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KING RANCH[®]

HEALTH AND SAFETY
POLICY MANUAL



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1. INTRODUCTION

A. PURPOSE

This Environmental Health and Safety Policy manual (EHS) of King Ranch, Inc. is designed to ensure compliance with the standards of the Occupational Safety and Health Administration (OSHA), U.S. Environmental Protection Agency (EPA or sometimes USEPA), Texas Department of Transportation (TXDOT) and all other applicable Federal, State and local safety and health requirements.

This policy is intended to provide managers, supervisors, and employees with a clear and firm understanding of the Company's concern for protecting employees from job-rated injuries and illnesses, preventing accidents, planning for emergencies and emergency medical procedures.

The rules, programs, and procedures stated in the Company's safety manual are not intended to cover all the possible situations you will be faced with on the job and is subject to modification and further development in light of experience and changes in Federal and State standards.

Provisions of this manual apply to all employees of King Ranch, 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.

B. SAFETY POLICY STATEMENT

King Ranch, Inc. is committed to providing a safe working environment for all persons associated with its facilities, including all employees, visitors, independent contractors and customers. The Company considers the health and safety of each of our employees to be of primary importance. Our objective is to conduct our business in the safest possible manner consistent with the Occupational Health & Safety Act, applicable Regulations and good safe practices.

We recognize that the responsibility for health and safety is shared. All employees will be equally responsible for minimizing accidents within our facilities and on our work sites. Safe work practices and job procedures will be clearly defined in the company's Environmental Health and Safety Policy for all employees to follow.

All management activities will comply with company safety requirements as they relate to planning, operation and maintenance of facilities and equipment. All employees will perform their jobs properly in accordance with established procedures and safe work practices.

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

Disregard or willful violations of this Policy by employees at any level may be considered cause for disciplinary action in accordance with the company's policies.

2. ASSIGNMENT OF RESPONSIBILITIES

A. SENIOR MANAGEMENT

The senior management group is responsible for implementing the safety program and for insuring that all employees follow the policies herein.

To establish and maintain a safe working environment, the senior management group will cover the following:

- Ensure that workers are properly trained.
- Inspect the workplace to identify hazards.
- Provide the necessary resources to implement support and enforce the health and safety policy and program within the company.
- Provide staffing, funds, and equipment so that employees can work safely and efficiently.
- Promote and manage incident prevention programs.
- Hold every employee accountable for safety and encourage their feedback.
- Review the Safety Program effectiveness and results, and make changes as deemed necessary.
- 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 senior management for review.

Each employee will be fully responsible for implementing the provisions of this policy 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.

B. DIRECTOR OF SAFETY

The Director of Safety will report directly to the Chief Human Resources Officer for the administration of this policy and will take all actions deemed essential to provide a safe workplace. Specifically, the Director of Safety, with the assistance of Safety Managers, will:

- Implement, support, maintain and enforce the safety program on all levels.
- Identify situations that may be a source of danger.
- Set and communicate annual safety goals.
- Make written recommendations on health and safety matters to senior management.
- Collect and analyze health and safety statistics.
- Provide worksites with health and safety training materials.
- Assist in resolving disputes and problems in health and safety programs as needed.
- Review all safety programs annually.

C. SAFETY MANAGERS

Safety Managers are responsible for coordinating and implementing the environmental health and safety programs and to assure compliance with regulatory agency guidelines and company policies within their business unit.

- Help to implement, support, maintain and enforce the safety program within their business unit.
- Ensure that operations comply with both the law and the program.
- Report accidents/incidents to senior management as required by the program and regulations.
- Record keeping and tracking accident reporting and necessary logs and reports.
- Review accident/incident reports and respond where necessary.
- Attend and participate in health and safety meetings on site.
- Identify situations that may be a source of danger.

2. ASSIGNMENT OF RESPONSIBILITIES (CONT.)

- Make recommendations to the Director of Safety..
- Provide health and safety training to managers and maintain records.
- Assist in accident/incident investigation.
- Assist in resolving disputes and problems in health and safety.
- Review all incidents, hazards, and corrective actions within their business unit and hold a quarterly safety meeting with all managers.
- Accompany management during inspections whenever possible.

D. MANAGERS

Managers have full authority and total responsibility for maintaining safe working conditions in accordance with State and Federal regulations.

The Manager will be fully responsible and accountable to senior management for compliance with all policies, procedures, and regulations within their areas of responsibility.

Managers will comply and ensure the following:

- Establish and maintain safe-working conditions, practices, and processes through Job Safety, Job Inspections, Safety Meetings and Safety Training.
- Provide the leadership and positive direction is 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/her employees.
- Conduct weekly safety meetings.
- Ensure all applicable employees are receiving their required monthly training.
- Call upon the Safety Manager for any assistance needed to promote aggressive and effective loss control.
- Ensure that all safety policies and all personnel under their direction follow proper procedures.
- All personnel are trained and fully understand safe work procedures and existing policies prior to starting any new or seldom performed task.
- Ensure that protective equipment required by law and by the program is used and maintained properly by employees and that the employee understands the reasons for its use.
- All accidents are thoroughly investigated, recorded, and promptly reported.
- 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 in Vector.
- Ensure that all employees are capable and qualified to perform their work.
- Report any unsafe work practices or conditions to senior management immediately and recommend improvements.
- Inspect tools and equipment weekly and ensure that they are properly maintained.
- Review SDSs with workers before using hazardous materials.
- Allow employees who feel an unsafe condition exists to consult with Management and Safety Manager without fear of retaliation.

E. EMPLOYEES

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:

- Comply with all company safety policies, programs, rules, regulations, procedures, and instructions specific to his/her own actions and conduct.
- Refrain from any unsafe act that might endanger yourself or others.
- Use all safety devices and personal protective equipment provided for his/her protection.
- Report all accidents/incidents involving bodily injury, no matter how minor, and/or property damage to manager/supervisor immediately.
- Report all unsafe conditions and unsafe acts to manager/supervisor immediately.
- Actively participate in safety meetings, training sessions, and accident prevention program.
- Notify the immediately of any physical or mental condition change or the use of prescription drugs that may affect the employees' job performance or the safety of others.
- Follow immediate managers' instructions during an emergency and follow overall company policies and procedures.
- Be certain that instructions are understood completely before starting work.
- Review the safety educational material posted on bulletin boards or distributed to the work areas.
- Participate in solving health and safety problems.
- Do not remove, displace or interfere with the use of any safeguards.
- Operate only machinery or equipment that you have been trained to operate and as authorized by supervisor.
- Provide recommendations to the manager/supervisor to improve health and safety.

