusted valves replaced, and cylinders painted and marked properly.

FOR ACCIDENT REPORTING PROCEDURES PLEASE REFER TO THE SAFE WORK STANDARDS MANUAL. ACCIDENT INVESTIGATION STANDARD SWS-1
COMPRESSED GAS CYLINDERS

- Do not move or store cylinders without properly installing the protective cap over the valve.

- Cylinders are smooth, heavy, and difficult to hand carry. When they must be moved without a cart, use a carrier or get help, from an experienced attendant.

- Cylinders should not be allowed to strike each other.

- Cylinders should not be used for rollers, supports, or any purpose other than to contain gas.

USING CYLINDERS

- Threads on a regulator or fitting must correspond to those on the cylinder valve outlet. Do not force or modify connections.

- Never use a cylinder of compressed gas without a pressure-reducing regulator connected to the cylinder valve, except where the total system is specifically designed to handle maximum cylinder pressure.

- Use regulators and pressure gauges only with gases and pressure ratings for which they are designed and intended.

- Always close the cylinder valve before attempting to stop leaks between the cylinder and regulator.

- Never permit sparks, molten metal, electric currents, excessive heat or flames to contact the cylinder or attachments.

- Never use oil or grease as a lubricant on valves or
attachments to oxygen cylinders.

STORING CYLINDERS

- Properly secure cylinders with chain, bracket, or rope to prevent falling.

- Do not store oxygen cylinders within 20 feet of combustible gas cylinders or near any other substance where a fire could result, unless protected by a wall at least five feet high having a fire resistant rating of at least 30 minutes.

- Store cylinders in a safe, dry, well-ventilated area that limits corrosion damage and deterioration. Hydrottest should be current.

- Store empty and full cylinders separately, with empty cylinders plainly identified to avoid confusion.

If a leaking cylinder is detected, immediately notify your supervisor and isolate the area from personnel entry.
ELECTRICAL SAFETY PRECAUTIONS

- Only qualified and trained personnel are allowed to repair or install electrical equipment.

- Consider all electrical conductors energized.

- Personnel authorized to work on electrical circuits should be trained in CPR and First Aid.

- De-energize all circuits before beginning work. Use Safety Standard, Lockout/Tagout Safety Standard, to prevent the electrical circuits from being inadvertently energized.

ELECTRICIANS ONLY:

- Use suitable personal protective equipment including rubber gloves, mats and blankets to provide insulation from other elements which are energized or grounded. Personnel shall not wear rings, watches, or other similar metallic objects while working on energized electrical equipment.

- Do not render electrical interlocks inoperative by removal, modification, or destruction.

- Blown fuses shall be replaced only with the proper type and rating.

- Use non-conductive ladders when working on or near electrical equipment or conductors. The use of metal ladders is prohibited.

- Never use defective electrical equipment or extension cords. Report all defective electrical equipment to your supervisor.

- Extension cords are only for temporary use.
POWER LINES

All power lines should be considered energized. When work is being performed near energized overhead power lines, any part of the crane, boom, mast or machinery shall not be permitted within 10 feet of the power lines.
EMERGENCY PROCEDURES

THIS SECTION CANNOT COVER ALL POTENTIAL SITUATIONS THAT MAY REQUIRE EMERGENCY PROCEDURES. CHECK WITH YOUR SUPERVISOR TO DETERMINE THOSE PROCEDURES THAT MAY BE IN EFFECT IN YOUR SPECIFIC AREA. PLEASE REFER TO YOUR EMERGENCY PLAN FOR MORE DETAILED INFORMATION.

INTRODUCTION

Emergency procedures should be available for various emergency situations that could occur. Accurate procedures allow for a rapid, organized and safe response. Examples of the type of situations that should have emergency procedures are: fire/explosion, injury, toxic or combustible gas release, and vehicle incidents. Supervisors are responsible for ensuring that emergency procedures are available for all emergency situations that may arise in their operations.

TRAINING

Written emergency procedures are only effective if implemented and carried out properly. Drills are the best way to test the effectiveness of these procedures and should be performed on a regular basis, properly documented and critiqued.

Personnel expected to respond to emergencies should receive training on a regular basis. Some personnel may require training in accordance with OSHA's HAZWOPER regulations where they may be required to respond to spills or releases of hazardous substances. HAZWOPER training differs with duties of personnel. Consult your safety representative for current training requirements.

FIRE/EXPLOSION
Review local procedures. In addition, review the general procedures that are available in the General Safety Information, Fire Protection section of this manual.

INJURIES

In the event of injuries, use the following procedure:

- Provide first aid for the injured to the extent that you are trained or qualified.
- Notify your supervisor.
- If responders come in contact with body fluids immediately notify your supervisor so appropriate review can be conducted.
- Call 911 if necessary.
- Secure the scene and control access to the area.
- Do not discuss the incident with anyone other than your supervisor or Company safety personnel. Refer all inquiries from the public, including news media, to your supervisor.
- Handle customer or public incidents in the same manner, except that the customer’s supervisor or main office should be notified as soon as possible. In the event of a public injury, the public law enforcement agency having jurisdiction should be notified.

TOXIC OR COMBUSTIBLE GAS RELEASE

Emergency procedures are required by regulation for certain toxic gases, one of the most common being Chlorine. In addition, regardless of the absence or presence of regulations, specific procedures may be developed for toxic or combustible gas releases at the discretion of management.
BECOME FAMILIAR WITH THESE PLANS THAT ARE IN EFFECT IN YOUR WORK AREA FOR TOXIC OR COMBUSTIBLE GAS RELEASES.

