

**MILLARD REFRIGERATED SERVICES
SAFETY AND INJURY PREVENTION PROGRAM**

Communicating the Program

All levels of our organization are responsible for safety in the workplace. The safety program is intended to comply with all applicable local, state and federal safety, fire and health regulations, as well as any Company policies not covered by government regulation. Each level of responsibility is identified as follows:

- 1) Corporate Responsibilities
Corporate is responsible for developing the safety program. This includes developing and updating the Company's Safety Manual, communicating the policies and providing resources to Plant Managers and Supervisors, and enforcing the program.
- 2) Plant Manager and Supervisor Responsibilities
Plant managers and Supervisors are responsible for implementing the safety program. This includes orientating new employees to Company safety policies, providing on-going training as required, conducting monthly safety meetings, performing safety inspections of the plant and updating required safety policies. Supervisors are responsible for identifying and correcting unsafe work practices of employees and unsafe conditions in the warehouse.
- 3) Employee Responsibilities
Employees are responsible for adhering to the rules of the safety program. This includes understanding Company safety policies, participating and contributing to safety meetings, and reporting any potential hazards in the workplace to their Supervisor or Plant Manager. **Employees injured on the job must immediately report injuries to the supervisor or plant manager prior to seeking medical attention. (See Reporting Work-Related Injuries section)**

Identification of Hazards in the Workplace

Millard utilizes a number of methods for identifying hazards in the workplace. Among the methods used are the following:

- 1) Periodic Safety Inspections
Periodic inspections are performed in your plant. These inspections are intended to identify safety hazards associated with the plant. Any hazards that affect your job will be communicated to you in a timely manner.

- 2) Job Safety Analysis (JSA)
A JSA has been performed for your job. The JSA is intended to identify certain hazards related to your particular job tasks and for the plant in general. The hazards of your job will be communicated to you in the orientation program and in on-going safety meetings. Please refer to the JSA forms to review job hazards and recommended procedures.

- 3) Accident Investigation (revised 04/2010)
If you are involved in a job-related accident, you are required to report your accident to your immediate supervisor or lead within 24 hours of the injury. Your Supervisor/Lead in coordinator with you perform a complete accident investigation, which will be entered in the "Accident" on-line module along with all worker statements attached. If your supervisor/lead does not conduct the investigation, you should contact the Plant Manager of your plant immediately.

The report requires your Supervisor and the Plant Manager to investigate the injury for hazards and/or for unsafe work practices. The findings of the report are presented at your plant's safety meetings.

- 4) Employee Reporting Responsibilities
You are responsible for reporting any hazard or unsafe work practice to your Supervisor or Plant Manager. The Plant Manager is responsible for investigating hazards reported by employees and implementing measures to control or eliminate the hazard.

If you feel that the problem is severe and that insufficient or no action is being taken at the plant, you can call the Safety Manager at Corporate at (402) 896-6600.

Preventing Injuries in the Workplace

Preventing injuries in the workplace is a primary consideration for Millard. A summary of these policies and procedures is as follows:

1) Orientation Program

An orientation program has been developed to introduce you to cold storage warehousing and Millard's safety program. The orientation program is designed to give you a basic knowledge of Standard Operating Procedures, including required personal protective equipment, forklift and pallet jack operation, and proper lifting technique.

2) Pre-Shift Meetings

You will be provided with various safety facts during selected Pre-shift meetings every week. These safety facts are associated with the contributing causes for many of the accidents occurring in our industry.

3) Safety Meetings

You are considered to be a member of the plant's safety team. You are compensated for your attendance at all safety meetings and activities. The safety meetings are designed to accomplish the following functions:

- Provided on-going training for certain safety programs.
- Review Personal injury reports for the prior month's accidents, if any.
- To discuss safety committee activities and progress.
- To discuss any new safety policies and procedures being implemented.
- Review any identified hazards resulting from plant inspections or by employee notification. Will also discuss corrective actions implemented for controlling the hazards.

4) Safety Committee Meetings

The safety committee is a forum where all levels of employees can work together to identify, assess and control health and safety hazards or issues. A successful committee has the full commitment of each member and all staff members at the facility.

5) Personal Protective Equipment

The JSA's performed in your plant have indicated that certain personal protective equipment (PPE) must be used. The JSA for your position is included in the Safety Manual. You will be instructed as to which PPE is necessary for your position in the orientation program.

Certain PPE is required for all positions, including the following:

- a) Apparel: Clean and warm clothing conducive to our working environment. Clothing will be in good repair so as not to create a hazard in itself.

Forklift operators will be provided a freezer suit and insulated gloves, which will be replaced on an as, needed basis.

- b) Steel Toed Boots: Steel Toed boots are required to meet the OSHA-related ANSI Standard Z41.1 with an ANSI rating of 75. When purchasing steel toed boots, ask for a boot's that meet the I/75 and C/75 standard. Boots must be chosen for the particular environment that you work in. See your Office Manager/HR Coordinator and/or Plant Manager for information regarding reimbursement allowance for steel toed boots.

- c) Head Protection: Employees are required to put on a hard hat when outside of the main office area. Hard Hats will be provided.

- d) Ear Protection: Ear protection is required by all employees prior to entering the engine room. Ear protection must be worn when operating designated equipment in your facility. Ask your supervisor if you are unsure about when to wear ear protection.