3. BASIC SAFETY RULES, SAFE WORK PRACTICES AND SAFE JOB PROCEDURES

A. COMPANY SAFETY RULES

1. Compliance with applicable federal, state, county, city, client, and company safety rules and regulations are a condition of employment.
2. All injuries, regardless of how minor, must be reported to your supervisor and the location manager immediately. An employee who fails to report an incident to their location manager can be issued a safety violation notice and be subject to disciplinary action, in accordance with company policy. In the event of an accident involving personal injury or damage to property, all persons involved in any way will be required to submit to drug testing.
3. Safety glasses will be worn when the potential for eye injury exists and at all times when sawing and cutting. Additional eye and face protection such as mono-goggles and face shields are required for such operations as grinding, utilizing compressed air or handling chemicals, acids and caustics. Burning goggles for cutting, burning or brazing and welding hoods for welding, etc., are required.
4. A personal fall protection system, including full body harnesses and lanyards shall be worn and secured any time there is a fall hazard of more than six (4) feet.
5. Clothing must provide adequate protection to the body for task being performed. Burners and welders will not be permitted to wear polyester or nylon clothing. No loose fitting or dangling jewelry is allowed at work.
6. All personnel will be required to attend safety meetings as stipulated by location requirements in order to meet OSHA Safety Standards.
7. Alcoholic beverages or illegal drugs are not allowed on company property or in company vehicles at any time. SEE DRUG & SUBSTANCE ABUSE POLICY. When drugs are prescribed by a physician, the site manager must be informed. The use or possession of illegal drugs or alcoholic beverages on the premises will result in immediate termination.
8. Threats, acts of violence or insubordination will not be condoned. Any such acts will result in immediate termination.
9. Housekeeping shall be an integral part of every job. Supervisors and employees are responsible for keeping their work areas clean and hazard-free. Clean up is required as needed during the shift and at the end of each workday.
10. All hand tools or power tools must be in good working condition. Defective tools will not be used. Missing or defective guards on power equipment must be reported immediately.
11. All extension cords, drop cords, and electrical tools shall be checked, and properly grounded. Cords and equipment that do not meet requirements shall be immediately tagged and removed from service until repairs have been made. Extension cords smaller than 12-gauge may not be used if spliced. Any cord showing signs of damage to the insulated cover shall be tagged and removed from service immediately. To every extent possible, cords will be routed or supported overhead to prevent trip hazards.
12. "Horseplay" on the job is strictly prohibited. Running on the job site is allowed only in extreme emergencies.
13. Food is allowed only in designated areas.
14. No employee is permitted to ride in the bed of a truck standing up or sitting on the outside edges of a truck. Riding as a passenger on fork trucks is prohibited.
15. Only qualified, certified drivers may operate fork trucks.
16. Operators will wear seatbelts at all times while operating tractors with ROP, fork trucks, skid-steers, ATV's or utility vehicles.
17. When repair or maintenance activities require hot work such as welding or burning, adequate precautions must be taken to protect employees and equipment from such work. Fire extinguishing equipment shall be no further than 50 feet away from all hot work. Used fire extinguishers must be returned to the location manager to be recharged immediately. Use of welding blinds is required in high traffic areas.
18. All ladders must be in safe condition without broken rungs or split side rails. Damaged ladders shall be tagged and/or removed from service. Metal ladders around electrical work are prohibited. A step ladder shall never be used as an extension ladder. A step ladder must only be used when fully opened with braces locked.
19. Crowfoot connections on air hoses shall be wired to prevent accidental disconnection. Compressed air used for cleaning or clean-up shall have pressure reduced to 30psi or less.

20. All procedures and proper personal protective equipment must be used when handling chemicals. When transferring chemicals from one container to another, each container must be properly labeled. Report any chemical spill incident to your supervisor immediately.
21. Report all incidents, hazards, and near misses to the location manager so corrective action can be taken.
22. Proper warning signs, barricades, and tags will be used to fullest extent and shall be obeyed.
23. All OSHA Safety Standards will be followed for job processes requiring hearing protection.
24. All OSHA Safety Standards will be followed for chemical handling. SEE HAZARD COMMUNICATION PROGRAM.
25. All OSHA Safety Standards concerning fire protection will be followed.
26. All OSHA Safety Standards concerning lockout/tagout of energized equipment will be followed.
27. All employees will follow the company return to work policy requirements. SEE RETURN TO WORK PROGRAM.
28. All employees will familiarize themselves and follow instructions contained in the emergency action plan.
29. Helmets are to be worn when operating ATVs.
30. Special care should be taken when handling livestock or riding horseback. Specialized training will be provided in this area of operations.

NOTICE: All employees shall abide by the above safety rules and all other safety policies, procedures and rules (please refer to "SAFETY RULES"), which may be contained within their specific job descriptions, equipment operating instructions and posted throughout the company.

B. GENERAL HOUSEKEEPING

- Practice good housekeeping by keeping the work area clean and clear of all hazards.
- Don't store empty boxes, paint cans, papers, tools or other equipment on the floor.
- Store and return parts, materials, tools, and equipment.
- Keep area floors clean, dry, and free of oils, grease and liquids. Remove all spills immediately.
- Put all trash in the appropriate containers.
- Don't leave running machinery unattended.
- Pick up and clean tools and other equipment after each use.
- Don't lay hoses, cables or cords across doorways or aisles.
- Make sure sharp tools, pesticide containers and other hazardous items are safely stored.
- Be on the constant lookout for such hazards as wet, slippery floors and blocked doorways or walkways.
- Immediately clean up spills. If you spot a chemical spill, report it to your manager/supervisor. Follow the proper cleanup procedures.
- Check your work area at the end of each day to make sure it's clean and neat.
- Don't eat or drink next to electrical equipment. Spilled coffee or water could result in a fire.
- Unplug and turn off electrical equipment when it's not in use.
- Don't substitute chairs or empty boxes for ladders.
- Don't store oily rags or other materials that could easily burn in your work area.
- Don't store boxes or other items on stairs.
- Take the extra time to sweep aisles and walkways as needed during the day.
- Don't run, engage in horseplay or be in too big of a hurry. This can result in an accident.
- Replace any worn or frayed electrical cords.
- Wear appropriate clothing for the job.
- Livestock working facilities should be kept clean and suitably maintained to prevent injury to employees or stock. Inspections are to be done prior to seasonal use.

3. BASIC SAFETY RULES, SAFE WORK PRACTICES AND SAFE JOB PROCEDURES (CONT.)

C. OFFICE SAFETY

- Office Ergonomic Safety
- Screen (monitor) —The top of the screen should be at or just below eye level and approximately 16-22 inches away.
- Chair — Your back should be fully supported and your feet either flat on the floor or on a footrest. Knees should be at approximately 90 degrees to the floor when seated.
- Keyboard —The keyboard should be at a height so that wrists are straight and elbows approximately 90 degrees. If necessary, a wrist rest may be used to provide additional wrist support. Maintain a light touch on the keyboard.
- Document holder—Place the document holder and screen at the same height and distance.
- Eye comfort — Reduce glare on the screen by controlling light from uncovered windows. If possible, set the computer screen at a right angle to the window. Adjust inside lighting or adjust the screen to reduce glare.
- Change positions — Frequently change positions to release tension on the body.
- Organize work area — Keep frequently used items such as the telephone within easy reach.
- Exercise — Take mini-breaks throughout the day to relieve muscle tension and to reenergize the body.
- Maintain good posture (adjust height and distance of chair).
- Check chair occasionally for loose screws or other defects.
- Keep area floors clean, dry, and free of liquids. Report all spills immediately.
- Be cautious of loose carpets, waxed floors and tiles.
- Be cautious of wires or cords on the floor.
- Avoid extending cords across walk areas.
- Wear proper footwear at all times.
- Pick up any objects that might cause a fall.
- Use a ladder or stepping stool instead of a chair to reach high places.
- On stairs, never carry heavy objects and keep one hand free for the handrail.
- File cabinets, storage areas, shelves and desks
- 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.
- After hours:
- Lighting: Managers will ensure that parking lots will be well lit from dusk to dawn.
- Locking doors: 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.

