

SECTION I. INTRODUCTION

1.1 OBJECTIVE

This manual provides guidance to supervisors and employees in implementing all related safety and loss control information that may assist them in promoting a beneficial program within the criteria established by State and Federal standards.

This manual is subject to modification and further development in light of experience and changes in State and Federal standards.

1.2 SCOPE

Provisions of this manual apply to all employees of Alico, Inc. (which may be referred to herein, as appropriate, as the “Company”) and to all activities entered into by the Company's employees in their regular assigned duties or when representing or working as an agent of the Company.

Compliance with this Safety Manual is mandatory for the Company's personnel.

1.3 POLICY STATEMENT

It is the policy of the Company to provide and maintain safe working conditions, along with a loss control program that will safeguard employees and the public resulting in safe working conditions and efficient operation.

Implementation of this program is the responsibility of Management and with the full cooperation of all employees. Identification and correction of all safety requirements must have immediate and positive action.

All levels of training will be used to assure that the Company's work force is capable of performing its job safely. Only through a good safety and loss control program, and a positive attitude toward safety and responsibility, can the Company provide a safe work environment for its employees.

Personal safety, the safe operation of equipment, and maintaining a safe work place are our first considerations. We must take time to do our work safely and in accordance with State and Federal regulations.

MANAGEMENT RESPONSIBILITIES

2.1 MANAGERS AND SUPERVISORS

Grove Managers and Grove Supervisors are responsible for implementing the Safety Program and this Safety Manual and for insuring that all employees follow the policies herein.

⇒ **Each employee will be fully responsible for implementing the provisions of this program as it pertains to operations under their jurisdiction. The responsibilities listed below are MINIMUM, and they shall in no way be construed to limit individual initiative to implement more comprehensive procedures to reduce risk in the workplace.**

2.2 SAFETY COORDINATOR

The Safety Coordinator will report directly to the HR Director for the administration of this manual, and will take all actions deemed essential to provide a safe and healthy work place. Specifically, the Safety Coordinator will:

- Provide technical guidance to the Company's personnel and all levels of Management in the implementation of the Safety Program.
- By informal inspection, monitor all aspects of safety and provide assistance in any aspect of the overall safety effort.
- Consult with Management on design and use of equipment, shops, and safety standards.
- Participate in the investigation of accidents and injuries, and cooperate in the preparation of material and evidence for the Company's use.
- Review all safety inspections.
- Accompany Management during inspections whenever possible.
- Point out corrective or preventive measures and make recommendations for improvement.
- Stop any unsafe act or condition immediately and notify Management when prescribed safety procedures are not being enforced.
- Evaluate operations for compliance with the Safety Program within divisions and departments.
- Attend division and department staff safety meetings to promote maximum understanding of the program objectives.

- Oversee the maintenance of records on the Company's accidents in accordance with OSHA requirements and publicize information that will apprise Management and personnel of trends that call for strong corrective measures.
- Maintain compliance with all State, Federal and other applicable regulations concerning safety and health of employees and the workplace.
- Evaluate compliance with employee health requirements and report cases of noncompliance to the appropriate Manager.
- Participate in the community efforts of safety professionals and citizens' groups striving to promote safety and health.
- Establish a Safety Committee in accordance with all applicable laws.
- Act as Management Chairperson for the joint safety committee meetings to review safety recommendations and forward recommendations to President for review.
- Perform semi-annual safety audits of all operations and report results to President.

2.3 MANAGERS

Within their jurisdiction whether it be out in the field, in the shop, or in the office, each Manager has the full authority and total responsibility for maintaining safe and healthy working conditions in accordance with State and Federal regulations.

Although employee exposure to safety sensitive tasks or conditions varies widely from department to department, it is expected that an unrelenting effort will be directed toward controlling injuries, collisions, liabilities and waste of material. Therefore, each Manager will:

- Provide the leadership and positive direction essential to maintain firm loss prevention policies as a prime consideration in all operations.
- Be held fully accountable for an explanation of the preventable injuries, collisions, and liabilities incurred by his employees.
- Call upon the Safety Coordinator for any assistance needed to promote aggressive and effective loss control.
- Ensure that all safety policies and all personnel under their direction follow procedures.
- Demonstrate a personal concern regarding departmental losses on each worker who has suffered from a work-related injury.
- Facilitate the implementation and development of safety programs, policies and

procedures, and distribution of information.

Each Manager will be fully responsible and accountable to the President for compliance with all policies, procedures, and regulations within their areas of responsibility. Managers will ensure that:

- All safety sensitive tasks are covered by standard operating procedures and work rules to minimize injury and property damage potential.
- All personnel are trained and fully understand safe work procedures and existing policies prior to starting any new or seldom performed task.
- All employees, new and long-term, are trained and when necessary, retrained in the accepted way each safety sensitive task must be accomplished.
- All employees are instructed and understand the use and need for protective equipment for specific safety sensitive jobs.
- Necessary safety equipment and protective devices for each job are available and used properly.
- Weekly meetings will be conducted to review new techniques and safety topics that are received from the Safety Coordinator, review accidents and analyze their causes, and promote free discussion of safety sensitive work problems and possible solutions.
- Safety suggestions and written comments from employees are encouraged, submitted to and answered by the Safety Coordinator.
- All accidents are thoroughly promptly reported, investigated, and recorded.
- Immediate corrective action will be taken wherever unsafe conditions are recognized or unsafe acts are observed.
- Each employee is held accountable for the preventable injuries, collisions, and liabilities incurred by the employee and that appropriate disciplinary action is taken.
- All equipment, materials, and work conditions are properly guarded in compliance with all regulatory requirements.
- The Safety Coordinator is consulted when assistance is needed in implementing the Safety Program.
- Necessary action is initiated to assure compliance with safety requirements established for safety sensitive conditions, locations and operations.
- All injured persons, regardless of how minor the injury, receive prompt medical

treatment, if necessary; that the circumstances causing injury are investigated, and required accident reports are submitted.

- Injured employees return to work as soon as possible; provide modified duty jobs in accordance with applicable laws and regulations.
- Employees are scheduled for formal safety training; required on-the-job training is administered; and job qualification requirements are followed.
- Be firm in enforcement of work policies and procedures by being impartial and consistent in administering disciplinary action to those who fail to conform, and by being prompt to give recognition to those who perform well.
- On-the-job training and safety training records are maintained.

2.4 SUPERVISORS

Supervisors within each department and at each location have full responsibility for the safe actions of employees, and the safe performance of equipment within the operating area. Supervisors have full authority to enforce the provisions of this program to keep losses at an absolute minimum and, therefore, will:

- Assume full responsibility for safe and healthy working conditions for employees while they are under his jurisdiction.
- Be fully accountable for all injuries, collisions, and liabilities caused by employees.
- Ensure that all safety policies, procedures and regulations are adhered to.
- Ensure that each employee is fully trained for the assigned job and ensure each employee is familiar with standard operating procedures and work rules.
- Ensure that weekly safety meetings are conducted for all employees; and that the meetings are documented and the documentation is sent to the Safety Coordinator.
- Inspect all tools and equipment at weekly intervals, and keep in a safe and serviceable condition.
- Ensure that untrained employees are not permitted to operate any mechanical or electrical equipment unless they are properly trained.
- Instruct all employees to report all accidents and instruct all employees on the necessity of receiving first aid treatment, even in the case of minor injury.
- Maintain a continuous program of on-the-job training, supervise all activities personally, and **document all training**.
- Properly maintain all protective devices and safety equipment.

- Ensure that all employees are capable and qualified to perform their work.
- Report any unsafe work practices or conditions to Safety Coordinator immediately and recommend improvements.
- Allow employees who feel an unsafe condition exists to consult with Management and/or The Safety Coordinator without fear of retaliation.

2.5 SAFETY COMMITTEE

In accordance with Florida Statutes 442.012, the Joint Safety Committee shall be comprised of more hourly employees than Management representatives. The committee will be comprised of volunteers; however, in the event there are no volunteers, members will be selected by peer election. The Safety Committee will:

- Review the Florida Statutes before the first meeting.
- Follow procedures set forth in the Florida Statutes 442.012 on file with the Safety Coordinator.
- Meet on a monthly basis and maintain minutes of all meetings.
- Review all accidents and make recommendations to prevent future accidents and propose new or corrective procedures.
- Recommend improvements and promote safety and health in the work place.
- Establish a program for the determination of preventable and non-preventable accidents.

SECTION III. EMPLOYEE RESPONSIBILITIES

You are required, as a condition of your employment, to exercise due care in the course of your work to prevent injuries to yourself and to your fellow workers and to conserve materials.

Each employee will:

- Report all accidents involving bodily injury, no matter how minor, and/or property damage to a supervisor immediately.
- All accidents shall be thoroughly investigated to determine causative factors and appropriate action shall be taken to prevent a similar accident from occurring in the future.
- Report all unsafe conditions and unsafe acts to Supervisor immediately.
- Unsafe conditions shall be corrected on a top priority basis.
- Actively participate in accident prevention.
- Keep work areas and equipment clean and orderly at all times.
- Follow immediate Supervisor's instructions during an emergency.
- Be certain that instructions are understood completely before starting work.
- Learn to lift and handle materials properly and safely.
- Review the safety educational material posted on bulletin boards or distributed to the work areas.
- Employees must know the location of first aid kits, eye wash stations, fire alarm pull boxes, fire extinguisher and all emergency exits in their work area.
- Do not damage or destroy any warning or safety device, or interfere in any way with another employee's use of them.
- Never remove or tamper with any equipment guards or safety devices. Any such action will result in disciplinary action.
- Any machinery found not functioning properly shall be tagged "**OUT OF ORDER**" and removed from service until adequate repairs have been made.
- Obey all safety and work rules and follow specific task instructions.