In general, the following procedure should be used for toxic or combustible gas release:

- **Analyze the situation**

- **Is there a threat to life due to toxic gas or is there an explosive/fire hazard due to an escape of combustible gas? or both?**

- **Can the escaping gas be stopped without undue risk?**

- **Take prompt action to alleviate the danger to yourself and others.**

- **Stop the release (without undue risk to yourself) and evacuate persons that could be affected. The order of those actions should be based on your judgment of what minimizes risk to life.**

- **In the case of a gas release, all ignition sources, including vehicles, should be shut down.**

- **Account for all personnel.**

- **Isolate the leak area to prevent entry.**

- **Notify the local law enforcement agency if the public could be affected. Refer news media inquiries to a Hill Brothers Chemical Company supervisor.**

*Notify your supervisor and give an assessment of the situation. Communicate any need for extra assistance.*
FIRE PROTECTION

RESPONSE PROCEDURES

In case of fire the following procedure should be used:

1. Summon help. Do not fight a fire before alerting someone else.

2. Analyze the situation, considering:
   a. Threat to life?
   b. Damage to public property?
   c. Evacuate or is extinguishing the fire possible?
   d. Notification and assistance from outside authorities appropriate?
   e. Hazardous or toxic chemicals present?

3. Isolate all fuel sources.

4. Fighting a fire in the initial stages is considered incipient fire fighting. **DO NOT FIGHT FIRES BEYOND THE INCIPIENT STAGE UNLESS YOUR ARE TRAINED AND EQUIPPED TO DO SO AS A PART OF A FIRE BRIGADE OR EMERGENCY RESPONSE TEAM.** Such fire fighting should be limited to trained personnel using fire extinguishers and water streams at long range.

5. Locate the fire fighting equipment and approach the fire **FROM THE UPWIND SIDE.** In the case of a gas fire, extinguish the fire by shutting off the fuel source if possible.
6. **NEVER PRESSURIZE AN EXTINGUISHER IN SUCH A MANNER THAT ANY PART OF THE BODY IS LOCATED DIRECTLY ABOVE OR IN FRONT OF THE FILL CAP.**

7. After the fire is extinguished, stand by to ensure that there are no flashbacks.

8. Assess the damage and fill out necessary reports. Do not discuss the fire with anyone other than your supervisor or the Company safety representative. Someone will be specifically assigned to relate the facts of the incidents to the news media.

**PREVENTION IS THE BEST FIRE PROTECTION MEASURE.**

**FIRE PREVENTION GUIDELINES**

- Class A fire materials (paper, wood, combustibles) should not be stored in or used as construction material in process areas.

- Keep all buildings in which solvents or chemicals are being handled well ventilated at all times.

- Report and repair gas leaks immediately. If immediate repairs are not possible, post an adequate warning sign, isolate the area and take extra precautions against fire.

- In the event of a hydrocarbon liquid or gas leak, extinguish all fires and remove other sources of ignition immediately. Shut down engines and other potential sources of ignition, such as pilot lights. Report the leak promptly to the supervisor in charge. Shut off all fuel supply if possible.

- Use soap suds when testing for gas leaks on connections. Never use an open flame.
• Use gasoline as a motor fuel only. Using gasoline as a cleaning agent on Company property is strictly forbidden. Use a high flash point (140°F) safety solvent to clean tools, machinery and other similar equipment. Wear gloves made of hydrocarbon resistant rubber to protect hands.

• Transport gasoline only in approved, clearly marked containers. Never place gasoline containers inside car or truck passenger compartments.

• When transferring hydrocarbon (especially "flashing" liquids) from a line or vessel to another container, the source container and the receiving container should be electrically bonded to prevent ignition due to static electricity.

FIRE EXTINGUISHER INSPECTION AND MAINTENANCE

1. Fire extinguishers are an important segment of any fire protection program. Fire extinguishers should be:
   a. Accessible.
   b. Properly maintained.
   c. Inspected monthly by Facility Personnel and documented.
   d. Inspected annually by qualified off-site personnel and documented.
   e. Hydrostatically tested as required.

2. The supervisor is responsible for ensuring that all extinguishers are properly maintained and inspected. All personnel should know how to identify and report extinguishers needing recharging and/or maintenance.
FIRE EXTINGUISHER ABC’S

**Class A** fire extinguishers are used on ordinary combustibles, such as wood, paper, and cloth, and are coded with a green triangle.

**Class B** fire extinguishers are used on flammable liquid fires and are coded with a red square.

**Class C** fire extinguishers can be used on combustible metals and are coded with a blue circle.

Know where the nearest fire extinguishers are and learn how to use them.
Contact the Safety Office for fire extinguisher training.

Pull pin. Completely squeeze handle. Spray at base of fire.
FORKLIFT SAFETY

INTRODUCTION

Although forklifts are indispensable tools for moving heavy objects, their operations and proper maintenance requires special care. An inexperienced operator can unexpectedly lose control and cause injuries or damage the load being moved. Use of forklifts is restricted to trained and certified personnel. Information on training is available from your safety and compliance department.

PRECAUTIONS

1. Inspect forklifts before and after use, including warning and safety devices. Report any deficiency to the department supervisor in charge of the forklift.

