

Safety Orientation

OSHA 5(a)(1) – General Duty Clause

SAFETY ORIENTATION

OSHA Section 5(a)(1)

PURPOSE

Preventing injuries in the workplace is a primary consideration for Millard. An orientation program has been developed to introduce employees to the warehousing environment and the safety program of Millard. The orientation program is designed to give the employee a basic knowledge of Standard Operating Procedures in the warehouse, including required personal protective equipment, proper lifting technique, certain safety programs such as lockout/tagout, and general rules for safe conduct.

SCOPE

This policy outlines the minimum requirements of Millard's Safety Orientation Program. A safety orientation DVD and Safety and Injury Prevention booklet have been produced for use by the plants. These tools have been developed to provide general orientation training for employees.

The safety orientation DVD will meet most of the general training required by governmental regulation and Company policy. The video will not meet job-specific training requirements, although many of the concepts are introduced.

The Safety and Injury Prevention booklet is designed to work in conjunction with the safety orientation DVD as a hard copy summary of Millard safety policies. The booklet includes an acknowledgement of receipt that must be returned to the Plant Manager by all new employees. It is the Plant Manager's responsibility to ensure that the acknowledgement is received from the employee.

Each Plant Manager must develop certain components of the program as they relate to their specific plant. The program will be reviewed once a year for updates and changes.

The safety orientation program will include the following components:

- 1) Safety Meeting agendas must be discussed with the employee. The employee should understand when the meetings will be held, what they will cover, and what is expected of them.
- 2) The employee must be trained on the proper use of Personal Protective Equipment, including the following:
 - Apparel
 - Safety Shoes
 - Battery Changing Equipment (when it is appropriate)
 - Hard Hats
 - Ear Protection (when it is appropriate)
 - Eye and Face Protection (when it is appropriate)
 - Back Belts

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- 3) Employees must be trained on the specific housekeeping procedures in place at the plant.
- 4) Employees must be trained on the Hazard Communication program in place at the plant.
The program must include information on the following:
 - How to read an MSDS sheet
 - Where to find the list of chemicals in the plant
 - What type of labeling or filing system is in use at the plant
 - What types of PPE is required for certain chemicals, such as ammonia
 - A discussion of ammonia safety
- 5) The employee must be trained to understand the Emergency Action Plan in place at the facility. Training must include information on the following:
 - How to report an emergency situation
 - General emergency evacuation procedures
 - Training for employees performing specific functions in the event of an emergency (i.e., first aid, equipment shutdown)
 - Conduct of an annual emergency evacuation drill
- 6) The employee must be trained on the lockout/tagout procedures in place at the facility. The lockout/tagout procedures must include when the procedures are required and how to perform them.
- 7) Employees must be trained on the proper use of forklifts and pallet jacks. While this training is not included in the orientation program, it should be mentioned as a requirement of forklift and pallet jack operators.
- 8) Employees must be trained on the Right-of-Way in the warehouse. If there are special procedures, such as a particular corner or location that is susceptible to accidents, they should be discussed in the orientation program.
- 9) Employees must be trained on the proper use of fire extinguishers. Training must include information on the situations where fire extinguishers should be used.
- 10) General Safety Rules must be discussed with employees, to include the following:
 - Chocking trailers
 - Observing safety signs
 - Keeping aisles clear and unobstructed
 - Removing machine guards

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- 11) Job Specific training must be given to affected employees, to include the following:
 - First Aid/Bloodborne Pathogens
 - Emergency Response (Ammonia Emergencies)
 - Hot Work Permits
 - Confined Space Entry
 - Performing Lockout/Tagout Procedures
- 12) Employees must be trained on proper materials handling techniques.
- 13) Employees should be informed of the safety award program currently in place for Millard.
- 14) Employees must be informed of the proper procedures for work-related injuries, to include the following:
 - Reporting work-related injuries before seeking treatment
 - Completing a Personal Injury Report
 - Submitting to a drug test
 - Access to medical records
 - Return-to-work program
 - Submitting a work status report after each doctor visit
 - Communicating regularly with the company in order to exchange important information

The majority of the requirements are covered by the Millard Safety Orientation DVD.
After the safety orientation is given, the plant manager must collect the acknowledgement of receipt of the Safety and Injury Prevention Program from the employee.