- If any doubt exists about the safety of doing a job, **STOP** and get instructions from your Supervisor before continuing work.
- Operate only machinery or equipment that you have been trained to operate and as authorized by Supervisor.
- Use only the proper equipment for the job; handle and operate all equipment according to standard operating procedures.
- Employees must wear proper protective clothing and utilize other safeguards including eye protection, hearing protection, respiratory protection and machine guarding where indicated.
- No horseplay or other misconduct (unsafe acts), which can contribute to accidents, will be tolerated.
- All hazardous and potentially hazardous materials and mixtures shall be properly labeled and stored in approved containers, cabinets and storage rooms.
- Report any materials or chemical spills to Supervisor immediately.
- The use of drugs and/or intoxicating beverages is prohibited. Likewise, no employee shall report for work under the influence of alcohol or other drugs. Please refer to the Alico, Inc. Drug Free Work Place Policy found in the Employee Handbook.
- Employees taking physician prescribed medications or over the counter medications that might impair their ability to operate certain equipment or perform various job tasks safely must report this to their Supervisor prior to beginning work.
- SDSs (Safety Data Sheets) shall be available for all hazardous materials and shall be easily accessible to all employees.
- Employees shall be trained on the hazards associated with chemical materials prior to utilizing those materials on the job.

Note: All employees shall abide by the above Safety Rules and all other safety policies, procedures and rules, which may be contained within their specific job descriptions, equipment operating instructions and posted throughout the Company.

SECTION IV. INDEX OF SAFETY RULES

- HAND LABOR
- TRACTOR OPERATION
- FORKLIFT SAFETY
- ATV (ALL TERRAIN VEHICLE) OPERATION
- MIXING/LOADING
- SUPPLY TRUCK DRIVER
- VEHICLE SAFETY
- VEHICLE SAFETY/MOBILE PHONE USE
- BACKHOE SAFETY
- MOWER
- HERBICIDE RIGS
- IRRIGATION PUMPS/
THROW OUT PUMPS
- P.T.O. SPRAYERS
- SHOP

4.1 HAND LABOR

- Use all safety equipment required for the job.
- Report unsafe conditions immediately.
- Be aware of surroundings.
- Ask questions if you are unsure of how to do the job.
- No Bluetooth headsets or headphones.

4.2 TRACTOR OPERATION

- Read owner's manual, operating instructions and all labels carefully.
- Perform daily maintenance check prior to operating tractors.
- Seat belts must be worn at all times if the tractor is equipped with a roll-over protection structure (ROPS).
- Riders are not permitted. No more than one person is allowed on the tractor at one time, except with supervised instruction.
- Tractor may not be driven on steep inclines.
- Start tractor only with tractor ignition switch. Do not bypass safety neutral switch.
- Mount or dismount tractor only where steps are provided.
- Operator must be in tractor when starting.
- Check for surrounding objects and people before moving tractor.
- Disengage P.T.O. when not in cab of tractor.
- Assure P.T.O. guard is in place at all times.
- Observe speeds, especially when traveling on roads to and from the job site. Operate tractors at a safe speed consistent with terrain.
- No Bluetooth headsets or headphones.
- Observe "Safety-Cone" use policy.
- When tractor is stopped, set brakes securely and use park lock if available.
- Report needed repairs immediately to your Supervisor.
- Report unsafe conditions immediately.

4.2A FORKLIFT SAFETY

- Perform maintenance checks at least daily before being placed in service.

Before starting your vehicle, conduct a pre-operation (or pre-start) inspection that checks a variety of items, including but not limited to:

- Fluid levels -- oil, water, and hydraulic fluid.
- Leaks, cracks or any other visible defect including hydraulic hoses and mast chains. NOTE: Operators should not place their hands inside the mast. Use a stick or other device to check chain tension.
- Tire condition and pressure including cuts and gouges.
- Condition of the forks, including the top clip retaining pin and heel.
- Load backrest extension.
- Finger guards.
- Safety decals and nameplates. Ensure all warning decals and plates are in place and legible. Check that information on the nameplate matches the model and serial numbers and attachments.
- Operator manual on truck and legible.
- Operator compartment. Check for grease and debris.
- All safety devices are working properly including the seat belt.
- Noises or vibrations should be reported immediately.
- Fill out daily inspection tag.

Operational Inspection

After completing the pre-operation inspection, operators should conduct an operational inspection with the engine running. This inspection includes:

- Brakes
- Steering
- Drive control: forward and reverse
- Tilt control: forward and back
- Hoist and lowering control
- Horn
- Lights

- Back-up alarm (if equipped)

4.3 ATV (ALL TERRAIN VEHICLE) OPERATION

- Read owner's manual, operating instructions and all labels carefully.
- Perform daily maintenance check prior to operating ATV.
- Wear protective clothing. ANSI (American National Standards Institute) approved eye protection is required.
- Do not carry passengers on single rider bikes.
- Check for surrounding objects and people before moving ATV.
- Observe speeds, especially when traveling on roads to and from the job site. Operate at a safe speed consistent with terrain.
- No Bluetooth headsets or headphones.
- Observe "Safety-Cone" use policy.
- Horseplay will not be tolerated.
- Always keep both hands on the handlebars and both feet on the foot pegs.
- Listen to special safety messages from the Manager or Supervisor, with regard to the precautions on maneuvers, such as turning and driving on a hill or over obstacles.
- Report needed repairs immediately to your supervisor.
- Report unsafe conditions immediately.

4.4 MIXING/LOADING

- Read all labels before mixing and loading.
- Follow proper lifting techniques.
- Safety glasses, goggles, or a face shield must be worn when mixing or loading.
- Chemical resistant gloves and boots, as well as a spray suit must be worn.
- Protective equipment must be worn according to label directions.
- Assure that containers to be used are properly labeled.
- Operators must be familiar with labels and SDS sheets of chemicals, and must comply with the safety precautions provided by the manufacturer. Operators must have copies of SDSs labels and mixing sheets for material being utilized.

- Avoid exposure to all chemicals as they may enter the body orally (mouth), dermal (skin and eyes), and through inhalation.
- Rinse according to proper procedure.
- Wash hands after using chemicals and prior to eating, drinking or smoking.
- No Bluetooth headsets or headphones.

4.5 SUPPLY TRUCK DRIVER

- Read owner's manual, operating instructions and all labels carefully.
- Perform daily maintenance check prior to operating vehicle.
- Wear seat belt when vehicle is in motion.
- Check for surrounding objects and people before moving vehicle.
- Spray suit and gloves must be worn when opening or closing valves, transferring spray materials tank to tank, or mixing/loading.
- Follow all handling and safety requirements as indicated on label and SDS sheet applicable to material being transferred.
- Assure truck is in neutral and no one is between truck and sprayer when activating P.T.O. Set emergency brakes.
- Observe speeds, especially when traveling on roads to and from the job site. Operate at a safe speed consistent with terrain.
- No Bluetooth headsets or headphones.
- Observe "Safety-Cone" use policy.
- Assure no one is between supply truck and sprayer when pulling up to a sprayer.
- Operator must have copies of SDSs, mixing sheets and labels for material in vehicle.
- Report needed repairs immediately to your Supervisor.
- Report unsafe conditions immediately.

4.6 VEHICLE SAFETY

- Read owner's manual, operating instructions and all labels carefully.
- Check fire extinguisher and safety equipment.

- Check for surrounding objects and people before moving vehicle.
- Wear seat belts when operating vehicle.
- When on public roads, do not exceed posted speed limit.
- When traveling in the grove, do not exceed 35 mph on main roads, 25 mph on one-lane roads, and 10 mph in grove middles.
- No Bluetooth headsets or headphones.
- Observe “Safety-Cone” use policy.
- No more than three people in the front of pick-up trucks and no more than five people in four-door vehicles; no more than twelve in vans. This includes the driver.
- Never load a vehicle over its G.V.W. (Gross Vehicle Weight).
- When pulling trailers, farm equipment, etc., be sure either lights are working properly or there is a slow-moving vehicle sign attached to farm equipment. Assure that safety chains are in place.
- Keep your mind on operating the vehicle, do not allow distractions.
- Report needed repairs immediately to your Supervisor.
- Never text and drive.

4.6A VEHICLE SAFETY/MOBILE PHONE USE

Studies show that using a mobile phone while driving is a major distraction to the driver and can result in motor vehicle accidents.

Alico, Inc. has implemented the following guidelines which should be followed when conducting company business while driving a motor vehicle.

- Safety is the number one priority when driving.
 - Give driving your full attention. All driving distractions, including the use of mobile phones, should be minimized.
- Comply with applicable laws and regulations.
 - Some jurisdictions have regulations prohibiting or limiting mobile phone use while driving. Employees are responsible to know and comply with the laws and regulations of the jurisdictions in which they are driving. For more information, please see the Insurance Institute for Highway Safety web site.