2. Set brakes and block the wheels on the trailer or truck that is being loaded or unloaded to prevent movement.

3. Only handle loads within the rated capacity of the forklift.

4. Carry loads low, forks just off the floor and tilted back.

5. Do not allow any person to stand or walk under elevated forks, loaded or empty.

6. Do not use forklifts to raise people for overhead work without an approved platform equipped with forklift shutdown controls.

7. Do not make turns on a ramp or grade.

8. Do not carry passengers or riders on forklifts.
9. At the completion of a task, the operator should make sure that:
   a. Forks are fully lowered.
   b. Controls are neutralized.
   c. Brakes are set.
   d. Wheels are blocked if parked on an incline.
   e. Power or engine is shut off.

10. Seat Belts are Required to Be Worn at all Times while operating a Forklift.
HAND TOOL SAFETY

METAL-CUTTING HAND TOOLS

CHISELS:

Employees shall wear safety goggles when using a chisel and should set up a shield or screen to prevent injury to other workers from flying chips. If a shield does not afford positive protection to all exposed employees, then glasses with side protection should be worn.

HACK SAWS:

Hack saws should be adjusted in the frame to prevent buckling and breaking, but should not be tight enough to break off the pins that support the blade. Install blade with teeth pointing forward.

FILES:

Selection of the right kind of file for the job will prevent injuries and lengthen the life of the file. Since the extremely hard and brittle steel of the file chips easily, the file should never be cleaned by being struck against a vise or other metal object. A file-cleaning brush should be used.

TIN SNIPS:

Tin snips should be heavy enough to cut the material so easily that the worker needs only one hand on the snips and can use the other to hold the material. The material should be well supported before the last cut is made so that the cut edges do not press against the hands. The jaws of the snips should be kept tight and well lubricated. Employees shall wear safety goggles when trimming corners or slivers of metal because small particles often fly with considerable force. Gloves should always be worn.
CUTTERS:

Cutters used on wire, reinforcing rods, or bolts should have ample capacity for the stock. Cutters require frequent lubrication. To keep cutting edges from becoming nicked or chipped, cutter should not be used as nail pullers or pry bars.

SAWS:

Saws should be carefully selected for the work they are to do. For crosscut work on green wood, a coarse saw (4 to 5 points per inch) should be used. A fine saw is better for smooth, accurate cutting in dry wood. Saws should be kept sharp and well set to prevent binding.

HATCHETS:

Hatchets shall not be used for striking hard metal surfaces, the tempered head may produce flying chips. When using a hatchet in a crowded area, employees shall take special care to prevent injury to themselves and other workers. Using a hatchet as a hammer is prohibited.

WRENCHES:

Open End or Box wrenches shall be inspected to make sure that they fit properly and should never be used if jaws are sprung or cracked. When defective they shall be taken out of service until repaired. Adjustable wrenches are not intended to take the place of standard open end, box or socket wrenches. Pressure is always applied to the fixed jaw.

Pipe wrenches, both straight and chain tong, shall have sharp jaws and be kept clean to prevent slipping. The adjusting nut of the wrench should be inspected frequently. If it is cracked, the wrench shall be taken out of service. A piece of pipe (cheater) slipped over the handle shall not be used to give added leverage because this can strain a pipe wrench to the breaking point. The handle of every wrench is designed to be long enough for the maximum allowable safe pressure. A pipe wrench should never be used on nuts or bolts, the corners of
which will break the teeth of the wrench, making it unsafe to use on pipes and fittings. A pipe wrench shall not be used on valves, struck with a hammer, nor used as a hammer.

PLIERS:

The handles of electrician’s pliers should be insulated. In addition, the workers shall wear the proper electrical rated gloves if they are to work on energized lines.

SCREWDRIVERS:

The practice of using screwdrivers for punches, wedges, pinch bars or pries shall not be allowed. Cross-slot (Phillips-head) screwdrivers are safer than the square bit type, because they have less tendency to slip. The tip must be kept clean and sharp, however, to permit a good groove on the end of the screw. The part to be worked upon should never be held in the hands; it should be laid on a bench or flat surface or held in a vise. No screwdriver used for electrical work shall have the blade or rivet extending through the handle. Both blade and handle shall be insulated except at the tip.

POWER TOOLS:

The power cord shall always be disconnected before accessories on a portable tool are changed, and guards should be replaced or put in correct adjustment before the tool is used again. All hand held power tools, such as circular saws, chain saws and percussion tools without positive accessory holding means shall be equipped with a constant pressure switch that will shut off the power when the pressure is released.

All electric power tools shall be effectively grounded except the double insulated and cordless types. Electric cords shall be inspected periodically and kept in good condition. Heavy duty plugs that clamp to the cord should be used to prevent strain on the current carrying parts if the cord is accidentally pulled.
ABRASIVE WHEELS AND TOOLS

Floor stand and bench mounted abrasive wheels, used for external grinding shall be provided with safety guards (protection hoods). The maximum regular exposure of the grinding wheel periphery and sides shall be not more than 90° except that when work requires contact with the wheel below the horizontal plane of the spindle, the angular exposure shall not exceed 125°. Safety guards shall be strong enough to withstand the effect of a bursting wheel.

Floor and bench mounted grinders shall be provided with work rests which are rigidly supported and readily adjustable. Such work rests shall be kept at a distance not to exceed one-eight inch from the surface of the wheel. Dust type safety goggles or plastic face shields shall be worn and if dust is created, a dust respirator shall be worn.

