

Hamilton Farm Bureau

Contractor Safety Guidelines

Revised: 12/29/10

OBJECTIVE:

To alert contract employees working at Hamilton Farm Bureau to the company's emphasis on safety and to the basic safety rules and procedures. The goal is to prevent accidents or injuries and provide a safe workplace for both contractor and company employees.

INTRODUCTION/OVERVIEW:

Although you're not employed by Hamilton Farm Bureau, you are expected to follow our facility's rules while you're working here. Among the most important of those rules are those designed to help prevent accidents and ensure the health and safety of everyone here, including you.

This document reviews some of the key elements of our safety program and the general concerns and protections that are part of our day-to-day operations. Each job has its own risks and protections. While working here, you may encounter specific hazards and are expected to adhere to the safety guidelines that address these hazards.

If, at any time, you have questions about a potential hazard or safety concern, please don't hesitate to ask. We want to have an accident-free workplace, and one of the best ways to achieve that is to have every individual alert to a possible hazard, identifying it quickly, and handling it properly before further incident.

DAILY CHECK-IN REQUIREMENTS:

If you are working on site performing contract work, you must check in with the area supervisor or your HFB contact person when you arrive, and also check out with them when leaving the premises.

SMOKING POLICY:

The following smoking policy will be enforced for all HFB locations:

1. **Smoking will be prohibited in all indoor locations.** (This includes office, manufacturing, lunchroom and warehouse areas.)
2. **Smoking will be allowed in outside designated areas only.** Each division/location will have designated areas identified by the presence of an appropriate cigarette butt receptacle. Smoking will only be allowed within 10' of these receptacles. Please see the area supervisor for the identified designated areas at your work location.

OSHA REGULATIONS:

Many of our safety rules are based on the regulations issued by OSHA, the Occupational Safety and Health Act. OSHA was created by the federal government to try to ensure all workers a safe and healthy workplace. It requires employers to follow many rules, provide safety and protective equipment, to conduct training that makes workers aware of job-related hazards, and what to do to reduce risks and work safely.

Hamilton Farm Bureau employees are required to take part in safety training and follow OSHA regulations as they go about doing their jobs. OSHA has also made it clear that it would like its rules to apply not only to permanent, on-site employees but to contractors and their employees as well.

Additionally, contractors should inform their own employees how to identify potential hazards, train them to do their jobs safely, and ensure that they will follow all the safety rules in any facility where they are working.

GENERAL HAZARDS:

In general, every workplace has its share of potential hazards. If hazards aren't recognized and handled safely, there is a risk of on-the-job accidents, injuries, or illnesses. Here are some examples of workplace hazards you may encounter:

- Chemicals that could cause health problems, fires or explosions if they're not handled properly.
- Tools and machinery that could cause injuries if operators don't use machine guards, wear protective clothing, and follow precautions.
- Housekeeping lapses, such as items left on the floor or spills that aren't cleaned up, could cause people to trip, slip, or fall.
- Electricity that powers equipment could cause fires, shocks, or burns if not handled and protected against properly.
- Material handling could cause injuries if materials are lifted improperly or if mechanical equipment is not operated safely.
- Areas that require specific personal protective equipment, such as areas with excessive noise, requiring hearing protection.

SAFETY PROCEDURES & PROTECTION AGAINST HAZARDS:

Hamilton Farm Bureau will make every effort to inform its contract employees about:

- Specific hazards to which they may be exposed on the job
- Safe work practices required around these processes
- What to do in the event of an emergency

Identifying hazards is the first step in protecting yourself and others from harm. Treat safety as an important part of everything you do. When on the job:

- Report any accidents, injuries, exposure to hazardous substances, or any property damage immediately to the area supervisor or HFB contact person.
- **Know what to do if there's an emergency:**
 - In case of a fire, there are extinguishers throughout the facility that can be used to handle very small fires. If fire is serious, call 911 and evacuate all employees per HFB's Emergency Action Plan. Then notify the HFB contact person. Employees should evacuate to the primary location (in front of Main office) and if that is not possible, evacuate to the secondary location (Building #360 Gator Dome). Everyone needs to stay in the evacuation area until head counts have been completed and they are dismissed.
 - In the case of a serious injury or other type of emergency, call 911. Then notify the HFB contact person.
 - In the case of a weather emergency, you will be notified to report to a designated shelter or to take cover.
- Wear all required or needed personal protective clothing and equipment such as gloves, hard hats, safety glasses, fall protection, etc. Check your equipment carefully to make sure it's in good working condition.
- Keep your work area clean and neat. Don't block any emergency exits, electrical panel boxes, fire extinguishers, or aisle ways, or leave materials and tools in places where they could fall, spill, or cause anyone to be injured.
- Inspect your tools before use to be sure they function safely.
- Always read container labels and/or the Material Safety Data Sheet (MSDS) before using a hazardous chemical. Ask the area supervisor or HFB contact person where MSDS's can be obtained in your work area.
- When operating machinery or equipment, always leave machine guards in place, wear proper protective gear, and follow lockout/tagout procedures for all repairs and maintenance. Contract employees will provide their own personal locks and will be trained and authorized by their employer on lockout/tagout procedures.
- If entering a confined space or permit-required confined space, follow all entry procedures as required via HFB's "Permit-Required Confined Space Entry Program", including a pre-entry evaluation of hazards and monitoring the space for atmospheric hazards. Only contract employees trained and authorized by their employer will enter confined spaces.

- Report any potential hazards you see, and equipment that has a defect or isn't working properly to the area supervisor or HFB contact person.

While on the job, other safety issues may arise, and we will work with you to be sure that you have the training, equipment, and backup you need to work safely. Don't hesitate to ask about anything you're not sure about, whether it's a hazard, a piece of equipment, or a safety procedure.

REFERENCE MATERIALS:

Hamilton Farm Bureau has a number of written safety plans and policies, which provide guidance and direction on specific topics. All of HFB's safety policies can be found on the Hamilton Farm Bureau website, in safety policies binders located in each department, or ask the area supervisor or HFB contact person.

Please ask to see and refer to applicable plans as they pertain to your specific job:

- Emergency Action Plan
- Incident Reporting & Investigation Policy
- Personal Protective Equipment (PPE) Program
- Fire Prevention Plan
- Hazard Communication Program
- Confined Space Entry Program
- Hot Work Program
- Electrical Safety & Lockout/Tagout Program
- Reporting & Recording Injuries & Illnesses (OSHA)
- Exposure Control Plan for Bloodborne Pathogens
- Anhydrous Ammonia & Propane Operating Procedures
- Hearing Conservation Program
- Respiratory Program
- Hazardous Materials Security Plan
- Used Oil Management Plan

CONTRACTOR SIGNATURE:

I have received a copy of the Contractor Safety Guidelines and have read and understand its contents on working safely while at Hamilton Farm Bureau.

I will review this policy with all of my employees present on the job site.

Contractor Employee Name (please print):

Company Name (please print):

Contractor Employee Signature:

Date:

HAMILTON FARM BUREAU SIGNATURE:

HFB Contact Name (please print):

Department:

Date:

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