- Avoid using a hand-held mobile phone while driving.
 - Hand-held mobile phones should only be used when safely stopped or parked. If you must make or receive a phone call while driving, some type of “hands-free” device should be used.
- Answer calls only when safe to do so.
 - Your mobile phone service should include a voice messaging system so you can avoid taking calls when driving. Messages can be retrieved and calls returned when it is safe to do so.
- Avoid long or intense calls.
 - If a call is answered and you determine that the call may be lengthy or intense, end the call and return the call when it is safe to do so.
- Do not read, write or text while driving.
 - If you receive a call, email, or text that requires your attention to read or respond, safely stop and park the vehicle. Do not operate any vehicle while distracted.

4.7 Backhoe Safety

- Read owner’s manual, operating instructions and all labels carefully.
- Perform daily maintenance check prior to operating vehicle.
- Riders are not permitted. No more than one person is allowed on the tractor at one time, except with supervised instruction.
- Check for surrounding objects and people, before moving backhoe.
- No Bluetooth headsets or headphones.
- Observe “Safety-Cone” use policy.
- Wear seat belt at all times, when operating backhoe.
- When not in motion, keep front and rear buckets down.
- Make sure all people are clear of digging area when digging with backhoe.
- Be familiar with surroundings when digging above ground and under ground. (Power lines, phone lines, water lines, etc.)

- Keep backhoe a safe distance from hole when digging.
- Avoid inclines when operating backhoe.
- Wear safety glasses when operating backhoe.
- No loose objects in cab when operating backhoe.
- When in motion at high speed, lock brake pedals together.
- Report needed repairs immediately to your Supervisor.
- Report unsafe conditions immediately.

4.8 MOWERS

- Read owner's manual, operating instructions and labels carefully.
- Perform daily maintenance check prior to operating mower.
- All P.T.O. guards and shields must be in place before operating.
- Always disengage P.T.O. before exiting tractor, when walking around, or making adjustments to mower. (Preferable: shut tractor off to eliminate any possibilities of P.T.O. engaging).
- Never operate mower with people in close proximity to prevent injury from flying debris.
- Operate mower at a safe speed.
- No Bluetooth headsets or headphones.
- Observe "Safety-Cone" use policy.
- Safety glasses or goggles must be worn while operating mowers with R.O.P. top tractor.
- Report needed repairs immediately to your supervisor.
- Report unsafe conditions immediately to your supervisor.

4.9 HERBICIDE RIGS

- Read all labels before mixing and loading.
- Before leaving shop, check the label for safety equipment and mixing requirements.
- Check out and use safety equipment required. Minimum protective equipment

includes gloves, rubber boots, and safety glasses.

- Pay close attention to weather. Do Not continue to herbicide if the wind blows or if rain occurs.
- After application, clean up and dispose of empties as required by label instructions and company procedures.
- Report needed repairs immediately to your supervisor.
- Report unsafe conditions immediately to your supervisor.

4.10 IRRIGATION PUMPS/THROW-OUT PUMPS

- Read owner's manual, operating instructions and all labels carefully.
- Perform daily maintenance procedures for oil, water, etc.
- Inspect P.T.O. guard(s) for stability and safety.
- Lubricate all grease fittings.
- Never lean across P.T.O. shaft to engage P.T.O. unit.
- Never approach engaged P.T.O. units with loose fitting clothing, i.e., unbutton long-sleeve shirts or un-tucked shirttails.
- Slow engine speed to idle position before disengaging P.T.O. unit.
- Assure proper footing when working around pumping stations.
- Report needed repairs immediately to your supervisor.
- Report unsafe conditions immediately to your supervisor.
- No Bluetooth headsets or headphones.

4.11 P.T.O. SPRAYERS

- Read owner's manual, operating instructions and labels carefully.
- Perform daily maintenance check prior to operating sprayer.
- All P.T.O. guards and shields must be in place before operating.
- Always disengage P.T.O. before exiting tractor when walking around, or making adjustments to sprayer. (Preferable: shut tractor off to eliminate any possibilities of P.T.O. engaging).
- Never operate sprayer with people (supply truck drivers) in close proximity to prevent

spray material from coming in contact with them.

- When unplugging nozzles, proper clothing (gloves and eye protection) must be worn. Wash hands before re-entering tractor.
- Always wear protective clothing when loading or assisting to load the sprayer. Wash hands before re-entering tractor.
- Never put hands inside fan guards while fan is turning.
- Report all leaks (lubricants or spray material) to your supervisor immediately.
- No Bluetooth headsets or headphones.
- Report needed repairs immediately to your supervisor.
- Report unsafe conditions immediately to your supervisor.

4.12 SHOP

- Authorized personnel only allowed in shop area.
- Proper attire must be worn at all times.
- Leather boots with safety toe and slip resistant sole must be worn (*No Sneakers*).
- Safety face shield or safety goggles must be worn when using any type of hand power tools, grinder or drill press.
- Welding face shield or safety goggles must be worn when welding or using acetylene torch.
- Any type of flammable material must be kept inside a non-flammable storage area.
- Oils and lubricants must be kept inside a retention area.
- Keep all oils or other spills cleaned up off floors to prevent slips or falls.
- Proper jacks and jack stands must be used at all times.
- Report needed repairs immediately to your Supervisor.
- Report unsafe conditions immediately to your Supervisor.
- All shop employees must know the location of the SDSs (Safety Data Sheets) book and be familiar with the SDSs sheets located therein.
- No Bluetooth headsets or headphones.

SECTION V. SAFETY PROGRAM

5.1 ACCIDENT INVESTIGATIONS

General

Investigation of an accident is a valuable tool in controlling losses. Each accident must be considered a total loss unless its true cause is objectively determined and all contributing deficiencies are corrected. Although thorough investigation, reporting, recording, and corrective follow-up of each accident can be time-consuming, devoting necessary time and effort to prevent the recurrence of each accident is an investment that will benefit employees and management by avoiding future accidents.

Investigation Procedures

The Manager will investigate each accident immediately after it has occurred, following the procedures.

The Safety Coordinator is to be notified immediately of any accident. A written copy of the Accident Investigation report is to be forwarded to the Safety Coordinator within 24 hours of the occurrence.

Safety Coordinator's Investigation

The Safety Coordinator, at their discretion, may elect to perform an investigation of any accident or incident as a unilateral action. In any event, the Safety Coordinator will assist the location in their investigation of any accident.

All employees will report accidents to their immediate Supervisor.

5.2 REPORTING PROCEDURES

General

Reporting of any accident or incident is mandatory. It is the responsibility of each employee to report all accident or incidents in accordance with this section.

Definitions

Accident: An undesired event that results in harm to people, damage to property and/or equipment, and/or loss to process.

Incident: An undesired event which, under slightly different circumstances, could have resulted in harm to people, damage to property and/or equipment, and/or loss to process.

Motor Vehicle Accident: An accident involving an employee driving a company vehicle or a personal vehicle while in the scope of employment.

Occupational Illness: A disease caused by certain conditions or materials when there is a connection between the conditions under which work is performed and the occupational disease.

Property Damage Accident: An accident or incident, which produces damage or loss of property, facilities or equipment.

Unsafe Act: The action of any employee, which could cause injury to himself, a fellow employee, or could cause physical damage to either the Company's property or private property.

Unsafe Condition: Any condition over which the Company's Management has jurisdiction that has the potential of injury to a Company employee or the public; also, any condition that has the potential of physical damage to either the Company's property or private property.

Work Related injury: A bodily injury arising out of and in the course and scope of, employment with the Company.

Forms

Accident/Incident Investigation Report - to be completed by Supervisor for all work-related injuries requiring medical treatment, vehicle accidents, and any property losses (including, but not limited to, damage, theft, and vandalism) and forwarded to Safety Coordinator.

Reporting Procedures - Injury/Illness

EMPLOYEE, if injured or becomes ill:

- Report the injury or illness, no matter how minor it may seem, to the Supervisor, Grove Manager or Safety Coordinator immediately in order that medical care if necessary can be authorized and provided by approved facilities.
- All injured employees requiring medical attention will comply with the procedures established for their location and posted at the location's offices. All medical care must be authorized and must be obtained only from an authorized facility or physician. Failure to obtain authorization for medical care may result in the medical care not being paid for by the Company.
- The Company will not permit employees to return to work without a written release from the treating physician.

SUPERVISOR, in case of employee injury or illness:

- Contact the Safety Coordinator, HR Department or Management for authorization of proper medical facility. Emergency Medical Services will be called immediately for critically injured employees, in which case the Safety Coordinator will be notified immediately after emergency services are notified.
- Investigate the circumstances of the accident and causes of the injury.
- Assist with the completion of the Accident/Incident Investigation Report, including providing translation for the employee and proper execution by employee.
- Notify the Safety Coordinator or HR Department when an employee returns to work after a lost time injury.
- Notify the Safety Coordinator or HR Department if the employee loses additional time as a result of the same injury, or if the employee does not show up at the scheduled work time.

Reporting Procedures - Motor Vehicle Accident

EMPLOYEE, if involved in a motor vehicle accident:

- Stop and stay at scene of accident.
- Obtain medical assistance for any injured parties.
- Notify local law enforcement agency.
- Notify Supervisor, Grove Manager or Safety Coordinator immediately.
- Obtain names, addresses, social security numbers, driver's license information, and vehicle tag number from other drivers and witnesses.
- An "Accident/Incident Investigation Report" must be completed.
- If vehicle is not drivable, advise Supervisor. **DO NOT HAVE DISABLED VEHICLE TOWED** if it is a Company owned vehicle unless instructed to do so by Supervisor.