PNEUMATIC AND HYDRAULIC TOOLS

The operating trigger on portable hand operated utilization equipment shall be so located as to minimize the possibility of its accidental operation and shall be arranged to close the air inlet valve automatically when the air pressure of the operator’s hand is removed.

Pneumatic power tools and hose connections shall be secured to the hose or whip by some positive means to prevent the tools from becoming accidentally disconnected. Safety clips or retainers shall be securely installed and maintained on pneumatic impact (percussion) tools to prevent attachments from being accidentally expelled.

Compressed air shall not be used for cleaning purposes except where reduced to less than 30 p.s.i. and then only with effective chip guarding and personal protective equipment.
HOUSEKEEPING SAFETY GUIDELINES

Housekeeping is an ongoing activity that involves all employees. It should be accepted as a normal part of every employees' job performance. Good housekeeping includes the following:

1. All passageways to exits must be kept clear.

2. Keep the area around fire extinguishers, electrical panels and emergency equipment clear, i.e. safety showers and eyewash.

3. Work areas and passageways must be kept neat, clean and free of hazards. Floors must be clean and dry. Be aware of trip hazards.

4. Materials, tools and equipment must be properly stored.

5. Scrap material and trash must be stored or disposed of properly. Use the containers provided.

6. Passageways, aisles, doorways and stairways must not be used for storage.

7. Inoperative or defective equipment must be removed from service. Supervisors will tag this equipment and arrange for repairs.
   a. Do not use electric power tools in the rain or on wet shrubbery or grass.
   b. Always wear eye protection.
   c. If a tool jams or fails to start, turn off the switch before troubleshooting the tool.

8. Work areas and passageways must have adequate light. If lighting is insufficient notify your supervisor.

9. Combustible materials must be properly stored or disposed of.
HYGIENE PLAN

OBJECTIVES

The objectives of Hill Brothers Chemical Company Hygiene Plan is:

1. Protect the health of personnel and the public.

2. Identify chemical stresses, physical and biological agents and ergonomic hazards which can lead to personnel illness.

3. Implement controls that prevent or otherwise minimize potential personnel exposures and/or illness.

4. Elements of the plan include identification and evaluation of potential hazards, exposure control, training, records retention and medical monitoring.

IDENTIFICATION AND EVALUATION OF POTENTIAL HAZARDS

1. A comprehensive and historical listing of potential chemical, physical, and biological agents in the workplace will be developed and maintained.

2. Potential exposures are identified by determining the chemicals that an individual may come in contact with and by job tasks and work practices.

3. Potential exposures are evaluated by performance of Hygiene Surveys.

4. Exposure levels will be communicated to all personnel monitored, personnel supervisors, Hill Brothers Chemical Company safety, health and environmental professionals and when necessary, to the local population.
EXPOSURE CONTROL

All Industrial Hygiene Surveys generate recommendations concerning actions for eliminating personnel exposures. Recommendations for prevention of personnel exposure are:

   a. engineering controls,
   b. administrative controls,
   c. personal protective equipment.

TRAINING

Training concerning the survey process, interpretation of survey results, and potential exposure control strategies will be provided. Additional surveys concerning personal hygiene will also be provided.

RECORD RETENTION

Individual personnel monitoring and exposure records will be maintained by Hill Brothers Chemical Company for the 30 plus years required by OSHA.

MEDICAL MONITORING

Medical monitoring will be provided to personnel under the direction of the Safety Office.


**LABORATORY/ CHEMICAL SAFETY**

**INTRODUCTION**

This section addresses the most common concerns in Laboratory/Chemical Safety. However, due to the wide variety of special hazards that can arise in laboratory situations, the following is not all inclusive. Careful, intelligent planning is a must. For more information please refer to the Laboratory Safety Manual.

**PERSONAL PROTECTIVE EQUIPMENT**

1. Appropriate eye protection should be worn by all persons, including visitors, where chemicals are stored or handled.

2. Wear appropriate gloves when the potential for contact with hazardous materials exists. Inspect the gloves before each use; wash before removal and replace as necessary.

3. Use appropriate respiratory equipment when air contaminant concentration are not sufficiently restricted by engineering controls; inspect the respirator before each use.

4. Replace laboratory coats immediately upon significant contamination.

5. Wear appropriate shoes at all times in the laboratory.

**GENERAL PRECAUTIONS**

- *Do not eat, drink, smoke, chew gum or apply cosmetics in areas where laboratory chemicals are present. Wash hands before conducting these*
activities outside the lab area. Wash areas of exposed skin before leaving the lab.

- Inspect gloves before each use.
- Do not smell or taste chemicals.
- Be sure that Material Safety Data Sheets (MSDS) are readily available for all chemicals used in the laboratory.
- Avoid storage, handling or consumption of food and beverages in storage areas, refrigerators, glassware or utensils that are also used for laboratory/chemical operations.
- Do not put pipette in mouth.
- Confine long hair and loose clothing.
- Before beginning a new operation, review MSDS, seek information and advice on possible hazards, plan appropriate protective procedures, and plan the positioning of equipment.
- During unattended laboratory operations, leave the lights on, place an appropriate sign on the door, and provide for containment of toxic substances in the event of the failure of a utility service.
- Know where eye wash stations and spill cabinets are located and how to use them if you work in or near chemical handling areas.

**EQUIPMENT/GLASSWARE**

- Vent any apparatus that can discharge toxic chemicals, such as vacuum pumps or distillation columns into local exhaust devices.
- Do not allow release of toxic substances in rooms with contained, recirculated atmospheres.
• Use only the types and quantities of chemicals for which the capacity of the available ventilation system is appropriate.