D. SAFE LIFTING PROCEDURES

- 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.

E. FIRE SAFETY

- Always keep an eye out for fire hazards
- Report any fire hazards-including blocked fire exits to your manager/supervisor.
- Act quickly, but don't panic if you spot a fire.
- Immediately get to safety
- Notify the fire department. If you can't do it safely, ask someone else to call.
- Know where fire exits, fire extinguishers and emergency telephone numbers are located.
- If fire alarm sounds, employees must get out quickly, but NEVER use elevators.
- If you spot an extinguisher with a missing safety pin or a gauge that indicates it has been discharged, immediately notify your manager/supervisor.
- Some common causes of workplace fires are:
 - Smoking
 - Poor housekeeping
 - Faulty electrical equipment
 - Overloaded circuits
 - Chemical reactions
- Don't try to fight a fire yourself unless:
 - You have been properly trained in using a fire extinguisher.
 - The fire is small and is confined to the immediate area.
 - Everyone is safely out of the way.
 - You have an escape route.
 - The fire department has been notified.

F. ELECTRICAL SAFETY

- Always be on the lookout for electrical hazards:
 - Frayed electric cords.
 - Loose electrical connections
 - Wires or cords in areas where people walk.
 - Low overhead power line clearances when operating such equipment as portable augers or loaders
 - Equipment or tools that smell, smoke or spark
 - Overloaded circuits
 - Household
- All electrical tools and equipment should be properly grounded or be of the double-insulated type.

G. LADDER SAFETY

- Before using a ladder, especially a ladder that has been stored for a while, inspect it for cracks or broken joints.
- Place your ladder on a stable, even, flat surface. Never place a ladder on top of another object.
- Never place a ladder in front of a door, unless the door is locked, guarded or otherwise blocked.

3. BASIC SAFETY RULES, SAFE WORK PRACTICES AND SAFE JOB PROCEDURES (CONT.)

- Make sure the ladder is suited for the type of job you plan to do (see the three basic portable ladder types below).
 - Type I – Industrial: heavy-duty with a load capacity not more than 250 pounds.
 - Type II – Commercial: medium-duty with a load capacity not more than 225 pounds. (Suited for painting and similar tasks.)
 - Type III – Household: light-duty with a load capacity of 200 pounds.
- Use the 1:4 ratios to ensure a stable working platform. Place the base of the ladder 1 foot away of whatever it leans against for every 4 feet of height to the point where the ladder contacts at the top (see graphic).
- When using an A-frame stepladder, make sure the brace is locked in place.
- If climbing onto another surface, make sure the ladder extends at least three feet past the platform you're climbing onto.
- Secure tall ladders by lashing or fastening the ladder to prevent movement.
- Always face the ladder when climbing or descending.
- Keep both feet on the ladder - never put one foot on a rung and the other foot on a different surface.
- Do not climb higher than the second rung on stepladders or the third rung on straight or extension ladders.
- Never stand on the top or the paint shelf of a stepladder.
- Keep your belt buckle (if you have one) positioned between the rungs so it doesn't catch.
- Never leave ladders unattended - kids love them.
- When working with electricity, use a ladder made of wood or fiberglass

H. TOOLS & MACHINERY

- Hand and power tools should not be used for other than their intended use.
- Keep all cutting tools sharp.
- Tools shall be kept in a safe condition without broken or damaged parts.
- Never use tools that have burrs or mushroomed heads and never carry loose tools in your pockets.
- If tools or equipment are found to be faulty, report them to your manager/ supervisor.
- When possible, pull on a hand tool rather than push since it can slip and cause a serious cut or bruise.
- Never leave hand tools lying around loose where they may fall on someone below.
- Remember; use the right tool for the job.

I. CLOTHING, SHOES & JEWELRY

- Wear clothing suitable to the job being performed.
- Wear safe and practical working apparel.
- No loose clothing should be worn when operating machinery.
- Always dress properly in cold weather. It's better to wear several layers of clothing than a single heavy coat or jacket.
- Be sure that any clothing you wear is not highly flammable.
- Considered light weight and light colored clothing during summertime.
- Low-heeled, closed-toe shoes or proper work boots must be worn in designated areas.
- Boots with adequate heels should be worn when riding horses.
- Do not wear rings or any form of jewelry when working around machinery or exposed electrical equipment.

J. HAZARD COMMUNICATION PROGRAM

The purpose of this program is to inform interested persons, including employees that King Ranch, Inc., is complying with the OSHA Hazard Communication Standard, Title 29 Code of Federal Regulations 1910.1200, by compiling a hazardous chemicals list, by using safety data sheets (SDS), by ensuring that containers are labeled, and by providing our employees with training and information availability.

This program applies to all work operations at King Ranch, Inc. where employees may be exposed to hazardous substances under normal working conditions or during an emergency situation.

The Safety Manager will review and update the program, as necessary. Copies of the written program may be obtained from the corporate office or the location office upon request from the Manager, or the EHS Manager in the corporate office. All employees can obtain further information on this written program, the hazard communication standard, applicable SDSs, and chemical information lists from the corporate office or the location office. Under this program, our employees will be informed of the contents of the Hazard Communication Standard, the hazardous properties of chemicals with which they work, safe handling procedures, and measures to take to protect themselves from these chemicals.

If after reading this program, you find that improvements can be made, please contact your manager/supervisor with recommendation. We encourage all suggestions because we are committed to the success of our written hazard communication program.

Hazard Evaluation Procedures

King Ranch, Inc. chemical inventory is a list of hazardous chemicals known to be present in our workplace. Anyone who encounters the hazardous chemicals on the list needs to know what those chemicals are and how to protect themselves. That is why it is so important that hazardous chemicals are identified, whether they are found in a container or generated in work operations (for example, welding fumes, dusts, and exhaust fumes). The hazardous chemicals on the list can cover a variety of physical forms including liquids, solids, gases, vapors, fumes, and mists.

Sometimes hazardous chemicals can be identified using purchase orders. Identification of others requires an actual inventory of the facility. The Same chemicals are use year round if a new chemical is purchased it is added to the list and a SDS obtained. Managers update the inventory as necessary. The EHS Manager also keeps the chemical inventory list per location, along with related work practices used at our farms in the corporate office and a copy is also available at the location office where it is accessible during work hours.

King Ranch Inc., does not manufacture any chemicals and, therefore, does not need to make any hazard determinations. After the chemical inventory is compiled, it serves as a list of every chemical for which an SDS must be maintained.

Safety Data Sheets (SDSs)

The SDS we use are fact sheets for chemicals which pose a physical or health hazard in the workplace. SDS provide our employees with specific information on the chemicals they use.