SUPERVISOR, in case of motor vehicle accident:

- Assure proper care of any injured person.

- Assure that the proper law enforcement agency has been notified.
- Notify the Safety Coordinator immediately.
- Review Accident/Incident Investigation Report for accuracy and completeness.
- Send the "Accident/Incident Investigation Report" to the Safety Coordinator within 24 hours following the accident.
- Obtain a copy of the Florida Traffic Accident Report from the appropriate authority as soon as it is available and forward to the Safety Coordinator immediately.

Reporting Procedures - Property Damage

EMPLOYEE, if involved in a property damage, theft or vandalism:

- Notify your Supervisor immediately to ensure that help is sent.
- Take necessary action to secure the area to prevent further damage or bodily injury.

SUPERVISOR, in case of property damage, theft or vandalism:

- Notify the proper law enforcement agency and the Safety Coordinator as soon as the damage, theft or vandalism has been discovered.
- Determine the cause of property damage.
- Fill out "Accident/Incident Investigation Report" and send original to the Safety Coordinator.
- If law enforcement agency is involved, obtain a copy of the report, as soon as it is available, and forward copies to the Safety Coordinator immediately.

Reporting Procedures - Unsafe Act or Unsafe Condition

EMPLOYEE, if employee observes an unsafe act or unsafe condition:

- Notify your Supervisor, Grove Manager or Safety Coordinator immediately.
- Employee is not required to perform duties in an unsafe manner or unsafe environment.
- Employee may refuse to proceed until the unsafe condition or unsafe procedure is corrected.
- Employee may request that the Safety Coordinator be contacted.

SUPERVISOR, in the event an employee observes an unsafe act or unsafe condition, or if a report of an unsafe act or unsafe condition is received from a subordinate, will:

- Stop the unsafe act or unsafe condition immediately; correct the situation; and notify Manager, or Safety Coordinator.
- Send the report to the Safety Coordinator.

MANAGER, if notified of an unsafe act or condition, will:

- Evaluate the situation and take the necessary steps to maintain a safe workplace environment and safe workplace procedures; inform the Safety Coordinator of the corrective measures taken.
- If additional assistance is needed, contact the Safety Coordinator for assistance in correcting the unsafe act or unsafe condition.

Reporting Procedures - Safety Coordinator

- Investigate all accidents and incidents involving injury or property damage, theft or vandalism.
- Provide assistance to Managers and Supervisors in their accident investigations.
- Assist the insurance carrier in its investigations when requested.
- Review accident reports received from Supervisors and/or Managers for proper classification of causes and appropriate corrective measures and initiate such further corrective measures as may be necessary.
- Compile statistical data from reports and provide such data to the Human Resources Department and Executive Management.
- Provide the department heads with all necessary assistance.

Emergency and Fatality Reporting

The Manager and Supervisor will immediately notify the Safety Coordinator, who in turn will notify the President, and the Human Resources Director, when an accident involving death, serious bodily injury or extensive property damage occurs.

In the event of a fatality, or the hospitalization, the Safety Coordinator will report to OSHA within eight (8) hours for a death and (24) hours for a hospitalization, in accordance with OSHA regulations.

5.3 MEDICAL TREATMENT

Emergency Medical Treatment Other Than Work Related Injury and Illness

EMPLOYEE, if responding to an injured or ill person on Company property:

- Obtain medical attention IMMEDIATELY by contacting, or having someone contact, 911.
- Give specific location of the injured person and specific directions so the Emergency Medical Services can locate the injured person.
- Secure the Area.
- Administer First Aid and CPR, if certified.
- Obtain names and address of witnesses.
- Report the injury or illness, to Supervisor, Manager or Safety Coordinator immediately.

Medical Treatment of Work Related Injury and Illness

General

Work-related injury or illness is a bodily injury or illness arising out of and in the course of, employment. Treatment for these injuries and illnesses is outlined below, for you and your supervisor's convenience to ensure compliance. Medical treatment is also covered under Reporting Procedures section on injury.

Emergency Medical Treatment

Serious injuries requiring immediate EMERGENCY medical treatment such as profuse bleeding, broken bones, unconsciousness, shock, etc. will warrant EMERGENCY TREATMENT.

If there is any doubt of the seriousness of any injury or if the injured person should not be moved, call the Emergency Medical Services for transportation to the nearest emergency care facility. If certified, administer appropriate First Aid or Cardiopulmonary Resuscitation (CPR) until help arrives.

The following procedures should be observed:

- Obtain medical attention IMMEDIATELY; contact the office and direct them to contact 911.
- Give specific location of the injured employee and specific directions so the

- Emergency Medical Services can locate the injured employee.
- Administer First Aid and CPR, if certified.
 - Notify the Safety Coordinator or the Human Resources Director. The Safety Coordinator will ensure the Supervisor, Manager, Human Resources Director and President are all notified.
 - Secure the scene of the accident, touching nothing, until the Safety Coordinator or the Human Resources Director has completed an accident investigation.
 - After the initial radio communication calling for help, there is to be no further communication regarding the accident over the radio.
 - The managed care program is to be implemented in accordance with established procedures.
 - Under no circumstances should any information regarding the accident be given to anyone without prior consent of the Human Resources Director. All inquiries should be directed to the Human Resources Director.

Injuries Not Constituting an Emergency but Requiring Physician's Care

- Notify the Safety Coordinator or the Human Resources Director. The Safety Coordinator will ensure the Supervisor, Manager, Human Resources Director and President are all notified.
- The Safety Coordinator will in turn alert the authorized medical facility and give them the necessary information. In the event there is no telephone or radio available to call, take the employee immediately to the office or the nearest authorized medical facility and notify the Safety Coordinator immediately.
- When the office is closed, injured employees are to use the nearest authorized hospital or emergency facility as a primary alternative. (The authorized hospitals and facilities are listed in the Section 7.3 of this manual.)

Failure to comply with these provisions could result in the employee paying for the visit when unauthorized medical service is utilized.

If subsequent treatment is required and you prefer to be treated by another physician or a referred specialist, the change must be coordinated with the Worker's Compensation Insurance Company through the Safety Coordinator.

First Aid Treatment in the Field or Office

Superficial injuries such as minor cuts, bruises, small punctures and scratches will be treated in the field or office when a qualified first aid person is present and a first aid kit is available. Such injuries will be made a matter of record by completing an Accident/Incident Investigation Report indicating First Aid only and forwarding copies to

the Safety Coordinator.

False Workers' Compensation Claims

Any person who, knowingly and with intent to injure, defraud, or deceive any employer or employee, insurance company, or self insured program, files a statement of claim containing any false or misleading information is guilty of a felony of the third degree.

5.4 CLAIMS MANAGEMENT

General

It is the Company's policy to provide employees with the best medical care possible and to facilitate the employee's prompt return to productive work when those employees have become injured or ill due to a work-related accident or exposure. In order to meet this standard, the Company has implemented a Claims Management program. Elements of this program may change from time to time in order for the Company and the employees to maintain compliance with applicable Federal and State laws. However, the philosophy of the program remains the same.

By following the medical treatment and reporting procedures included in this Safety Manual, all employees can be assured of the best medical care while maintaining compliance with appropriate Federal and State laws.

No information is to be given, nor are any discussions to take place, regarding any accident or incident by anyone or to anyone except by or to authorized personnel.

Establishing a Claim

It is not necessary to have a physician treat an injury in order to validate a claim. Someone qualified to administer First Aid from a kit should treat a minor injury, such as a small cut, scratch or bruise, in the field. If the injury is reported to the Supervisor and recorded, the employee will be covered for medical treatment later if the need should arise. If the injury is not reported, medical coverage may be jeopardized.

Managed Care

The Company's "Managed Care" program has been developed in order to provide employees with the most effective medical care. The State of Florida regulates and requires compliance with this "Managed Care" program by employees and the Company. The procedures for following the "Managed Care" program are established in this Safety Manual under the proceeding reporting procedures and medical treatment procedures.

Modified Duty

The Company will attempt to provide modified duty work for you if you are suffering from a work-related injury or illness within the limitations set by your treating physician.

Transportation and Interpretation

To ensure proper medical care, the Company may provide transportation to the doctor's office or medical facility for follow up visits as well as initial treatment. The Company also recognizes that interpretation is frequently needed for the employee to understand and follow medical care instructions of the physicians. Therefore, the Company may provide interpreting services when appropriate and necessary

SECTION VI. LOSS CONTROL PROGRAM

6.1 GENERAL

The effectiveness of on-the-job injury and illness control is directly related to the quality of supervision existing, a thorough understanding of the tasks to be performed and daily operations that consistently follow practices specified in published Standard Operating Procedures and Work Rules.

Disciplinary Action

When there is violation of policies which are directly associated with preventing bodily injury, loss of life, property damage, or eliminating expensive law suits, disciplinary action will be taken.

When any person causes injury to himself or others, destroys or damages property, either by willfully violating standard operating procedures and work rules, by disregarding traffic regulations, or by demonstration of an attitude of indifference or defiance, disciplinary action will be taken, up to or including termination of employment.