• Handle and store laboratory glassware with care to avoid damage. Do not use damaged glassware.

• Use extra care with the Dewar flasks and other evacuated glass apparatus. Shield or wrap them to contain chemicals and fragments should implosion occur.

• Use equipment only for its designed purpose.

• Store glass (1 gallon) bottles of reagents, particularly acids, strong bases and organic liquids in separate plastic trays in the laboratory. Sides of the trays should be high enough (1” to 2’0 to contain one (1) gallon of liquid.

• Carry glass bottles containing above mentioned liquids in a safety container.

HOODS

• Use the hood for operations that might result in release of toxic chemical vapors or dust.

• Use a hood, or other local ventilation device, when working with any appreciable amount of volatile substance with a Threshold Limit Value of less than 50 PPM.

• Confirm adequate hood performance before use. Keep the materials stored in hoods to a minimum, and do not allow stored items to block vents or air flow.

• Leave the hood "on" when it is not in active use, if toxic substances are stored in it or if it is uncertain
whether adequate general laboratory ventilation will be maintained when it is "off".

- If questions exist concerning the possibility of an explosion, no matter how minor, a safety glass shield should also be used for maximum protection. Hoods are not designed for protection against explosions.

WASTE DISPOSAL

- Promptly clean up spills, using appropriate protective apparel and equipment and dispose properly.

- Ensure that each laboratory operation includes training for waste disposal.

- Deposit chemical waste in appropriately labeled receptacles and follow all other waste disposal procedures.

- Do not discharge chemicals into drains unless neutralized or rendered harmless. If unsure, discuss with your supervisor or safety representative.
**LADDER SAFETY**

Portable and fixed ladders provided by the Company comply with applicable safety codes. Inspect ladders before use to be certain they are adequate for the job. Check for the following:

1. Is the ladder clean and in good condition, joints between steps and side rails tight, all hardware and fittings securely attached and movable parts operating freely without binding or excessive play?

2. Is the ladder fitted with the right kind of feet?

3. A ladder that is unfit for use shall be tagged by the supervisor and withdrawn from service for repair or replacement.

Use of ladders includes proper selection and placement. Employees should observe the following practices when positioning ladders and preparing for work.

1. Portable ladder feet shall be placed on a firm base and the area around the top and bottom of the ladder shall be kept clean.

2. Ladders shall extend at least three feet above the trench, manhole or other structure so that a safe exit can be made.

3. Place a ladder so that the horizontal distance from the ladder feet to the vertical plane of the support is approximately 1/4 the ladder length between support points. In other words, place ladders so that the bottom of the ladder is 1/4 height away from the building or wall.

4. Secure the ladder in place. Tie off to handrails, pipes, etc., where possible.
5. Do not place ladders in passageways, doorways, driveways without posting warning signs and/or barricades.

6. Arrange work so you are able to face the ladder and use both hands when climbing. Do not attempt to hand carry anything while climbing.

7. Hands and soles of shoes must be free from dirt and grease before climbing.

8. Do not use makeshift ladders or use a ladder in the horizontal position as scaffolding. Do not use a step ladder as a straight ladder.

9. Metal ladders shall not be used within six feet of open electrical apparatus, wiring, or other live electrical equipment. Portable metal ladders shall be legibly marked with signs/decals warning against use around electrical equipment. When working from a ladder observe the following practices.
   a. Do not stand and work on the top three rungs of a ladder.
   b. Do not over reach from ladders. Stay within safe limits of balance. Do not try to shift a ladder while you are on it.
   c. Always face the ladder and use both hands when climbing or descending. Do not slide down a ladder.

10. Extension ladders need to be tied off in the middle after the correct height is obtained.
LIFTING SAFELY

1. The following lifting techniques are recommended to prevent back injuries:

   a. Examine the object to be lifted. Consider its size, shape and probable weight. Consider your physical ability to handle the lift. Get help if necessary. Use the available mechanical lifting equipment if necessary. Do not attempt to carry a load you cannot see over or around.

   b. If you decide you can handle the lift, place your feet close to the object to be lifted 8 - 12 inches apart for good balance. Face the direction of intended travel.

   c. Bend the knees and squat to a comfortable position. Get a good hand hold and grip on the object. Keep your back straight and lift the load straight up using your back and leg muscles. Keep the load close to your body and your chin tucked in. Avoid twisting your body while carrying the load.

   d. Setting the load down is just as demanding as picking it up. Use your leg and back muscles bend your knees and lower the load. When the load is properly positioned, release your grip. Do not twist your body while lowering the load.

2. If two or more persons lift the load teamwork is important. One person should be designated to give signals. The load should be equally distributed and movements coordinated to complete the lift and movement of the object.
Six steps to safe lifting

Since the number one cause of personal injury is improper lifting, it makes sense to learn and use safe lifting techniques. You can avoid painful and disabling back injuries by following these six simple steps:

1. Be sure of good footing. Position your feet about shoulder width apart, with one foot slightly ahead of the other, facing the load.