- e) Eye and Face Protection: Eye and face protection must be worn when working in battery changing areas and when working on certain equipment. Check with your supervisor to determine which equipment requires the use of eye and face protection.

- f) Back Support Belts: The use of back belts is optional. If you use a back belt, you will be instructed on how to use the belt correctly. You will receive instruction on proper lifting techniques. The use of back belts should not substitute for the use of the proper lifting technique.

4) Housekeeping
A comprehensive sanitation program is in place in the warehouse. You will be instructed on what your housekeeping responsibilities are.

5) Training
Training will be provided in accordance with federal, state, and local regulations and for specific policies and procedures of the Company. Following are several training programs required for employees:

a) Hazard Communication Program - The "Right to Know"
Certain chemicals can cause injuries or illnesses to employees that come into contact with them. All hazardous chemicals in your plant have been identified and a Material Safety Data Sheet (MSDS) is on file. A copy of the Hazard Communication Program is available to upon request. You will be informed where the Hazard Communication Program is located in your plant.

Ammonia is a hazardous chemical that is present in all warehouses. Ammonia is a strong alkali and can damage all body tissues, such as skin, eyes, and internal organs if ingested. However, there are no long-term effects from limited exposure to ammonia. Ammonia has a distinct, pungent aroma. If you smell or suspect an ammonia leak, notify your supervisor immediately.

b) Control of Hazardous Energy - Lockout/Tagout
Procedures have been established for the lockout/tagout of machinery and equipment to protect you from the unexpected release of a hazardous energy source during repair or maintenance operations.

c) Forklift Training
Initial training will be provided for all forklift operators and with additional training on an annual basis. Forklift operators shall complete an inspection checklist prior to placing the vehicle in service.

d) Emergency Evacuation Procedures
Procedures have been established in your plant for emergency evacuation. You will be instructed on reporting emergencies, alarm systems in place, exit procedures, and assembly points after leaving the plant. Evacuation drills will be performed at least once a year.

e) Fire Extinguishers

Fire extinguishers are located throughout your warehouse. Fire extinguishers are only to be used in the initial stages of a fire. Generally, the fire extinguishers provided can be used on small fires involving trash, wood, paper, liquids, grease, and electrical equipment.

To use an extinguisher, hold the canister upright and pull the ring pin. Start back 8 feet and aim at the base of the fire. Squeeze the lever and sweep from side to side. Once the fire has been extinguished, clean up the area as quickly as possible.

General Safety Rules

- To operate a forklift or pallet jack you must be properly trained and authorized by local management.
- All trailers being loaded or unloaded must be properly chocked.
- Only properly trained personnel are allowed to perform Work at elevated heights and fall protection must be Worn in accordance with OSHA Standard.
- You must always follow verbal and/or written safety instructions from your supervisor, manager and safety committee members.
- Observe all safety signs and warnings posted in your warehouse.
- All fire lanes, exits, and staircases must be kept clear and unobstructed.
- Construction areas are only to be entered by authorized personnel.
- Only authorized personnel can remove safety guards from machinery.
- No person is allowed to handle or dispense chemicals unless properly trained and authorized.
- No horseplay is allowed on Millard's property.

Work-Related Injuries

1) Reporting Work-Related Injuries

Work-related injuries and illnesses must be reported to your supervisor or Plant Manager prior to seeking medical treatment.

Your Plant Manager has designated a doctor to treat injuries sustained at your plant. Depending on state law, you may be required to go to the doctor designated by your plant manager. You will be directed to the doctors office rather than the emergency room. The emergency room will only be used in the event of a bona-fide emergency.

In some states, failure to follow these rules may result in the denial of payment of benefits. If you have any questions concerning workers' compensation laws in your state, you can either call the Risk Management Department at the Corporate Office or contact the state workers' compensation agency.

2) Personal Injury Report

Your Supervisor/Lead in coordinator with you will perform a complete accident investigation. This investigation is used to determine what led to the accident and whether a hazard exists.

3) Drug Testing

You will be required to submit to a drug test following a work-related accident resulting in an injury or property damage. In certain states, benefits may be denied under workers' compensation if drugs were involved in the accident.

4) Access to Medical and Exposure Records

You have the right to access your medical and exposure records, if any. Millard Refrigerated Services is compliant with HIPAA privacy regulations. Permission to access your medical records can be obtained by submitting a written request to:

Human Resources
Millard Refrigerated Services
4715 South 132nd Street
Omaha, Nebraska 68137

Please allow adequate time for a response.

Exposure records are kept by the plant manager. These include the MSDS information discussed earlier, as well as any monitoring and testing records.

5) Return to Work Program

Millard has a return to work program in place at your warehouse. If you sustain an injury, your treatment will be coordinated between your doctor, the Company's insurance carrier, and your Plant Manager. **You are required to have your doctor complete a work status report every time you have been evaluated by your treating physician** to address your work status. Your Plant Manager will make every attempt to accommodate you back into the warehouse.

6) Safety Award Program

A safety award program has been established to reward our employees who display a record of safe working habits and are accident free.

SEE THE SAFETY COMMUNICATION BOARD LOCATED AT YOUR FACILITY