Safety Violations

All employees will report safety violations committed or observed in their areas to their immediate Supervisor, Manager or Safety Coordinator.

Provisions for disciplinary action against employees for safety violations are established in the Alico, Inc. Employee Handbook.

Proper Dress for Work

Field employees will wear clothing suitable to the job they are performing, and in accordance with Work Rules (i.e. no loose clothing, no open toed shoes, hair tied back, etc.). All Grove Field/Shop employees are required to wear their protective Safety work boots.

Office employees will wear clothing suitable to the job they are performing (i.e. no worn out jeans, no flip flops, no revealing shirts). Tennis shoes must be appropriate and clean unless it is designated office clean up day.

Individuals required to wear breathing devices in toxic atmospheres shall be clean-shaven where the mask contacts the face.

6.2 TRAINING

General

Personnel training in job responsibilities and job operations, proper methods and techniques to be used, and the hazards associated with the function or system are the most important elements in achieving safe operations. Supervisors will be responsible to assure all newly assigned individuals receive adequate training to prepare them to perform their duties in a safe and efficient manner.

Formal training is required for all employees engaged in safety sensitive operations such as electrical work, chemicals, pesticides, entering confined spaces and other functions designated as safety sensitive.

First Aid and Cardiopulmonary Resuscitation Training for Supervisors and Employees

All Supervisors responsible for hazardous operations, and other selected employees, will be trained in First Aid and Cardiopulmonary Resuscitation (CPR).

Managers and Supervisors through coordination with the Safety Coordinator will schedule First Aid and CPR training classes. Training in First Aid will be given to a sufficient number of employees per location.

Defensive Driving Courses

The Defensive Driving Course will be presented to all personnel who operate Company owned vehicles or drive personal vehicles on Company business. The Safety Coordinator will schedule classes annually in accordance with Company Policy & Procedures regarding operation and use of Company vehicles or any vehicle in the course of conducting Company business.

Job Safety Training

Supervision and Managers will not assume that a newly hired, newly assigned, or reassigned employee thoroughly knows all the safe job procedures. Employees must be trained. The four-point method of job instruction has been found best for all operations: Preparation, Presentation, Performance, Follow-Up and Documentation.

PREPARATION

- Put employee at ease.
- Define the job and find out what they already know about it.
- Get them interested in learning the job.
- Place them in the correct position for them to work.

PRESENTATION

- Tell, show, and illustrate one important step at a time.
- Stress each key point.

- Instruct clearly, completely, and patiently, but cover no more than they can master each time.

PERFORMANCE

- Have them do the job; coach them while they work.
- Have them explain each key point to you as they do the job again.
- Make sure they understand. Continue until YOU know THEY know.

FOLLOW-UP and DOCUMENTATION

- Put them on their own.
- Designate to whom the employee goes for help.
- Check frequently; encourage questions.
- Taper off extra coaching and close follow-up.
- For each piece of equipment that requires training, a record must be made of the training showing name of employee, date, topic, description and name of trainer.

On-The-Job Training

Supervisors responsible for the individual will accomplish on-the-job training. This training will include:

- The Company's safety program.
- Prescribed safety clothing and equipment for the job.
- Emergency treatment of injuries.
- How to report an accident and/or serious injury.
- Specific duties associated with the job.
- General conditions encountered in the work area and how to avoid unsafe conditions.

If an employee demonstrates, through accidents or continued unsafe acts, that the safety requirements of the job are not understood, the employee will be retrained by formal training programs, repeated on-the-job instructions, or be personally counseled by the Supervisor and Manager.

Specialized Training

Specialized training will be required from time to time for certain areas of operation and to meet specific requirements of specialized tasks. This training will include, but is not limited to, special equipment for personnel working with or exposed to toxic, explosive or corrosive chemicals, storage of toxic, explosive or corrosive liquids or solids and other special requirements. All training will be documented and signed by Supervisor and Employee and forwarded to the Human Resources Department.

Supplemental Training

The Safety Coordinator through audiovisual presentations and other media will accomplish supplemental safety training and promotion of safety activities.

Appropriately designed bulletin boards for all work areas will be provided to display the literature. A formal training program will be given annually to all Managers, Supervisors and all key personnel.

6.03 FORMS

Hazard Communication Training signoff form - to be completed and signed upon completion of training and retained in appropriate files. Annual training will include a description of all work-related conditions, safety sensitive job procedures, and a description and the location of all SDSs.

Safety Meeting Record of Attendance - to be completed for all safety meetings, in addition to any specific training forms, which may be required, and retained in appropriate files. This is a general safety meeting attendance documentation form that is necessary for all company safety meetings and will be kept in the appropriate files.

Worker Protection Standard Training signoff form - to be completed by all employees in compliance with Federal rules and regulations as set forth in the Worker Protection Standard Act.

6.4 EQUIPMENT

Personal Protective Equipment

The Supervisors involved shall specify the designation and use of protective equipment for all jobs, which have an inherent injury potential. Detailed specifications for the design, purchase, and use of all protective equipment shall be coordinated among the employees responsible for purchasing, the Safety Coordinator, and the Supervisors of the users. Specialized Protective Equipment specified as mandatory on hazardous jobs shall be provided by the Company and employees shall be fully accountable for its use and condition.

Mandatory Use of Protective Equipment

When the use of personal protective equipment has been specified for hazardous work, **its use will be mandatory as a condition of employment. Supervisors will be held accountable for employees allowed to work without required protective equipment.**

Enforcement can be made easier by educating employees on the reasons for wearing the articles and the possible injuries that can result when the need is ignored.

Procurement of Tools, Heavy Equipment, Safety and Protective Equipment

Detailed specifications for design, purchase and use of these items will be coordinated between Supervisors of the users, employees responsible for purchasing and the Safety Coordinator. Emphasis will be placed on the safety considerations used in design, quality, durability, and uniformity of each item. In the case of Safety equipment, complete protection, worker acceptance, comfort and quality will be considered.

In addition, all machines and equipment will be in conformity with the standards specified in ALL STATE AND FEDERAL REGULATIONS, including but not limited to ANSI, OSHA and DOT regulations.

6.5 INSPECTIONS

General

Management will conduct Occupational Safety and Health inspections of all facilities and departments annually on a formal basis, while accompanied by the Safety Coordinator.

Formal Inspections

A formal inspection will be performed monthly on all facilities.

A formal follow-up will be performed on all facilities to ensure corrective action has been taken on the findings and recommendations of the annual inspections.

All personnel will fully cooperate in the inspections to ensure that all areas are covered and that all unsafe conditions are itemized.

The Manager will use checklists provided by the Safety Coordinator for each area being inspected and emphasis will be placed upon standards promulgated by OSHA.

Emphasis will be placed upon condition of facilities, equipment, and machines, as well as, implementation of the overall program, such as:

- Good housekeeping
- Use of prescribed protective equipment
- Compliance with published safety regulations
- Qualification of drivers and condition of vehicles
- Proper maintenance of electrical equipment
- Proper storage of fuels and chemicals
- Fire extinguishers, first aid kits, and emergency lighting

- Proper condition of power and hand tools
- Proper guarding of powered equipment and machines
- Excessive noise levels
- Administrative compliance with this plan and other pertinent regulations

Inspection reports will be kept on file in the individual departments.

A copy of the inspection report will be kept the Safety Coordinator and the Human Resources Director.

Facilities and equipment noted to be unsafe for use will be tagged on the spot. Personnel who continue to use any item that has been tagged, or who willfully remove the tag before the unsafe condition is corrected, may be subject to disciplinary action or termination.

Unsafe conditions will be corrected before work is resumed.

Corrections requiring special monetary funds of those beyond the control of the location will be presented to the Manager or President for resolution.

Supervisors will inform all employees of unsafe conditions that cannot be immediately corrected and ensure that all necessary precautions are taken to prevent accidents.

Informal Inspections

Management will conduct informal inspections periodically. Managers, Supervisors and Employees may request inspections when an unsafe condition or practice is noted. Employees are encouraged to fill out an "Unsafe Condition" or "Unsafe Act" report whenever they observe a possible safety violation. The Safety Coordinator will make recommendations for corrective action. A record of the visit and safety violations will be filed at the Safety Coordinator's office, and follow-up action will be taken to ensure that corrective measures are taken.

6.6 OFFICE SAFETY

Fire and Other Emergency Procedures

Anyone who discovers an emergency such as a fire, a violent intruder or a suspicious looking visitor will:

- If the incident occurs after hours, call 911 [or any other applicable number(s)].
- If the incident occurs during business hours, advise the office to call 911 [or any other applicable numbers(s)].

- For further details, the Emergency Response Plan will be consulted.

Supervisors and/or Managers will ensure that the applicable emergency number(s) are immediately accessible by all employees. This can be accomplished through a memorandum stating that 911 is available or through speed dial codes being programmed.

Supervisors and/or Managers will make escape routes known to their employees. Employees should exit immediately.

Only properly trained employees should use a fire extinguisher.

General Safety

Employees must:

- Wear proper footwear at all times.
- Pick up any objects that might cause a fall. Objects will not be stored in walking aisles.
- Be cautious of loose carpets, waxed floors and tiles.
- Keep chairs evenly on the floor without tilting back.
- Check chair occasionally for loose screws or other defects.
- Use a ladder or stepping stool instead of a chair to reach high places.
- Be cautious of wires or cords on the floor.
- Avoid extending cords across walk areas.