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Millard Refrigerated Services
Safety Counts Orientation Video – Time:
Appendix “A”

Personnel Protective Equipment

Apparel

Clean and warm clothing conducive to working in a cold environment. Clothing will be clean and in good repair as not to create a hazard. Forklift Operators will be provided a freezer suit and insulated gloves

Steel Toed Boots

Shoes must meet the ANSI standard Z41.1 with a rating of 75.
The shoe must have a impact rating of 75# and a compression of 2500#
When purchasing ask for a shoe that meets the I/75 and C/75 standard
Soles should not become hard or slick in the freezer conditions and should be slip resistant
(See your Plant Manager for the company policy regarding the purchase of safety shoes.)

Hard Hats

Hard hats are required for all employees and visitors working or walking in the freezers

Ear Protection (when it is appropriate) *Absolutely required in the Engine Room

Eye and face Protection (when it is appropriate)

Shot showing employee dressed for work on the dock and then dressing to work in the freezer

Forklift

Millard will certify that its drivers are trained and evaluated to safely operate forklifts and pallet jacks in the warehouse. See Section 13 – Forklift/Pallet Jack Safety Program @ www.millardref.com – “Safety Manual”.

Pedestrian Safety

Forklift and pallet jack drivers must be aware of Pedestrians and operate safe around them
Shots of forklifts or pallet jacks using horns not operating too closely to pedestrians

Wheel chocks

All trailers must be chocked before entering regardless if still attached to tractor

Shot showing wheels being chocked

Entering and Exiting Freezers and Trailers

Driver should slow down and sound horn

Shot showing entering and exiting using horns driving slowly.

Keeping aisles and exits clear and unobstructed

Need to keep aisles and exits clear for emergency exit

Shot showing aisles congested and then being cleared

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Hazard Communication “Right to Know”

Ammonia

Talk about where ammonia is found in plant. Show pictures of pipes, evaporators, and engine room. Discuss that only authorized employees are allowed in the engine room. Talk about smell of ammonia. Report any suspected leaks to your supervisor immediately. Millard has employees trained on how to handle each type of hazardous chemical, the use of personal protective equipment required and emergency procedures in place especially for ammonia.

MSDS Sheets

Discuss that they know the location of the written hazard Communication Program. The location of the MSDS sheets. Show of a MSDS station and MSDS for ammonia

How to read - Use the MSDS for Ammonia, go through each section, and explain what can be found in all MSDS in these sections and point out the information for ammonia.

Chemical Identity

The first part of the MSDS identifies the chemical, using the name that is on the label. This section also tells you who makes or sells it and how to reach them for information or in an emergency. It may also say when the MSDS was prepared, so you know how up to date it is.

Hazardous ingredients/identity

In this section, you can find any hazardous ingredients in the chemical by their scientific and common names.

Physical/Chemical Characteristics

In this section, you will find out about factors that could affect the degree of the hazard. It explains the chemical's normal appearance and odor.

Fire and explosion hazard data

This section tells you of the risk of the chemical for fire and explosion and what circumstances could cause fire or explosion.

Reactivity Data

In this section you will find out any hazards that would be associated if this chemical is combined with any other chemicals, with air or water

Health hazard data

In this section you will find out how the chemical will affect your health, so this is the most important section on a MSDS sheet. This section will tell you the way the chemical can enter your body and if its effect will be immediate or if it will take time or repeated exposure to cause a health problem.

Precautions for safe handling and use.

