

Hiland Dairy Foods Company's Plant Safety Rules

The following rules are for your own safety. If they are broken, disciplinary action may be taken.

1. Report any unsafe condition to your supervisor or safety committee member.
2. Report all injuries, accidents or near misses to your supervisor as soon as possible and no later than the end of the work day.
3. Never undertake a job until properly trained and authorized to do so.
4. Never undertake a job that appears to be unsafe or would put yourself at risk.
5. No horseplay or fighting is allowed on the premises.
6. No alcohol or drugs allowed on the premises.
7. Know the location of exits, safety showers and eye wash stations in your area.
8. Walk, never run, within the plant.
9. Wear shoes that are slip-resistant, sturdy and in good condition.
10. Wear a face shield and gloves whenever handling or dispensing sanitation chemicals, including acids and caustics.
11. Wear hearing protection in all required areas or for any activity that generates excessive noise.
12. Know the procedures for responding to an evacuation or severe weather emergency.
13. Your facility may utilize anhydrous ammonia for refrigeration. Know the ammonia equipment and lines that may be in your work area. Respect this equipment and make sure it is not blocked or damaged. In event of an ammonia release resulting in an evacuation, make sure you take the nearest "SAFE" exit and proceed to the designated evacuation point.
14. Hang up all hoses and extension cords when not in use.
15. Wear goggles or face shields when grinding.
16. When using a water/steam hose station, always turn the water on first and then gently turn on the steam to generate warm water. Use care to make sure the steam lines do not get kinked.
17. Never try to catch a falling stack of milk cases.
18. Keep all machinery guards in place when equipment is running. Never bypass or interfere with a guard or safety device.
19. Never reach into a machine to remove a jam or make adjustments unless the equipment is shut-down, de-energized and rendered safe.
20. Be aware that some equipment is automated and may start and stop without warning. Keep a safe distance from this equipment.
21. Follow lockout/tagout procedures and de-energize equipment whenever performing maintenance activities or service on equipment.
22. This is a food processing facility. Make sure you follow Good Manufacturing Practices (GMP's) including hair nets, beard nets and proper uniforms. Beards must be maintained at three-quarters of an inch or less. Tobacco, food and medications are prohibited in the workplace.

Hiland Dairy Foods Company's
Plant Safety Rules
Acknowledgment Form

This is to acknowledge that I have received a copy of the Hiland Dairy Foods Company, LLC's *Plant Safety Rules*. I understand that it is my responsibility to read this policy and comply with the guidelines.

Employee Signature _____ Date _____

Supervisor/H.R. Signature _____ Date _____