On stairs:

- Always walk.
- Use the handrail.
- Never carry heavy objects.
- Keep one hand free for the handrail.

After hours:

- Managers will ensure that parking lots will be well lit from dusk to dawn.

- Employees leaving after hours will ensure that the doors are locked and the alarm is on, if applicable.
- Employees working late or early or during weekends will ensure that outside doors are locked during the period of time beginning 45 minutes after normal working hours end and 45 minutes before normal working hours begin.

File cabinets, storage areas, shelves and desks

Employees must:

- Be sure weight in cabinets and bookcases is evenly distributed. Heavy items should be stored on waist-level shelves.
- Close one drawer before opening another; and close drawers as soon as possible.
- Keep frequently used items in front of cabinets and drawers.
- If a drawer sticks, ask for help instead of forcing it open.
- Keep sharp objects isolated and look before reaching for them.

Computers, laptops, mobile devices

Employees must:

- Prevent glare by adjusting the screen's brightness and contrast controls to compensate for reflections on the screen. Intense light sources shining in one's eyes or producing glare on the screen should be eliminated.
- Adjust the screen until it can be seen clearly. A comfortable viewing distance is about 18 inches between the screen and the user's eyes.
- Keep the screen clean.
- Minimize eye movement by keeping the screen no higher than eye level. It should be tilted back about 10 - 20 degrees for easier viewing (provided that does not increase glare).
- Have eyes checked periodically to prevent visual fatigue.
- Alternate work so as not to stare at the screen and cause eyestrain. One should take breaks occasionally, look away from the screen, stretch, get up, and move around. If possible, one should alternate between computer and non-computer related tasks.

- See Posture Guidelines below.

Lifting

Employees must:

- Get help when an object is too heavy or too large.
- Wear protective gloves when lifting objects with sharp corners or jagged edges, or when there are contents might cause injury.
- Stand close to the object to be lifted and spread feet for balance, with one foot alongside the load and the other foot behind the load.
- Lift with legs and not with one's back. Bend knees to squat down and lift objects slowly, without twisting the body before or during lifting.
- Hold the object being lifted close to the body.
- Maintain a straight back. Do not arch spine while lifting.
- Tuck chin. This helps to keep the spine straight and firm.
- Grasp the load with the whole hand, placing one palm at a bottom corner close to the body and the other on the diagonally opposite top corner away from the body.
- Center the weight of your body over your feet to improve overall balance and impart more leg strength while lifting.

Posture

Employees must:

- Keep feet flat on the floor when sitting at their desk.
- Sit up straight with backs against the back support of their chair.
- Adjust chair to be comfortable for work. A chair should be at a height where there is not excessive pressure on one's legs from the edge of the seat; the backrest should fit comfortably in the small of one's back to provide good support.
- Use a footrest if necessary.
- Keep arms parallel to the floor to minimize strain on the wrists. Ideally, one's arms should form a 90-degree angle and hang comfortably at one's side, taking the strain off one's upper back and shoulders. The keyboard should be about 2.5 inches from the tabletop to the top surface of the space bar and bottom row of keys.

- When using a keyboard, mouse, or other input devices, keep your wrists in a natural, straight position. Avoid bending, arching, or angling your wrists by keeping your forearms and wrists level and parallel to the floor. Elbows should be in a relaxed position near your body, lightly touching your sides but not pressed tightly against your body.

6.7 VEHICLE SAFETY

General

Employees must:

- The use of safety belts is required at all times of the driver and any passenger.
- Drive with car doors locked at all times.
- When stopped at a traffic light, stop sign, or in traffic, keep your car in gear and keep enough distance back from vehicle in front to be able to maneuver away quickly if necessary.
- Don't place valuables in plain view.
- Never pick up hitchhikers or strangers.
- If stopped by a traffic accident, stay in vehicle with the doors locked and the windows at least two-thirds up. Wait for the police to arrive and ask for their identification before getting out of vehicle.
- Keep vehicle serviced to reduce chances of car trouble in an unsafe area.
- Keep gas tank at least one-quarter full at all times to avoid getting gas or stopping at places which are secluded or empty, or being stranded in a dangerous location.
- Drive with headlights on, during daylight hours, when on two-lane undivided roadways and on all roads when weather conditions warrant doing so.
- Avoid using a hand held mobile phone while driving (i.e. do not read, write or text while driving).

Parking

Employees must:

- Always close the windows and lock all doors when parking.
- Park in a well-lit area.

- When approaching vehicle, be alert for individuals standing close by or hiding under the car. Have keys ready, and walk with authority.
- Before entering vehicle, check the back seat area for any unwanted person(s).
- Keep radio volume down so as to avoid attracting attention.

6.8 LOCKOUT/TAGOUT PROGRAM

General

This program outlines the steps necessary to disable machinery or equipment and to prevent the release of potentially hazardous energy during maintenance or servicing activities. All employees will be notified that a lockout/tagout system shall be utilized and the reason therefore. Employees shall be told the type and magnitude of energy that the machine or equipment uses and must understand the potential hazards when working on the equipment or machinery.

Lockout or tagout mean exactly what each word implies. To lockout, you will physically apply a lock to areas necessary to lock out. To tagout, you will place tags at required locations.

Responsibilities

The Safety Coordinator is responsible, and expressly authorized, to halt any operations of the Company where there is danger of personal injury. The Safety Coordinator is responsible for assisting the Supervisor in identifying appropriate machinery and equipment, developing written procedures, and enforcing this lock out/tagout program. The Safety Coordinator will also assist the Supervisor with lock out/tagout training programs.

Supervisor - Supervisors are fully responsible for implementing the provisions of this program. The responsibilities listed below are MINIMUM, and they shall in no way be construed to limit individual initiative to implement more comprehensive procedures to reduce risk in the workplace.

Supervisors will:

- Maintain custody of keys and locks, and distribute in accordance with lockout/tagout procedures.
- Identify and locate all machinery and equipment, and related isolating devices necessary to implement lockouts, which require lockout or tagout procedures;
- Prepare lists, in writing, of the types and magnitude of energy hazards within their respective areas of responsibility;

- Develop and implement a written sequence of lockout/tagout system procedures;
- Develop and implement written procedures to restore machinery or equipment to normal production operations;
- Monitor and enforce compliance with this lockout/tagout program, ensuring that all employees understand that failure to follow the lockout/tagout procedures will result in disciplinary action.
- Ensure that all personnel (including new and newly transferred personnel) who are responsible for repairs and maintenance of machinery and equipment are properly trained in lockout/tagout procedures on existing, modified and newly acquired machinery and equipment;
- Keep the written lockout/tagout procedures in a readily accessible place and be sure all personnel know where the procedures are located.

Program Elements

Machinery or equipment, which is operating, will be shut down by the normal method (depress battery, open toggle switch, turn off key, etc.).

Switches, valves, or other energy-isolating devices will be operated so that the equipment is isolated from its source or from stored energy (such as springs, elevated machine member, rotating flywheel, hydraulic systems, air, steam, or water pressure). Any of this stored energy must be dissipated or restrained by methods such as blocking or bleeding stored energy.

If more than one person is required in order to perform a lockout on some machinery or equipment, each person must have their own lockout device. When the mechanism cannot accept multiple lockout devices, a hasp or some device is necessary so multiple locks can be in place and the key placed in a lockout box or cabinet. Each employee will be responsible for his own key.

Procedures to restore machinery or equipment to normal production operation are to include, but are by no means limited to, such steps as:

- Checking the area around the machinery or equipment to ensure that no one is exposed.
- Re-install all guards.
- Remove all tools from the machinery or equipment.
- Remove all lockout/tagout devices.
- Activate the energy-isolating devices to restore energy to the machinery or equipment

A list of the names and job titles will be maintained of all employees who are authorized to implement lockout/tagout procedures. Each new or transferred employee who is affected by the restriction - and other employees who work in the area - will be instructed in the purpose and use of the procedures.

6.9 RESPIRATOR PROGRAM

General

The purpose of this program is to ensure the protection of all employees' from respiratory hazards through the proper use of respirators. Respirators are to be used as the labels require or in emergencies.

Provisions of this program apply to all employees of the Company and to all activities entered into by the Company's employees in their regular assigned duties.

Program Elements

Safety Coordinator will develop written Standard Operating Procedures governing the selection and use of respirators, using NIOSH as a guideline. Outside consultations, manufacturer's assistance, and other recognized authorities will be consulted if there is any doubt regarding proper selection and use. These detailed procedures will be included as appendices to this Respirator Program. Only the Safety Coordinator may amend these procedures.

Respirators will be selected on the basis of hazards to which the employee is exposed. The Supervisor will make all selections. Only OSHA/NIOSH certified respirators will be selected and used.

The employee will be instructed and trained in the proper use of respirators and their limitations. Training should provide the employee an opportunity to handle the respirator, have it fitted properly, test its face piece-to-face seal, wear it in normal air for a long familiarity period, and finally to wear it in a test atmosphere. Every respirator wearer will receive fitting instructions, including demonstrations and practice in how the respirator should be worn, how to adjust it, and how to determine if it fits properly.