The Managers/supervisors are responsible for obtaining/maintaining the SDS at their locations. They will contact the chemical manufacturer or vendor if additional research is necessary. All new procurements for the company must be cleared by Manager along with the assistance of the EHS Manager.

The procedure followed if the SDS is not received at time of first shipment is to attach to the written program a list of those chemicals without SDS and copies of request letters we have sent to the manufacturer or supplier. We do generate SDS for the protection of our employees and get the proper SDS at the following Web Page when requesting from supplier fails:
<http://www.cdms.net/manuf/default.asp>

No alternatives to SDS are used in this workplace.

3. BASIC SAFETY RULES, SAFE WORK PRACTICES AND SAFE JOB PROCEDURES (CONT.)

Labels and Other Forms of Warning

Our labeling system lists at least the chemical identity and appropriate hazard warnings. Chemical identity is found on the label, the SDS, and the chemical inventory. Therefore, the chemical identity links these three sources of information. The chemical identity used by the supplier may be a common or trade name, or a chemical name. The hazard warning is a brief statement of the hazardous effects of the chemical (i.e., "flammable," or "causes lung damage"). Labels frequently contain other information, such as precautionary measures (i.e., "do not use near open flame"), but this information is provided voluntarily by King Ranch Inc., and is not required by the rule. Our labels are legible and prominently displayed, though their sizes and colors can vary.

Managers/supervisors are responsible for ensuring that all hazardous chemicals are in containers that are properly labeled and updated, as necessary. Managers/supervisors also ensure that newly purchased materials are checked for labels prior to use. We will never ship chemical but in the event that we do manager/supervisor are responsible for ensuring the proper labeling of any shipped containers.

Managers/supervisor will refer to the corresponding SDS to assist employees in verifying label information. A poster is displayed to inform employees about the hazard communication standard. It is located where all employees can view it. If employees transfer chemicals from a labeled container to a portable container that is intended only for their IMMEDIATE use, no labels are required on the portable container. No alternatives to labeling are used in this workplace.

The following procedures are used to review and update label information when necessary and to ensure that labels that fall off or become unreadable are immediately replaced. If a label becomes unreadable or falls off we will replace the label immediately as long as the person replacing the label is the same person who was using the chemical at the time the label fell or was determined that the label was becoming unreadable. If a container cannot be identified the chemical will be disposed of properly to ensure there is no misuse.

Training

Everyone who works with or is potentially "exposed" to hazardous chemicals will receive initial training and any necessary retraining on the Hazard Communication Standard and the safe use of those hazardous chemicals by the manager/supervisor. "Exposure" means that "an employee is subjected to a hazardous chemical in the course of employment through any route of entry (inhalation, ingestion, skin contact or absorption, etc.) and includes potential (e.g., accidental or possible) exposure." Whenever a new hazard is introduced or an old hazard changes, additional training is provided.

Information and training is a critical part of the hazard communication program. We train our employees to understand the information on labels and SDS, determine how the information can be obtained and used in their own work areas, and understand the risks of exposure to the chemicals in their work areas as well as the ways to protect themselves from these risks.

King Ranch's goal is to ensure employee comprehension and understanding, including being aware that they are exposed to hazardous chemicals, knowing how to read and use labels and SDS, and appropriately following the protective measures we have established.

Employees are encouraged to ask the manager/supervisor, or the Safety Manager questions. As part of the assessment of the training program, managers/supervisor will ask for input from employees regarding the training they have received, and their suggestions for improving it. In this way, we hope to reduce any incidence of chemical source illnesses and injuries. All employees receive training for hazard communication.

Training Content

Training content is organized according to hand outs in English and in Spanish (when requested) and copies of the Hazardous Communication policy will be given. Training is conducted on chemicals that are used, at King Ranch, Inc., locations, pesticides, are commonly used in the field and our training covers these chemicals. When a new chemical is used, more training is conducted at that time a video will be used to train along with hand out and a question and answer session after words.

The training plan emphasizes these elements:

- Summary of the standard and this written program, including what hazardous chemicals are present, the labeling system used, and access to SDS information and what it means.
- Chemical and physical properties of hazardous materials (e.g., flash point, reactivity) and methods that can be used to detect the presence or release of chemicals (including chemicals in unlabeled pipes).
- Physical hazards of chemicals (e.g., potential for fire, explosion, etc.).
- Health hazards, including signs and symptoms of exposure, associated with exposure to chemicals and any medical condition known to be aggravated by exposure to the chemical.
- Procedures to protect against hazards (e.g., engineering controls; work practices or methods to assure proper use and handling of chemicals; personal protective equipment required, and its proper use, and maintenance; and procedures for reporting chemical emergencies).

King Ranch, Inc., will train employees at the time of a new assignment and new employees shall be trained when beginning employment. Employees working with chemicals are trained specifically to job requirements dealing with the chemicals they are using. We train employees when a new hazard is introduced by performing a specific training and trainings should be done immediately after the hazard has been introduced.

On a yearly basis employees will be retrained, and the material covered will be consistent of the chemicals they may have exposure to.

Training rosters are signed by employees upon completion of their training and are kept by location manager/supervisor. Copies are kept by the Safety Manager.

Additional Information

All employees, or their designated representatives, can obtain further information on this written program, the hazard communication standard, applicable SDS, and chemical information lists from managers/supervisors or the Environmental Health and Safety Manager.

K. PERSONAL PROTECTIVE EQUIPMENT (PPE)

Purpose of this section is to provide guidelines in accordance with OSHA standards concerning the proper use of Personal Protective Equipment.

Manager/supervisor is responsible for complying with all OSHA requirements, including the maintenance of all equipment. Manager/supervisor is also responsible for training both current and new employees on the proper use and the designation of all PPE.

Specialized Personal 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.

3. BASIC SAFETY RULES, SAFE WORK PRACTICES AND SAFE JOB PROCEDURES (CONT.)

A work area assessment will be done to determine the potential hazards and select the appropriate PPE for adequate protection. Employees must receive training which includes the proper PPE for their job, when this PPE must be worn, how to wear, adjust, maintain, and discard this equipment, and the limitations of the PPE. All training must be documented.

Types of Personal Protective Equipment:

- Eye and Face Protection
- Hand Protection
- Body Protection
- Occupation Foot Protection
- Respiratory Protection – See the Respirator Program outlined in the EHS Policy
- Hearing Protection
- Occupational Head Protection

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. Managers/Supervisors will be held accountable for employees allowed to work without required protective equipment.