2. Bend your knees and squat down, keeping your back straight. Don't curve your back over the load.

3. Get a good grip before starting to lift.

4. Tighten your stomach muscles and lift steadily with your legs. Don't snatch or jerk the load.

5. Keep the load close to your body. The closer it is to your body, the easier and safer it is to lift.

6. Keep your back straight while lifting so as not to add the weight of your trunk to the load you're lifting.

Be sure to put the load down the same way you picked it up—safety.
LOADING AND HAULING GOODS OR EQUIPMENT

1. Forklifts should not be used in excess of their load rating and should be maintained in good operating condition.

2. Stripping should be constructed of 4” x 4” or 2” x 4” preferably hardwood material and used on all loads. Stripping should begin between truck bed and load.

3. Securing equipment such as chains, boomers, slings, straps and other load securing equipment should be sized according to load requirements and be in good condition.

4. Trucks: Truck drivers are responsible for ensuring that the truck is road-worthy and complies with all applicable local, state and federal regulations.

LOADING/UNLOADING PRECAUTIONS

- Conduct loading/unloading operations on level ground whenever practical.

- Properly secure all loads during any movement of the truck at the loading/unloading location.

- The driver is responsible for positioning the load on the trailer and "breaking" the load.

- All loads should conform to local, state and federal load capacity regulations.

- Follow proper guidelines for loading, checking, and unloading "pyramid" or "stripped" loads.

- For material removed in bundles or pallets, the material should be off-loaded in approximately equal loads.
LOCKOUT/TAGOUT

A lockout/tagout procedure is to be used on every job with no exception. It is Hill Brothers Chemical Company policy that all electrical circuits and equipment are padlocked and tagged when being serviced or repaired. It is clearly in the employee’s and Hill Brothers Chemical Company’s best interest that this practice be followed. Although there may be some inconvenience, this system has proven, over the years, to be the most effective.

All employees shall use lockout/tagout practices.

- Operators, mechanics, electricians, construction and repair crews shall use padlocks, lockout hasps, and lockout tags.

- Padlocks, hasps and tags will be available from your supervisor.

- When performing mechanical services on equipment you are responsible for notifying all affected employees that a lockout is in use and reason for the lockout.

- When performing Mechanical or Electrical services doing different types of work, individuals shall place a Mechanical or Electrical Lockout lock and tag on a multiple lockout device.

To provide maximum safety and avoid any possible question as to who has a key or who unlocked what, there will be no second keys or master keys.

- Padlocks shall be either Master #1 or American 3 inch Shank.

- Multiple lockout hasps will be available through supervisor.

- Lockout tags will be approximately 3” x 5” and available through the supervisor.
OFFICE SAFETY

Many people have the misconception that office work is not hazardous and consider office injuries inconsequential. The listed precautions, along with each individual's safe behavior, can serve as a basis for an effective office safety program and the prevention of unsafe acts and conditions.

EXAMPLES OF OFFICE INCIDENTS

- Ascending or descending from stairways, always use the handrails.
- Falls from chairs.
- Slips, trips and falls on the same level or from elevations.
- Lifting of moving heavy or bulky objects.
- Repetitive or awkward movements (ergonomics).
- Falling objects or encounters with fixed or moving objects.
- Pinches, mashes or abrasions.
- Eye strain or muscle aches.

PRECAUTIONS

- Safety meetings should be held at regular intervals by office supervisors.
- Office personnel going to field locations should be aware of the training and personal protective equipment that
will be required for their visit and ensure they bring the equipment with them or make arrangements for the facility to furnish the equipment before they arrive. Contact field supervisors for specific requirements.

- Be familiar with the location of the fire alarm station nearest to your work station.

- Become familiar with emergency procedures and know the appropriate evacuation route for your work station. Evacuation routes for each floor and building area are clearly marked. Office personnel are responsible for visitor evacuation.

- During fire alarms, make last minute searches of your areas to ensure all personnel are evacuated. Help by clearing the area quickly, and aid others if they request assistance. If requested to leave an area, do so! Close the door on your way out.

- During evacuations, do not use elevators! Use the stairway, following the nearest exit signs and evacuation drawings. Remove high heels to avoid falling down stairs. Check closed doors for temperature and smoke before opening. Refer to the building evacuation plan.

- Properly position a chair before sitting down, and once seated, keep at least one foot and all chair legs on the floor at all times.

- Keep all passageways, entryways, aisles, storerooms, service rooms, and work areas clean, orderly, sanitary and well maintained, with no obstructions.

- Aisles and hallways shall provide unobstructed movement and immediate access to emergency exits and to fire protection equipment.

- Safely stack material/boxes to avoid creating a hazard.
• File drawers and desk drawers should not be left open. Do not overload top drawers so that files tip over. Secure file cabinets and bookcases as appropriate. Keep heavy files in lower drawers.

• Do not open a file drawer if someone is working underneath.

• Each work station should be arranged to meet specific individual needs. Select the proper chair, adjust the chair height, organize the desk, position the video display terminal (VDT) screen, and position the keyboard to suit the individual.

• When working at a VDT or PC for long hours, periodically change position, stand up, or stretch to relieve muscle tension and eye strain.

• Lighting should be installed or positioned to minimize direct or reflected glare or harsh shadows and to counteract potential stress and eye fatigue in VDT users.

• Use of extension cords should be minimized and arranged to avoid tripping hazards and electrical overload.

• Do not pull an electrical cord to shut off power to any equipment.

• Disconnect (unplug) the power source before trying to remove jammed materials from a machine.

• Installation or repair of any electrical equipment shall be done by qualified workers, using only approved materials.

• Office machines with moving parts, high temperature hazards, and electrical shock potential shall not be operated without proper safeguards in place.