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This section will first tell you what to do if there is a spill, leak, or other accidental release. It also tells you how to safely dispose of the substance and provides precautions to take when storing or handling the chemical.

Control Measures

This section is the second most important section of the MSDS because it explains how to protect yourself when you work with the chemical.

Lockout/Tagout

Every year, people are killed on the job by machinery. All too many of those deaths could have been prevented by following Lockout/Tagout procedures. Lockout/Tagout is the isolation of all energy sources associated with that piece of equipment. Millard has written Lockout/Tagout procedures for each piece of equipment in the warehouse. Only authorized employees who have been trained are allowed to Lock and tag out equipment. Employees are not allowed to touch or try to operate any piece of equipment that has been Lockout or tagged out.

Shot showing tags and locks, employee locking out a forklift or another piece of equipment.

Lifting/Back Safety

Proper lifting tech

Talk about proper lifting tech. Bending at knees straight back. Having a lift plan on your route of travel having a clear path. Do not twist, check weight to see if too heavy, have someone help to use a lift. Shot showing employee checking the weight of a box, check the path and using correct lifting tech.

Warm up ex, Stretching

Shot showing employee warming up before start of shift, after break, and before making a lift.

Ex. Trunk twist, back bends, touch toes, squats

Emergency Action Plan/Response

How to report an emergency

If you encounter a fire, ammonia leak, or medical emergency in the warehouse you need to report it to your supervisor immediately. Your supervisor will contact the plant manager or operations manager to assess the situation and determine the appropriate action. Discuss the line of authority for an emergency is hourly employee to supervisor, supervisor to plant management. This must be followed at all times. Shot showing an employee reporting an emergency to a supervisor and a supervisor following through to plant management.

Evacuation route maps

There are numerous exit routes in the facility and they are all marked. There are evacuation maps posted to show the routes to be taken in the event of an emergency. It is recommended that you know two ways to exit the plant from your work area in the event of an emergency. Shot showing an exit and evacuation maps.

- Assembly points

Once employees have gathered at the assembly point, a headcount will be taken to ensure

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everyone has evacuated the building. The only people responsible for shutting down the equipment is our maintenance personnel and they can only shut down equipment if there is enough time to do so safely. Remember nobody should put themselves in danger just to protect equipment or product. Do not panic and know what to do and do it quickly. Shot showing the assembly point located outside the building.

- Emergency Responders Coming to Plant (Haz Mat, Fire, Police,)

It is Millard's policy to turn emergency situations over to the professionals. The fire department or HAZMAT Team will take command of the incident. A supervisor or manager will give you further instructions once they coordinate with the authorities. Shot showing emergency personnel fire police etc. if available from stock footage.

Work-related Illness or injury

How to report

Every effort will be to keep all Millard plants as safe as possible but in the event of a work related injury or illness regardless of how small you may think it is needs to be reported to your supervisor. Shot show employee lifting a box show them holding their back as if they had an injury. Show them talking to supervisor. Supervisor and them doing an accident report, show them being given a bottle for a drug test and show them returning from doctor with paper work and giving it to management at the plant.

Completing a Incident Investigation Form

You will be required to complete a Incident Investigation form on all work-related illness or injury. This form will be used by plant management to investigate the accident to find the cause so further accidents can be prevented. Shot of the Incident Investigation Form

Submitting to a drug test

All Millard employees are required to submit to a post accident drug test the injured employee and all those involved in the accident will be asked to test. Refusal to test could result in discipline up to and including termination.

Return to work program

Millard has a proactive return to work program. Millard will work with the employee to find work that can be performed by an employee with medical restrictions until fully released to full duty by the treating physician.

Submitting a work status report after each doctors visit

Employees are required to bring in to plant management a work status report after each doctor's visit so they can monitor the healing process and adjust job duties based on new restrictions. Communication between all parties will help to ensure that the employees is receiving proper care and It will help to address any issues that come up in the process till the employee reaches a full release.