L. FLEET SAFETY

Motor Vehicles Rules

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

1. Employees are required to inspect their assigned vehicle (at the beginning of the day or before taking it on the road) to ensure that it is in proper driving condition.
2. Any defects in the company vehicle should be reported promptly to the manager/supervisor.
3. Employees are required to obey all state, local, and company traffic regulations.
4. Engines are to be stopped and ignition keys removed when parking, refueling, or leaving the company vehicles.
5. Passengers not employed by the company are not permitted unless authorized by the manager/supervisor.
6. Employees will drive safely. Defensive driving must be practiced by all employees.
7. Seat belts and shoulder harnesses are to be worn at all times.
8. Vehicles must be locked when unattended to avoid criminal misconduct.
9. Vehicles must be parked in legal spaces and must not obstruct traffic.
10. Employees should park their vehicles in well lighted areas at or near entrances to avoid criminal misconduct.
11. Employees should keep their headlights on at all times when driving a vehicle and public roads.
12. A vehicle when loaded with any material extending 4 feet or more beyond its rear shall have a red flag or cloth 12 inches square attached by day, or a red light visible for 300 feet by night, on the extreme end of the load.
13. Articles, tools, equipment, etc. placed in cars or truck cabs are to be hung or stored in such a manner as not to impair vision or in any way interfere with proper operation of the vehicle.
14. When you cannot see behind your vehicle (truck), the driver shall walk behind the truck prior to backing.
15. Personal use of vehicles is not permitted without approval of management. Children are prohibited from using company vehicles.
16. Operating a company vehicle while under the influence of alcohol and other drugs is prohibited. Violators are subject to termination of employment.
17. Every accident should be reported to the Unit Manager via the attached Vehicle Accident Report Form. The Unit Manager should investigate all accidents and review them with the Safety Committee.
18. Texting while operating a company vehicle is prohibited.

19. Vehicles should be turned off any time the driver exits the vehicle. Vehicles should not be left unattended when running; keys should NOT be left in unattended vehicles.

Commercial Drivers License (CDL)

Drivers, who operate a commercial vehicle, as defined below, are required to obtain a commercial driver's license.

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

Drivers must meet the following requirements:

1. All commercial drivers must be in good health and pass a DOT physical. The doctor will provide the driver medical examiner's certificate that must be carried at all times when driving.
2. All commercial drivers must comply with the Company's Alcohol/Drug-Free Workplace Policy and consent to testing as defined by DOT and the Company.
3. Be at least 21 years of age.
4. Speak and read English well enough to do his/her job, converse with the general public, understand traffic signs and signals and be able to respond to official questions.
5. Have a valid driver's license and pass a commercial driver's road test.
6. Not be disqualified to drive a commercial motor vehicle.
7. Be able to determine whether the vehicle is safely loaded and know how to block, brace, and tie down cargo.

Motor Vehicles Records (MVR)

1. All prospective and current employees will undergo annual motor vehicle record checks.
2. Violations (gathered from MVRs)

All DOT drivers are required to immediately notify management when a violation has been received as this affects the company's Safe Stat Standings. Any employee that becomes uninsurable as a DOT driver will be subject to reassignment and/or disciplinary action, up to and including termination of employment.

Driver Qualification File

The company will maintain the appropriate qualification files for each regularly employed driver.

Accident Reporting

Definition of Accident: An occurrence involving a commercial motor vehicle operating on a highway in interstate or intrastate commerce resulting in:

- A fatality;
- Bodily injury requiring immediate medical attention away from scene,
- Or one or more vehicles sustaining disabling damage, requiring tow truck or other motor vehicle.

Driver Conduct at the Scene of the Accident

1. Take immediate action to prevent further damage or injury.
 - Pull onto the shoulder or side of the road.
 - Activate hazard lights (flashers) and place warning signs promptly.
 - Assist any injured person, but don't move them unless they are in danger of further injury.
2. Call the Police

3. BASIC SAFETY RULES, SAFE WORK PRACTICES AND SAFE JOB PROCEDURES (CONT.)

- If someone is injured, request medical assistance.
 - If you are nearby a phone, write a note giving the location and seriousness of the accident and give it to a “reliable-appearing” motorist and ask them him/her to contact the police.
3. The vehicle should not be left unattended, except in an extreme emergency.
 4. Exchange identifying information with the other driver. Make no comments about assuming responsibility.
 5. Secure names, addresses, and phone numbers of all witnesses, or the first person on the scene if no one witnessed the accident.
 6. Take pictures of the other vehicle from all 4 corners, the other vehicles license plate, the other vehicles VIN (if accessible), your CMV from all 4 sides and all 4 corners, and the license plate of the insured vehicle. Capture as many pictures of the scene. Do not take pictures of bodily injuries of a serious nature.
 7. Call the manager/supervisor immediately and report the accident.

Complete the Vehicle Accident Report Form

Complete the Vehicle Accident Report Form (a copy can be obtained from the Human Resources Manager) and provide it to the location manager/supervisor. Write legibly. Answer all questions completely or mark “not known.” Use additional sheets of paper as needed to provide pertinent information.

Accident Investigation Process

All accidents are important regardless of whether or not they result in an injury and/or property damage and should be investigated.

Managers/Supervisors will conduct an accident investigation. An accident investigation will:

- Determine how severe the accident is (or will be);
- Organize the facts and circumstances;
- Identify the root cause (or causes);
- Determine what all the causes and contributing factors are or may have been;
- Develop recommended measures/training topics/other actions that will address or eliminate one or more of the root causes.

Accident File/Tracking Policy

King Ranch Inc., will fully comply with the current federal requirement for maintenance and retention of an accident register (Sec. 390.15(b)). Federal requirements specify retention of the accident register for a period of three years. In addition to the federal accident register requirement, King Ranch Inc. has other company-level accident tracking, record keeping, and corrective action requirements. They are detailed in the following set of procedures. A condition of employment with King Ranch, Inc. is strict adherence to these requirements.

Accident File/Tracking Procedures

According to Sec. 390.5 of the FMCSRs, accident means: an occurrence involving a commercial motor vehicle operating on a public road in interstate or intrastate commerce which results in:

- A fatality;
- Bodily injury to a person who, as a result of the injury, immediately receives medical treatment away from the scene of the accident; or
- One or more motor vehicles incurring disabling damage as a result of the accident, requiring the motor vehicle to be transported away from the scene by a tow truck or other motor vehicle.

The term accident does not include:

- An occurrence involving only boarding and alighting from a stationary motor vehicle;
- or
- an occurrence involving only the loading or unloading of cargo.

In accordance with federal regulations, King Ranch Inc. will include the following items of information in its accident register (to be retained for a period of three years):

- A list of accidents containing for each accident:
- Date of accident,
- City or town in which or most near where the accident occurred and the state in which the accident occurred,
- Driver name,
- Number of injuries,
- Number of fatalities, and
- Whether hazardous materials, other than fuel spilled from the fuel tanks of motor vehicles involved in the accident, were released.
- Copies of all accident reports required by state or other governmental entities or insurers.

It is the procedure of King Ranch Inc., to keep a physical file folder on each accident in which a company vehicle is involved, regardless of the cost of the accident. The materials collected in this file are critical to reconstructing the accident if that becomes necessary at some point. The documents are gathered from various sources, many from the investigation phase of accident tracking. The documents are filed chronologically by date of accident and are kept in the corporate office for a period of 3 (three) years from date of accident occurrence.

It is the procedure of King Ranch Inc. to evaluate driver performance in regard to accident frequency and severity. The following corrective action schedule will apply if drivers experience accidents that are judged to be preventable. However, King Ranch Inc. reserves the right to impose more stringent consequences based on the circumstances and severity of a preventable accident. Accidents will be judged on a case-by-case basis before the phased corrective action program is initiated.