• Keep flammable or combustible material and residue in a building or operating area to a minimum. Store in metal safety cans or storage cabinets that meet Underwriters Laboratories Inc. or Factory Mutual approval.
• Keep food, drink and excessive combustible materials away from electrical equipment, computers, work stations or PC's. Damage to circuitry or destructive fires may result.

• Secure paper cutter blades in the down position when not in use.

• Store Xacto knives, thumb tacks, and other sharp objects in proper containers or with the blades and points covered or shielded. Secure sharp edges before disposing of these items.

• Do not scoot across the floor while sitting in a chair and do not lean sideways from a chair to pick up an object.

• Use only stools or step ladders to reach materials stored above eye level. Rolling stools and ladders should be equipped with brakes that operate automatically when weight is applied. Chairs are unacceptable to use as climbing devices.

• When moving equipment, furniture, or boxes, use proper carts, dollies, or tracks.

• When carrying material from one floor to another, use the elevator whenever possible.

• Check for raised or unsecured floor tiles or carpet to prevent tripping hazards.

• Space heaters are not recommended for use by the fire department. If they are used, they must be newer models that have a lesser possibility of tipping over. Note the specific warnings on the space heater itself.
PERSONAL PROTECTIVE EQUIPMENT

HEAD PROTECTION

Hard hats meeting ANSI Z89.1 or Z89.2 (Class A and Class B) standards are approved and will be provided by Hill Brothers Chemical Company if needed. Personnel should wear hard hats wherever head injury hazards exist. Hard hats should be clean and regularly inspected for visible cracks and defects.

| HARD HATS MUST BE WORN ON ALL CONSTRUCTION SITES, IN CONFINED SPACES, AND OVERHEAD WORK. |

Metal hard hats are prohibited. Metal hard hats are electrically conductive and do not offer as much impact resistance as an approved plastic safety hat.

FACE AND EYE PROTECTION

Safety glasses with side shields meeting ANSI Z87.1 Standard are issued to personnel. Plain spectacle-type safety glasses will be issued to those personnel who do not require corrective lenses. Prescription safety glasses will be purchased for an employee of Hill Brothers Chemical Company when an employee wears corrective glasses and has a job where the employee needs eye protection.

| WEAR EYE PROTECTION WHEN USING HAND TOOLS, POWER TOOLS, GRINDING, AROUND CHEMICALS, OR ANY TIME YOU PLACE YOUR SIGHT AT RISK. |
CONTACT LENSES

The use of contact lenses is not permitted in work situations where personnel are exposed to dust, chemicals or spray operations where particles may enter eye. Contact lenses are prohibited to be worn with respirators. If medical reasons require use of contact lenses, special attention should be paid to additional eye protection and Supervisor approval must be given. If employee loses his/her glasses, they will be replaced at employee’s expense.

ADDITIONAL EYE PROTECTION

Many operations may require more eye and face protection than provided by the safety glasses.

1. Impact-type goggles and face shields shall be worn when chipping, scraping, buffing, grinding or hammering.

2. Splash-proof chemical goggles and face shields shall be worn when handling hazardous chemicals, liquids, powders or vapors including cleaning materials, battery acids, glycols and cylinder filling operations.

3. Welding and cutting operations require specific eye and face protection such as welding hoods and/or cutting goggles.

HEARING PROTECTION

Signs shall be posted at or before the point which continuous high noise levels reach 85 dbA or higher. Personnel required to work in these areas shall wear ear plugs, ear muffs, or both. Working in an area of high noise levels can cause both temporary and permanent hearing loss. Hearing loss can occur with no physical pain or other obvious warning. Operating equipment or repair may require use of hearing protection. For information contact the Safety Department.
HAND PROTECTION

Wear the following types of gloves to protect the hands:

1. Appropriate gloves for handling acids and caustic solutions.

2. Approved rubber gloves for chemical work. Inspect the gloves before each job. Do not use defective gloves.

3. Appropriate gloves when working in cryogenic operations.

FOOT PROTECTION

Wear safety shoes or shoes suitable for working conditions on the job. All field, maintenance, and operations personnel are required to wear safety-toed shoes meeting ANSI Z.41 standard.

ADDITIONAL PERSONAL PROTECTIVE EQUIPMENT

Hill Brothers Chemical Company provides a uniform service for all field and plant personnel. This clothing should be in good repair. Remember, you represent the Company.
**TANK TRUCK LOADING**

This section does not attempt to address all precautions needed in tank truck loading and unloading but instead provides basic safety principles. Please refer to Standard Operating Procedures (SOPs) for specific loading and unloading procedures.

The operator/truck driver is responsible for:

1. An operator/truck driver must be present at all times of loading or unloading with at least one other person in sight at all times.

2. Park truck and set brakes.

3. Place chocks in front of and behind one wheel.

4. Attach loading/unloading line to trucks.

5. Ensure there is over pressure protection and/or vacuum protection on vessels and tanks being filled or emptied.

6. Vent pressure off of lines before disconnecting.

7. Smoking in loading/unloading area is prohibited.

8. Truck driver should ensure all lines are disconnected, chocks removed and adequate clearance for trucks exists before truck is started up to leave.

9. Only persons with a proper class DMV license are authorized to operate this equipment.

10. Always ensure all chemical hoses are clear of product and capped prior to leaving the facility.
**VEHICLE INCIDENTS**

If you are involved in an incident, IT MUST BE REPORTED and handled according to the following guidelines:

1. If you are involved in an incident, STOP.

2. If the vehicles pose additional danger for injury or damage, set out emergency reflectors or flares in order to protect yourself and others.