Respirators should not be worn when conditions prevent a good face seal. Such conditions may be a growth of beard, sideburns, a skullcap that projects under the face piece, or temple pieces on glasses. No employees who are required to wear respirators may wear beards. Also, the absence of one or both dentures can seriously affect the fit of a face piece. The employee's diligence in observing these factors will be evaluated by periodic checks. To assure proper protection, the face piece fit will be checked by the wearer each time the wearer puts on the respirator. This will be done by following the manufacturer's face piece-fitting instructions.

Respirators will be assigned to individual employees for their exclusive use.

Respirators will be cleaned and disinfected after each day's use, or more often if necessary. (See cleaning and disinfecting section.)

The central respirator cleaning and maintenance facility will store respirators in a clean and sanitary location.

Respirators used routinely will be inspected during cleaning. Worn or deteriorated parts will be replaced.

Appropriate surveillance of work conditions, and degree of employee exposure or stress will be maintained.

There will be regular inspections and evaluations to determine the continued effectiveness of this program. The Supervisor will make frequent inspections of all areas where respirators are used to ensure compliance with the respiratory protection program.

Respirator Cleaning and Disinfecting

Respirators shall be cleaned and disinfected after each use.

Cleaning and Sanitizing:

- Respirators must be cleaned and disinfected before issuing them to employees, and after each use. Emergency use respirators must be cleaned and disinfected after each use.

To Clean Respirator:

- Take off the cartridges, filters, headbands and filter holders. Completely disassemble respirator.
- Wash the face piece in soapy water or in the solution the manufacturer recommends. Follow with a disinfecting rinse.
- Rinse in warm water and let the face piece air dry on shelf or countertop. Do not hang the respirator - this could cause distortion of the face piece, which would prevent face-to-face piece seals in the future.

Respirator wipe pads may be use, as a supplement for the cleaning process to remove perspiration and body oils. Whichever cleaning method is used, check the manufacturer's recommendations to make sure that the cleaning agent won't harm the construction material of the face piece.

Storage

Respirators are to be stored in a clean, dry place, such as a plastic sealable bag.

Inspection and Maintenance

All respirator equipment is to be inspected daily for wear and tear and failure to make a seal.

Training

All employees assigned to positions which require the use of respirators will complete training immediately upon assignment to that position, and annually thereafter.

This training will be documented in compliance with regulatory requirements, and evidenced by the employee's signature on the Respirator Training Signoff Form, which is the employee's acknowledgment of having received training in the use and care of the respirator and related equipment.

6.10 CONFINED SPACE ENTRY

General

The purpose of this program is to ensure the protection of all employees and the general public from hazards associated with confined space entry.

No one is permitted to enter a confined space without specific approval and instructions from their Supervisor and the Safety Coordinator, and must be trained in proper procedures. If there is a doubt whether a work location falls within the scope of this procedure, check with Supervisor and the Safety Coordinator before entering.

Definitions

Confined Space - Space, which is adequate in size and configuration to allow employee entry, but which is not designed for continuous occupancy, and which has limited restricted means of entry or exit.

Entry - The inclusion of a part of the body past the plane of an opening into the confined space and occurs even if only a hand, a foot or the head has entered the space.

Permit-required Confined Space - A confined space which has an unsafe, or potentially unsafe atmosphere and/or contains other hazards which are life threatening or capable of causing serious physical harm. The hazards include the potential for entrapment, engulfment, electrocution, asphyxiation, or being crushed. These hazards often deny the injured employee the possibility of self-rescue.

Hazardous Atmosphere - Any atmosphere which exposes the employee to the risk of death, serious bodily injury, acute illness, or which may impair or incapacitate the employee such that self-rescue is not possible.

It is the intent of the Company to comply with the requirements of the Hazard Communication Standard - CRF 1900 - 1200. This represents a continuing effort to provide a safe and healthy workplace for our employees.

This program is designed to provide employee information and training on (1) the hazardous chemicals known to be in the workplace, (2) the methods that will be employed to protect workers, (3) the precautionary methods employees must follow to protect themselves from hazardous chemicals, (4) the detection of a release hazardous chemicals and, (5) the emergency procedures and/or employee exposure to them.

SECTION VII. WRITTEN HAZARD COMMUNICATION PROGRAM

7.1 GENERAL

Copies of the written Hazard Communication Program are available from the Human Resources Department. The program is reviewed annually and is updated as needed. All present and new employees will have access to the program. Employees and/or their authorized representative may obtain a copy of the program during normal working hours.

EMPLOYEES WILL HAVE READY ACCESS TO THE HAZARD COMMUNICATION PROGRAM.

7.2 SAFETY DATA SHEETS

A list of all hazardous chemicals known to be in the workplace shall be maintained. A Safety Data Sheets (SDSs) for each hazardous chemical filed in the Human Resources Department and at each location. Employees and/or their authorized representative may obtain a copy of a SDSs during normal working hours. The relevant information on the SDSs will be shared with employees during the hazard communication-training program. All employees are urged to review SDSs anytime there is a question regarding a chemical.

EMPLOYEES WILL HAVE READY ACCESS TO SDSs.

NOTIFICATION OF OTHER EMPLOYEES: When other employees bring a work crew onto this facility they will be supplied, if requested, with a copy of the Hazardous Communication Program, a copy of the hazardous chemicals in which there is potential exposure is posted in accordance with the Workers Protection Standard. It shall be other employer's responsibility to train their employees, provide personal protective equipment and handle employee's emergencies. Any releases or spills of hazardous chemicals shall be brought to the immediate attention of the Safety Coordinator and President of Operations.

USE OF LABELS: Whenever possible chemicals will be kept in their original containers. Should an original container become defective (leak), the chemical will be transferred to a similar type container. The label will be transferred to the replacement container and be securely attached. If the label is non-transferable, a replacement label with all significant information will be prepared, and be securely and prominently placed on the new container. If the chemical is a pesticide regulated by FIFRA, the container and label shall meet all appropriate standards. All chemicals will be used according to their intended purpose. All drums, barrels, storage tanks, and other vessels containing hazardous chemicals will be labeled.

7.3 TRAINING

EMPLOYEE INFORMATION AND TRAINING: All employees will be provided with information and training on hazardous chemicals in their workplace:

- At the time of their initial employment.
- Whenever a new hazardous chemical is brought into the workplace.
- At least annually.

All affected employees are required to participate in this training. The training will be provided or arranged by the Safety Coordinator or Human Resources Department. Employees will be provided the following information:

- The requirements of the Hazard Communication Program.
- Operations in their work area where hazardous chemicals are present, used or stored.
- Location and availability of the Hazard Communication Program and SDSs file.

EMPLOYEE TRAINING WILL INCLUDE;

- Methods and observations that may be used to detect the presence or release of a hazardous chemical in the work area such as the monitoring conducted by the employer, continuous monitoring devices, visual appearance or odor of hazardous materials being released, etc.
- The physical and health hazards of the chemical in the work area.
- The measures employees can take to protect themselves from these hazards; including specific procedures the employer has implemented to protect employees from exposure to hazardous chemicals. This includes training in appropriate work practices, emergency procedures and personal protective equipment to be used.
- The details of the Hazard Communication Program developed by the employer, including the explanation of the labeling system, SDSs and how employees may obtain and use the appropriate chemical hazard information.

HAZARDOUS CHEMICAL RELEASE, SPILL OR EXPOSURE: Employees will immediately notify their Supervisor, Manager, or the Safety Coordinator of any release, spill or human exposure to a hazardous chemical. If one or more employees are exposed to a hazardous chemical, emergency treatment as specified by the SDSs and/or label will be administered immediately. If further medical treatment is required, the patient(s) will be transported to DESOTO MEMORIAL HOSPITAL (863) 494-8459. A copy of the SDSs and/or label will accompany the patient(s). If not already notified, immediately notify the Safety Coordinator. The Company shall notify the appropriate regulatory agencies.

NON - ROUTINE TASKS: A non-routine task is defined as one or more of the following:

- A task not done frequently.
- A task not listed in the job description.
- A task the employee has not been trained to do.

Should it become necessary for an employee to perform a non-routine task involving hazardous chemical handling or working in an area where hazardous chemicals are used or stored, the following steps will be taken:

- Give the employees a complete description of the task.
- Brief on hazardous chemicals in the workplace.
- Brief on the effects the chemicals may have on humans.
- Brief on the proper handling of the chemicals
- Brief in first aid procedures.
- State there will be mandatory use of safety equipment.
- The Supervisor will closely monitor the employee while working in the area of hazardous materials.

EMPLOYEE REQUIREMENTS: Employees are required to follow all standard operating procedures in the handling of hazardous chemicals, including the use of personal protective equipment. Failure to do so shall provide sufficient reason for reprimands, suspension, or termination of employment.

7.4 CHEMICALS AND YOUR JOB

Chemicals are all around us. The air we breathe is made up of chemicals. Many of our clothes are made from chemicals. Our cars run on chemicals and we use chemicals to wash our clothes. Even our bodies are made up of chemicals.

Some chemicals are hazardous. They can explode, or catch on fire. They can make us sick, or burn our skin, or eyes. Most chemicals are not hazardous. Many that are considered hazardous are only dangerous under certain conditions or if we misuse them. Water is a chemical that we need to live. But if our contact with water is not controlled, it can kill us. For example, we can drown in water. We can choke and get sick if we get water in our lungs. Even drinking too much water can endanger our health.

It is important for us to know about the chemicals we use at home or at work. The more we know about the chemicals we use, the better we can protect others and ourselves from accidents, injuries, and illnesses.