Phase 1

A verbal warning will be issued to a driver who is involved in 1 preventable accident in 12 months, and the driver will be placed in Phase 1 status.

A driver who is in Phase 1 status will be placed on probation for 30 day days. If the driver successfully completes that period of probation without any further accidents, the driver will be taken off probation.

However, if the driver is involved in another preventable accident while still on probation, he/she will be escalated to Phase 2 of the company's corrective action program.

Phase 2

A written warning will be issued to drivers who incur another accident while still on probation. In addition to the written warning, another probationary period of 60 days will be assessed.

King Ranch Inc. requires remedial defensive driving training at this point. A copy of the written warning will be placed in the driver's personnel file. Should the driver be involved in another preventable accident while on Phase 2 probation, he/she will be escalated to Phase 3.

3. BASIC SAFETY RULES, SAFE WORK PRACTICES AND SAFE JOB PROCEDURES (CONT.)

Phase 3

When a driver is escalated to Phase 3 because of an additional preventable accident, the following additional measures will be taken: Termination.

Inspection Records & Preventative Maintenance

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

1. All truck drivers must complete the vehicle inspection report at the end of each day. Drivers of company cars should complete the vehicle inspection report semi-annually. Notify the Garage Manager or Unit Manager of any unsafe conditions or defective parts immediately.
2. Before the vehicle is driven again, any safety defects must be repaired.
3. A copy of the last vehicle inspection report must be kept in the vehicle for at least 3 months.
4. Quarterly preventative maintenance must be conducted on each vehicle.
5. Maintenance and inspection records must be kept at the company for 1 year or for 6 months after the vehicle leaves the company's ownership.

4. EMERGENCY PREPAREDNESS

Our goal is to provide immediate action in any emergency to protect life, property, and equipment. In case of an emergency, the first person on the scene should call 911 or the emergency telephone number posted in your area.

Managers will ensure that the applicable emergency number(s) are immediately accessible by all employees.

Each location should have a location-specific Emergency Action Plan posted on-site and accessible to employees. Employees should be made aware of the EAP procedures upon starting their job with King Ranch.

How to Handle Emergency Situations

- Make sure someone knows where you are at all times, and have someone periodically check on you.
- Know where the emergency telephone numbers are located and posted.
- Know what information is needed when reporting an emergency
 - The location of the emergency and how to get there
 - What happened and how many people are injured
 - What type of first aid is being given
 - What additional hazards exist
 - Your name and number you are calling from
 - Whether someone will meet the emergency medical services by the road or at a remote location
- Know where the first aid kits are located and what is in them.
- Stay calm when you come across an emergency.
- Quickly assess the situation. If someone is hurt, make sure both you and the injured person are out of immediate danger.
- Call for professional emergency medical help as soon as possible. Don't move a person with injuries to the head, neck or back unless he/she is in immediate danger. Administer CPR if the person isn't breathing and you have been trained in CPR.
- If another person is with you, send that person to call the emergency medical services while you stay with the injured person. Reassure the injured person.

Why Your Response is Important

- Some of our operations are often located some distance away from emergency medical services and other sources of professional medical help.
- Many accidents occur in fields or other remote areas where they may go unnoticed for extended periods of time.
- It's important that you know what to do if you come across an emergency situation. Your quick actions can make the difference between life and death.

How to Recognize an Emergency

- If you see, hear or smell something unusual, that may be your first indication that an emergency situation exists.
- Some examples of unusual noises include a person screaming or calling for help; sudden, loud voices; breaking glass; unusual machinery or equipment noise; screeching tires; or a loud crash.
- An emergency may also exist if you smell something unusual. Be especially alert to this if you work with pesticides or other chemicals.
- Some examples of unusual sights are spilled chemical containers, downed electrical wires, smoke or fire.
- An emergency may also exist if you see someone having trouble breathing or speaking, holding his throat or chest, sweating for no apparent reason, or suddenly appearing dizzy or confused.
- If you spot an emergency situation, get emergency help as soon as possible.

4. EMERGENCY PREPAREDNESS (CONT.)

How to Report an Emergency

1. Emergency Medical Treatment Other Than Work Related Injury

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

- o Obtain medical attention IMMEDIATELY by contacting, or having someone contact, 911.
- o Contact King Ranch Security at (361) 592-3542
- o Give specific location of the injured person and specific directions so the Emergency Medical Services can locate the injured person.
- o Administer First Aid and CPR, if certified.
- o Obtain names and address of witness and secure the area.
- o Report the injury or illness, to immediate manager/supervisor immediately.

2. Emergency Medical Treatment of Work-Related Injury and Illness

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 manager/supervisor's convenience to ensure compliance. Medical treatment is also covered under Reporting an Accident/Incident Procedures section on injury.

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 that the seriousness of the injury or if the injured person should not be moved, call the ambulance for transportation to the nearest emergency care facility. If certified, administer appropriate First Aid or Cardiopulmonary Resuscitation (CPR) until he arrives.

The following procedures should be followed:

- o Obtain medical attention IMMEDIATELY; contact the office and direct them to contact 911. Contact King Ranch Security.
 - o Give specific location of the injured employee and specific directions so the Emergency Medical Team can locate the injured employee.
 - o Administer First Aid and CPR, if certified.
 - o Notify the Manager/Supervisor, Human Resources Manager, and King Ranch Security. The Human Resources will advise the President, Human Resources Director and the Safety Committee.
 - o Secure the scene of the accident, touching nothing, until the Manager/Supervisor or has completed an accident investigation.
 - o After the initial radio communication calling for help, there is to be no further communication regarding the accident over the radio.
 - o The managed care program is to be implemented in accordance with established procedures.
 - o Under no circumstances should any information regarding the accident be given to anyone without prior consent of the Human Resources/ EH & Safety Manager. All inquiries should be directed to the Human Resources or EH & Safety Manager.
- #### 3. Work Related Injuries Not Constituting an Emergency but Requiring Physician's Care
- o The manager/supervisor and the location's Safety Manager will be notified immediately.
 - o The manager/supervisor will alert the authorized medical facility and give them the necessary information. In the event there is no telephone or radio available, take the employee immediately to the location office or the nearest authorized medical facility and notify the location's Human Resources/Safety Manager immediately.

- o 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 Workers Compensation section 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 Workers' Compensation Insurance Company.

4. Emergency and Fatality Reporting

The manager/supervisor will immediately notify their Safety Manager, who in turn will notify the Director of Safety, when an accident involving death, serious bodily injury or extensive property damage occurs.

In the event of a fatality, or the hospitalization of 3 or more from a single accident, the Director of Safety will report to OSHA within eight (8) hours, in accordance with OSHA regulations.

5. First Aid Procedures

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 a First Aid Only Report and forwarding copies to the location's Human Resources Manager.

5. ORIENTATION, TRAINING AND COMMUNICATIONS

SAFETY TRAINING

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. Managers/Supervisors will be responsible to assure all current employees, new employees and 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.

1. *Employee Safety Training*

Management will not assume that a newly hired, newly assigned, or reassigned employee thoroughly knows all the safe job procedures. All newly hired King Ranch employees must receive “King Ranch General Safety Awareness” upon starting with the company. This training is for awareness only and covers the rules outlined in this policy.