3. Remove vehicle from traffic lanes if possible.

4. Get help for injured persons. Render first aid care to the extent you are trained or qualified to administer same.

5. Notify your supervisor as soon as possible by whatever means available.

6. Obtain necessary information at the scene to the best of your ability. At least obtain:
   a. Name(s) of those involved
   b. Drivers license numbers
   c. Vehicle license plate numbers
   d. Name(s) and phone numbers of witnesses. (Vehicle Accident Report) found in the accident reporting packet in the Hill Brothers Chemical Company vehicle glove compartment is a good tool for obtaining this information.

7. Return to the office and complete the Vehicle Accident Report with your supervisor.

8. This report must be completed before leaving work for the day.

9. Ensure a copy and prompt notification to Corporate Safety has been completed.

10. Using a disposable type camera, take a photo of the damage to all vehicles involved in the incident.
Defensive driving means driving as to prevent accidents in spite of actions of others or the presence of adverse driving conditions. The following driving tips are included for all company drivers. Remember that the company vehicle that you operate probably is considerably different in size and complexity than your private vehicle. Understand that it probably does not have the same capabilities as your personal vehicle does and take into account these characteristics. Finally, drive and treat others as you yourself would want to be treated if you were driving your personal vehicle instead of a company vehicle.

1. Only full time Hill Brothers Chemical Company employees will operate Company vehicles.

2. Only licensed drivers will operate company vehicles. In addition, only personnel thoroughly trained in the operation of company vehicles shall operate these vehicles.

3. Operators and all passengers shall wear seat belts.

4. No personnel will be allowed to ride in the back of the vehicles. Additionally, do not offer rides to non Hill Brothers Chemical Company persons.

5. Smoking is not permitted in company vehicles (delivery vehicles).

6. Operators must comply with all traffic laws and regulations. Operators must drive defensively and be aware of road and traffic conditions. Exercise courtesy at all times. Citations received by company personnel driving Company vehicles will become the responsibility of the individual driver.

7. Obey all posted speed limits.

8. Vehicles must not be started and then left unattended with the motor running.

9. If a company vehicle is left unattended, the vehicle
must be in neutral, the parking brake must be on, and the wheels chocked (delivery vehicles).

10. Place a safety traffic cone at the rear/front of the vehicle when it is parked and left unattended. Prior to driving away, walk to the back/front of the vehicle to retrieve your traffic cones. This will give you a clear picture of the area behind your vehicle in case you have to back up without someone assisting you (delivery vehicles).

11. If another employee is assigned to ride in the vehicle that you are operating, use this employee to guide you in backing up operations or close quarters driving. It will prevent accidents. (delivery vehicles).

12. Know the condition of your vehicle before starting the days operations in it. Check all the special operating conditions such as wipers, brakes and brake lights, headlights, fuel, oil, tires, and steering.

13. Promptly report all vehicle deficiencies to your supervisor. Vehicle operator shall insure the vehicle is properly maintained and will schedule PM service when mileage or hours indicate service is due.

14. When refueling, leave the motor off and do not smoke in the vicinity of the fuel island. Closely follow the fueling procedures.

15. Weekly perform your maintenance inspection and forward this report to your supervisor. Check the fire extinguisher and the first aid kit often. Replace missing items promptly.

16. Keep your vehicle neat and clean. Remove trash from the beds and trailers daily to prevent losing debris out of your vehicle onto a road and causing damage to another vehicle.

17. Defensive driving is composed of five main parts.

   a. Be aware of the hazards on the road. Are roads potholed? Are you in a school zone? Is the road wet? These and a hundred similar
   b. Be aware of where you are on the road. Is there sufficient distance between you and the car ahead? Do you have a place to veer to if
someone comes at you? Be aware of the cars around you by using your peripheral vision.

c. Defensive driving is your physical condition. Are you tired after a hard day on the job? Are you being distracted by surrounding events and not able to concentrate on the road?

d. Being skilled and knowledgeable in the operation of your vehicle. Are you confident in the operation of your vehicle in tight quarters? Can you back up quickly and efficiently? Spend the time to become used to your vehicle characteristics.

e. Being aware of your mental attitude. How alert are you? Are you looking ahead on the roadway and trying to anticipate situations? Is your judgment or common sense up to par? (Judgment involves knowing what to do and when to do it.)

18. Many of you drive large trucks while performing company business. Included in your defensive driving procedure is the fact that large trucks take longer to stop. Be aware that small cars cut in front of large trucks all of the time. Be alert for this circumstance. Remember that while driving large trucks in neighborhoods, be alert for children darting into the streets after toys and be alert for pedestrians and bicyclists. Driving large trucks requires patience and much more skill.

**REMEMBER THAT YOU ARE REPRESENTING THE COMPANY WHILE DRIVING A COMPANY VEHICLE.**

**DRIVE RESPONSIBLY!**
RETURN THIS FORM TO YOUR IMMEDIATE SUPervisor:

NAME (Print): ____________________________________

DEPARTMENT: ____________________________________

I have received and agree to follow the Hill Brothers Chemical Company Safety and Health Manual. I understand that violation of these safety and health rules and standards may be grounds for disciplinary action, up to and including immediate termination of my employment. Contractor employees are subject to similar requirements found in contract language.

Signature: ______________________________________

Date Signed: ________________