Because chemicals are everywhere, the federal government decided that those who make chemicals that are hazardous should give special information to the people who buy and use them. Those who make hazardous chemicals have to tell the buyers about the hazards of the chemicals, how to use them safely, and how to recognize and prevent illnesses and accidents that chemicals might cause.

In turn, those who buy and use hazardous chemicals have to pass on this information to their employees who work with any chemicals that are considered hazardous.

Your training in chemical safety is an effort to pass this information on to you. This material is also part of that process. You, however, must put this training and the information you get into practice. Only by using what you learn will you and your co-workers be able to work more safely.

7.5 THE HAZARD COMMUNICATION STANDARD

The government agency that regulates safety in workplaces is called the Occupational Safety and Health Administration, commonly called OSHA. This agency set out the requirements about hazardous chemicals in a rule called the Hazard Communication Standard. The rule is part of the federal Code of Regulation (Title 29, Part 1910.1200). Many states have similar requirements which they call Right-To-Know Laws.

The OSHA Hazard Communication Standard is based on the idea that people have a right to know about hazardous chemicals they may be exposed to at work. To this end, the standard sets out certain requirements that will help people who work with hazardous chemicals to work more safely. OSHA believes that if people learn more about hazardous chemicals, they will be more careful and will be able to recognize and deal with hazardous situations.

The Hazard Communication Standard requires all employees who deal with hazardous chemicals to take certain actions. Those who make chemicals must assess the hazards of the products they make and provide that information to those who buy the chemicals.

All employees, who either make or use chemicals, must develop a written plan to deal with hazardous chemicals. They must tell employees where the plan is and how to get to see it. They must make a list of all hazardous chemicals in the workplace. Employees also have to be told where the list is and how to get it. Employees also must have a Safety Data Sheets (SDSs) for every hazardous chemical in the workplace. The SDSs tells you all about the chemical. Employers must make certain that all hazardous chemicals are labeled and must help employees understand the labels. They must tell employees about any operations where hazardous chemicals are present, and they must teach employees to recognize and deal with hazardous chemicals they may encounter on the job.

7.6 CHEMICALS AND HAZARDS

During your training about hazardous chemicals, you will hear certain words that may sound strange. You also may hear some long and confusing chemical names. Some of these terms are explained below. If you hear other words that you do not understand, ask about them. You and your employer are partners in making hazard communication work.

During your training about chemicals, you will hear about:

HAZARDOUS CHEMICALS- In the hazard communication standard, OSHA decided that chemicals with certain characteristics should be considered hazardous. There are about 2,500 of them. You will learn which operations in your work area involve hazardous chemicals. You also will learn how to work with them safely and how to get more information about them.

SAFETY DATA SHEETS- Every hazardous chemical product in the workplace has a Safety Data Sheet, also called an SDS. This SDS tells you all about the chemical: how to use it, how to store it, how to handle an emergency, what their hazards are, and where to get more information about it. The chemical manufacturer prepares the SDS and sends it to everyone who buys the chemical. You will be told where the SDSs for the hazardous chemicals used in your work area are kept. You will learn how to understand an SDS. You can look at these to learn more about the chemicals you use.

CHEMICAL HAZARDS - Chemicals have two kinds of hazards, physical hazards and health hazards. Some chemicals are either physical hazards or health hazards, and some are both.

PHYSICAL HAZARDS- Physical hazards are usually very obvious reactions that occur when a chemical is used under certain conditions. Chemicals that pose physical hazards are those that explode, catch fire, or are compressed gases, organic peroxides, oxidizers pyrophorics (chemicals that burst into flames in the air at temperatures below 113F), or are unstable (reactive) or react with water to release a gas. Fire and reactivity are the physical hazards you are most likely to encounter. Many chemicals that are flammable or combustible will catch fire easily if they are near a source of heat or flame, like sparks or a cigarette. Such fires spread quickly and are difficult to stop. Reactive chemicals tend to have a violent reaction under certain conditions, like when they are shaken or are mixed with a certain substances. The reaction can be quick and violent heat or an explosion may occur.

HEALTH HAZARDS- Chemicals that are health hazards can injure your body or make you sick, either right away or much later. Chemicals that pose health hazards include those that can cause cancer, make you sick or poison you, harm your internal organs or blood, affect your ability to have children, make you especially sensitive to later exposure to chemicals, or burn or irritate your skin, eyes, or mucous membranes, like your nose or throat. Some chemicals have several different health hazards. Whether your health is affected by a hazardous chemical depends on many things, including the length and the amount of exposure. Different people can react differently. You will learn about the

health hazards of the chemical in your work area and how to protect yourself.

STATES OF MATTER- Chemicals come in three forms - solid, liquid, and gas. Some chemicals are only one of those forms, but many can change forms under certain conditions, like when they are heated. Under certain conditions, some liquid chemicals give off vapors. These are not gases, but are very small particles of the substance that get in the air. You can get them in your lungs with the air you breathe.

ROUTES OF ENTRY- Hazardous chemicals can enter your body in four ways: you can breathe them, get them on your skin, get them in your eyes, or swallow them. Some chemicals that you get on your skin will burn your skin. Others can be absorbed through your skin, even though you don't feel any burning or irritation. The SDS tells how a chemical can enter your body. If you keep this from happening, the chemical won't harm you internally.

CONTAINER LABELS- Manufacturers of all hazardous chemicals must put labels on them that list the main hazards of the substance. The label must not be removed, covered or defaced in any way because labels are your first source of information about a chemical. It is impractical to attach the label to the surface of some kind of containers, like storage tanks. These must have label information mounted nearby, like on a tag or a sign. During your training you will learn how to read and understand the information on the labels of hazardous chemicals.

PROTECTIVE EQUIPMENT- If you work with hazardous chemicals, you may have to use special clothing or equipment to keep the chemicals away from you. Gloves, for example, will keep a chemical from getting on your skin. A mask or respirator will keep you from breathing substances. The type of equipment you need depends on the hazard of the chemical, how it enters the body, and how much you are exposed to it. For example, gloves will not protect you from breathing a hazardous chemical. During your training you will learn if you need to use protective equipment.

EXPOSURE LIMITS- The hazards of chemicals are related to the amount and the length of time you have contact with them. This contact is called exposure. Some hazardous chemicals will harm you only if you are exposed to large amounts over a long period of time. Some will harm you only if you are exposed to a very small amount. The government and scientists test chemicals and set exposure limits. These limits say how much exposure to a particular chemical is allowed. The SDS tells you the exposure limit for the chemical.

CONTROLLING EXPOSURE- If you work with hazardous chemicals you and your employer can control and reduce your exposure in many ways. These include protective equipment, cleaning and washing, fans and other types of ventilation. You also will learn what you must do to control your exposure.

7.7 PARTNERS IN SAFETY

You and your employer are partners in working with hazardous chemicals safely. This organization will try in every way to do its part, but you must do yours, too, by using the information provided and handling hazardous chemicals carefully.

You can be a partner in safety whenever you use a chemical at work by doing the following:

- Read labels on chemicals and follow what they say. Ask about anything you don't understand.
- If a label gets dirty or starts to come off, tell your Supervisor so he or she can get a new one.
- Don't put chemicals into containers without labels unless you, and only you, are going to use them right away. And read the label on the main container first. Having an unlabeled chemical in the workplace not only is dangerous; it can get you and your employer into trouble.
- Use SDSs to get more information about chemicals in your work area and ask questions about things you don't understand.
- Don't mix things together unless you're sure it's okay, and it won't cause a bad reaction.
- If you're told to use protective equipment, use it.
- Find out how to handle spills and accidents before they happen.
- Don't use new chemicals until you find out to use them properly.
- Wash your hands after using chemicals and before you eat, drink, or smoke. If you work around certain dusts and other particles in the air, ask your Supervisor if you should change your clothes before you go home.
- Be alert for strange smells or other indications that something might be wrong.
- Pay attention to your body. If your skin burns or itches, if you get dizzy, feel sick, get a rash, or have trouble breathing, you may be handling a chemical incorrectly. On the other hand, you may be getting poison ivy, a cold, or the flu. But it pays to check.

7.8 CHEMICAL SAFETY IN YOUR AREA

Up to this point the information you've been given about chemical safety was general. It gave you some of the tools you will need to understand the need for training about hazardous chemicals and your role in the hazard communication effort.

Another part of your training is knowing where to get answers to questions, and where you can get additional hazard communication information. The following will help you.

7.9 INFORMATION ABOUT HAZARDOUS CHEMICALS

The plan for hazard communication in your organization, called the **Written Hazard Communication Program** is kept at the Human Resources Department, Grove Management. It can be reviewed upon request.

A list of all chemicals used in your organization, called the Master Chemical List is kept at the Grove Caretaking office. It can be reviewed upon request.

Safety Data Sheets (SDSs) for the chemicals in your work area are available for your review. They are kept in Human Resources Department and at each location. A notice posted in your work area also reminds you of the location of the SDSs and it lists the hazardous chemicals located in your work area.

7.10 WORKING WITH HAZARDOUS CHEMICALS

As a partner in chemical safety, you must constantly be aware of hazardous chemicals. You must read labels and watch for unusual smells or symptoms indicating that a problem might exist. You must wear the required protective equipment and make certain that other monitoring or control equipment is operating properly.