Employees are prohibited from performing the following task without additional training:

- o Operate mobile equipment
- o Enter a permit-required confined space
- o Use any type of fall protection
- o Work on or be in proximity to any open/live electrical circuits
- o Perform lockout/tagout procedure
- o Use any type of lifting/rigging equipment
- o Handle or apply any type of chemical or hazardous material
- o Perform any spark producing activities (hot work)

2. *On-The-Job Training*

Managers/supervisors responsible for the individual will accomplish on-the-job training.

This training will include:

- o The Company's safety programs.
- o Prescribed safety clothing and equipment for the job.
- o Emergency treatment of injuries.
- o How to report an accident/incident and/or serious injury.
- o Specific duties associated with the job to be performed.

3. *First Aid and Cardiopulmonary Resuscitation Training for Supervisors and Employees*

All managers/supervisors responsible for hazardous operations, and other selected employees, will be offered First Aid and Cardiopulmonary Resuscitation (CPR).

Managers and supervisors through coordination with the Safety Manager will schedule regular First Aid and CPR training classes. Training in First Aid will be given to a sufficient number of employees to insure there will be no less than one trained employees per location.

4. *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 specific requirements). All training will be documented and signed by Supervisor and Employee.

5. *Monthly Training Calendar*

Each year the King Ranch Safety team will develop a “Monthly Training Calendar” that outlines the trainings that need to be conducted by employees within that given month. At the beginning of each month, Safety Managers will send out the training to managers. These are OSHA required training courses and should be completed by any employee whose job requires them to take part in that specific task. Training should be completed and documented with a sign-in sheet prior to the end of the month.

6. *Defensive Driving Courses*

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

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.

6. WORKPLACE INSPECTIONS

Workplace inspections will be conducted to identify and correct potential safety hazards. The inspections will cover buildings, temporary structures, tools, equipment, machinery and work safety practices. There are two categories of inspections to be done by a manager/supervisor:

- Informal inspections: An informal inspection occurs every time a manager/supervisor walks through a workplace, notices problems and takes corrective action.
- Formal (Planned) inspections: A planned inspection is done on a regular schedule, with the frequency depending on the needs of the particular workplace. A workshop must be inspected more frequently than an office. A schedule developed by the Environmental Health and Safety Manager will assist in planning.

Managers/supervisors will conduct informal inspections as needed to identify actual and potential problems, equipment deficiencies, improper employee actions, and ensure corrective action is taken to address hazards identified.

Managers, supervisors and employees may request inspections when an unsafe condition or practice is noted. Employees are encouraged to fill out a Hazard Reporting Form whenever they observe a safety violation. These hazards should be entered into Vector with a corrective action and due date. The Safety Manager will make recommendations for corrective action.

Review and Follow Up

Information obtained through inspections must be reviewed and decisions taken as soon as possible as to the action required. All findings should be reported in Vector under “Hazards” or “Inspections” and include a corrective action. In some cases immediate action can be taken, in other cases action will be recommended to senior management, and in other cases review may be required prior to any action being taken. It is important to correct the underlying cause of the problem. If no action is planned on recommendations, reasons will be given and documented.

7. INCIDENT & HAZARD MANAGEMENT

Proactive Safety Reporting

Reporting of any incident, hazard, or near miss is mandatory. It is the responsibility of each employee to report all incidents, hazard, and near misses in accordance with this section. We are a reporting culture which encourages employees to act on every opportunity to identify and control hazards, reduce risk, and prevent harmful incidents. We encourage ALL employees to be on the constant lookout for hazards in and around the workplace. This is a key component in preventing future incidents and injuries.

All incidents, near misses, and hazards should be entered into the Vector EHS platform within 24 hours of being reported.

Definitions

Accident: An undesired event that results in harm to people, damage to property and/or equipment, and/or loss to process. Accidents are categorized as one of the following:

- o Lost Time Injury refers to any injury that prevents a worker from coming to work on the day following the day of injury.
- o Medical Aid refers to any injury not severe enough to warrant more than the day of injury off, but where medical treatment by a doctor is given.
- o First Aid refers only to injuries that can be treated on the job without any days lost.
- o An Incident is defined as property damage but with no injury to workers.
- o A Near Miss is a situation in which no injury or damage occurred but might have if conditions had been slightly different.
- o Occupational Illness is defined as a condition resulting from a worker's exposure to chemical, biological or physical agents in the workplace to the extent that the health of the worker is impaired.
- o A Critical is defined as an injury of a serious nature that; places life in jeopardy, produces unconsciousness, results in substantial loss of blood, involves the fracture of a leg or arm, involves the amputation of a leg, arm, hand, or foot, burns to a major part of the body or the loss of sight to an eye.
- o A Serious Injury (SIF) as a permanent impairment or life-altering state, or an injury that if not immediately addressed will lead to death or permanent or long-term impairment.
- o A SIF potential incident (SIF/P) is any incident that could have resulted in a serious injury or fatality if not for certain barriers or countermeasures, or if one factor around the event had been changed.

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

Fire: Any fire regardless of extent or damage.

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

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.

7. INCIDENT & HAZARD MANAGEMENT (CONT.)

Reporting Procedures - Injury/Illness

EMPLOYEE, if injured or becomes ill:

- o Report the injury or illness, no matter how minor it may seem, to the manager/supervisor immediately in order that medical care if necessary can be authorized and provided by approved facilities.

MANAGER/SUPERVISOR, in case of employee injury or illness:

- o Contact the designated Workers' Compensation administrator at the Human Resources Office for your location for authorization of proper medical facility. Ambulance service will be called immediately for critically injured employees, in which case the Safety Manager will be notified immediately after emergency services are notified.
- o Arrange for transportation for injured employee to medical treatment if required.
- o Assist with the completion of the "Employees Incident/Accident Report" in Vector, including providing translation for the employee and proper execution by employee. Complete the "Supervisor's Report of Accident" and get the "Witness Report of Accident" if a witness was present during the accident.

Reporting Procedures - Motor Vehicle Accident

EMPLOYEE, if involved in a motor vehicle accident:

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

MANAGER/SUPERVISOR, in case of motor vehicle accident:

- o Assure proper care of any injured person.
- o Assure that the proper law enforcement agency has been notified.
- o Notify the Human Resources/Safety Manager immediately.
- o Review "Vehicle Accident Report" for accuracy and completeness.
- o Fill out "Accident/Incident Investigation Report."
- o Send the "Accident/Incident Investigation Report" to the Human Resources Manager within 24 hours following the accident.
- o Obtain a copy of the Texas Traffic Accident Report from the appropriate authority as soon as it is available and forward to the Human Resources/Safety Manager.

Reporting Procedures - Property Damage

EMPLOYEE, if involved in a property damage incident:

- o Notify your manager/supervisor immediately to ensure that he is sent.
- o Take necessary action to secure the area to prevent further damage or bodily injury.

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

- o Notify the proper law enforcement agency and the Human Resources Manager as soon as the damage, theft or vandalism has been discovered.
- o Determine the cause of property damage.

- o Fill out "Accident/Incident Investigation Report" and send original to the Human Resources Manager.
- o If law enforcement agency is involved, obtain a copy of the report as soon as it is available and forward copies to the Human Resources Manager immediately.

Reporting Procedures - Unsafe Act or Hazard

EMPLOYEE, if employee observes an unsafe act or hazard:

- o Notify your manager/supervisor immediately.
- o Employee is not required to perform duties in an unsafe manner or unsafe environment.
- o Employee may refuse to proceed until the unsafe condition or unsafe procedure is corrected.
- o Employee may request that the Human Resources/Safety Manager be contacted.

MANAGER, if in receipt of a hazard or unsafe act, will:

- o Evaluate the situation and take the necessary steps to maintain a safe workplace environment and safe work-place procedures; inform the Safety Manager of the corrective measures taken.
- o If additional assistance is needed, contact the Safety Manager for assistance in correcting the unsafe act or condition.
- o Report the hazard or unsafe act in Vector and establish a reasonable due date for corrective actions.

Accident/Incident Investigation

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 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

Managers/supervisors will conduct initial investigations and submit their reports to management through Vector.

Incidents/accidents will be fully investigated by the location manager and Safety Manager immediately after it has occurred following the procedures laid out below.

- Accidents that result in injuries requiring medical aid,
- Accidents that cause property damage or interrupt operation with potential loss,
- All incidents that by regulation must be reported.

The Safety Manager is to be notified immediately of any accident/incident. An accident report must be filled out and submitted in Vector within 24 hours of the occurrence for review, determine corrective action to be taken and ensure that such action is implemented.

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

a. Return to Work

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 for the Company and the employees to maintain compliance with applicable Federal and State laws and regulations. However, the philosophy of the program remains the same.

7. INCIDENT & HAZARD MANAGEMENT (CONT.)

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.

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 Texas 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 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. It is the employee's responsibility to follow limitations given by treated physician, with Supervisor's oversight.

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

Workers Compensation

The Company, through insurance and in accordance with applicable state law, provides employees with workers compensation benefits.

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

Workers' Compensation benefits may be denied or reduced if insurance company suspects a fraudulent claim was filed or employee knowingly abusing the workers' compensation system.

All injuries or illnesses incurred on the job must be reported to your manager/supervisor IMMEDIATELY.

Appropriate medical attention is the top priority in every situation involving an accident. Seek medical attention immediately or call 911 if there is a medical emergency.

Immediately upon receiving knowledge of an accident the manager/supervisor of the injured employee will notify the Location Manager and Safety Manager for that business unit.

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 manager/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.

When there is a lost time injury, there is a 7-day waiting period (not counting the day of injury) prior to the commencement of temporary income benefits. Benefits start on the 8th day.

During the 7-day waiting period, the HR Manager prepares the Employer's Wage Statement (Forms Tab by State). Employees not able to work due to their injury/illness are paid temporary income benefits (TIB's) beginning the 8th day. The Payroll Department provides wage information to the HR Manager in order to complete the wage statement. The wage statement is then sent to the insurance carrier by the HR Manager.

The time entry clerk for each segment will work with area segment management to ensure that any time off for a work-related injury or illness is noted properly on the employee's timecard as workers' compensation.

An employee, who is injured on the job, may have serious health condition under the company's Family and Medical Leave Policy. All worker compensation benefits must be applied to FMLA leave prior to any substitutions of paid sick leave or vacation days.

8. SAFETY VIOLATIONS

All employees will report safety violations committed or observed in their areas to their immediate manager/supervisor.

Disciplinary action should not be used following an incident where human error occurred, or as retaliation for reporting an incident. When there is a willful violation of safety policies, which are directly associated with preventing bodily injury, loss of life, property damage, or eliminating expensive lawsuits, disciplinary action will be taken as follows.

Employees should be aware that violation of safety policies, procedures and rules may result in disciplinary action up to and including termination.

In no circumstance should an employee receive disciplinary action for reporting an incident unless a willful violation of safety protocol was knowingly broken.

All disciplinary action against an employee related to a safety incident must be reviewed by the Safety Manager and Human Resources Business Partner.

9. OSHA (OCCUPATIONAL SAFETY AND HEALTH ACT)

What is OSHA

The OSH Act covers employers and employees either directly through federal OSHA or through an OSHA approved state program.

OSHA may find it necessary to conduct an inspection of a facility or company. This is usually the result of a complaint, an accident, or a programmed inspection. OSHA may also conduct random inspections.

The inspection process includes four stages:

- Presentation of inspector credentials.
- Opening conference.
- Inspection walk-around; and
- Closing conference.

What to do in case of an OSHA Inspection

Employees shall immediately notify Company's safety representative or the Human Resources Manager when an OSHA inspector or representative is at a worksite. An executive-level manager or, if none is available, the highest-ranking employee who is available shall meet with the inspector and ask him/her to refrain from beginning the inspection for at least 30 minutes until the one-half hour or until the safety representative or another Company representative arrives. If no one arrives within one-half hour, or if the inspector refuses the request, the Employee shall accompany the inspector throughout the inspection.

A company representative will verify the compliance officer's credentials. Compliance officer carries U.S. Department of Labor credentials bearing his or her photograph and a serial number that can be verified by phoning the nearest OSHA office. The compliance office will ask for an employer representative to accompany him or her during the inspection. OSHA does not require an employer representative to accompany the inspector the Company does.

The company representative shall meet with the inspector for a closing conference. Take notes of any alleged violations and requirements for corrective action. Ask whether there will be a follow-up inspection and if so, when such an inspection is expected to take place. Forward notes and any documentation taken during the inspection to the Director of Safety.

Refer to the "Manager's Guide to an OSHA Inspection" training for more information.

10. SAFETY SHAREPOINT SITE

Employee's can access all current King Ranch Safety Programs and Trainings on the Safety SharePoint Site below.

[King Ranch Safety Department](#)

Programs and Trainings included on this page:

- General Safety Awareness and Onboarding
- Confined Space Entry
- Crane, Hoist, and Rigging
- Contractor Safety
- Electrical Safety
- Emergency Action Plans
- Fall Protection
- Fire Safety and Hot Work
- First Aid/Bloodborne Pathogens
- Fleet Safety
- Hazard Communication
- Heat Illness Prevention
- Incident Reporting
- Lock Out-Tag Out
- Machine Guarding
- Personal Protective Equipment
- Powered Industrial Equipment
- Respiratory Protection
- Serious Injury and Fatality Prevention
- Walking and Working Surfaces
- Wildlife & Cattle

Additional Resources found on the Safety SharePoint Site:

- Weekly Safety Meeting Topics
- Job Hazard Analysis Form
- Hazard Reporting Form
- Emergency Action Plan Template
- Training Sign in Sheet

11. EMPLOYEE ACKNOWLEDGEMENTS (TO BE FILED IN EMPLOYEE FILE)

By signing this form I acknowledge that I have read, understand, and agree to follow the King Ranch Safety Policy, and accept the responsibility of reporting any safety incident, near miss, or hazard to my supervisor immediately.

Printed Name: _____

Date: _____

Signature: _____

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