Lakeview Ag and Livestock

Provided by: SIF, Idaho Workers' Compensation

Lakeview Ag and Livestock recognizes that employees drive our business. As the most critical resource, employees will be safeguarded through training, provision of appropriate work surroundings and procedures that foster protection of health and safety. All work conducted by Lakeview Ag and Livestock’s employees will take into account the intent of this policy. No duty, no matter what its perceived result, will be deemed more important than employee health and safety.

Lakeview Ag and Livestock is firmly committed to the safety of our employees. We will do everything possible to prevent workplace accidents and we are committed to providing a safe working environment for all employees.

We value our employees not only as employees but also as human beings critical to the success of their families, the local community and Lakeview Ag and Livestock.

Employees are encouraged to report any unsafe work practices or safety hazards encountered on the job. All accidents/incidents (no matter how slight) are to be immediately reported to the supervisor on duty.

A key factor in implementing this policy will be the strict compliance to all applicable federal, state and local policies and procedures. Failure to comply with these policies may result in disciplinary actions.

Respecting this, Lakeview Ag and Livestock will make every reasonable effort to provide a safe and healthful workplace that is free from any recognized or known potential hazards. Additionally, Lakeview Ag and Livestock subscribes to these principles:

1. All accidents are preventable through implementation of effective safety and health control policies and programs.
2. Safety and health controls are a major part of our work every day.
3. Accident prevention is good business. It minimizes human suffering, promotes better working conditions for everyone, holds Lakeview Ag and Livestock in higher regard with customers and increases productivity. This is why Lakeview Ag and Livestock will comply with all safety and health regulations which apply to the course and scope of operations.
4. Management is responsible for providing the safest possible workplace for employees. Consequently, management of Lakeview Ag and Livestock is committed to allocating and providing all of the resources needed to promote and effectively implement this safety policy.
5. Employees are responsible for following safe work practices and company rules, and for preventing accidents and injuries. Management will establish lines of communication to solicit and receive comments, information, suggestions and assistance from employees where safety and health are concerned.
6. Management and supervisors of Lakeview Ag and Livestock will set an exemplary example with good attitudes and strong commitment to safety and health in the workplace. Toward this end, management must monitor company safety and health performance, working environment and conditions to ensure that program objectives are achieved.
7. Our safety program applies to all employees and persons affected or associated in any way by the scope of this business. Everyone’s goal must be to constantly improve safety awareness and to prevent accidents and injuries.

Everyone at Lakeview Ag and Livestock must be involved and committed to safety. This must be a team effort. Together, we can prevent accidents and injuries. Together, we can keep each other safe and healthy in the workplace.

President Risk Manager

2/21/2024 2/21/2024

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The primary responsibility of Lakeview Ag and Livestock employees is to perform their duties in a safe manner in order to prevent injury to themselves and others.

As a condition of employment, employees **must** become familiar with, observe and obey Lakeview Ag and Livestock’s rules and established policies for health, safety and preventing injuries while at work. Additionally, employees **must** learn the approved safe practices and procedures that apply to their work.

Before beginning special work or new assignments, an employee should review applicable and appropriate safety rules.

If an employee has any questions about how a task should be done safely, they are under instruction **not** to begin the task until they discuss the situation with their supervisor. Together, they will determine the safe way to do the job.

If, after discussing a safety situation with their supervisor, an employee still has questions or concerns, they are required to contact the Safety Coordinator.

***NO EMPLOYEE IS EVER REQUIRED*** to perform work that they believe is unsafe or that they think is likely to cause injury or a health risk to themselves or others.

General Safety Rules

Conduct

Horseplay, ‘practical jokes,’ etc., are forbidden. Employees are required to work in an injury-free manner displaying accepted levels of behavior. Conduct that places the employee or others at risk, or which threatens or intimidates others, is forbidden.

Drugs and Alcohol

Use and/or possession of illegal drugs or alcohol on company property or on company time are forbidden. Reporting for work while under the influence of illegal drugs or alcohol is forbidden.

Injury Reporting

All work-related injuries must be reported to your supervisor as soon as practicable. Failure to report injuries can result in loss of workers’ compensation benefits. After each medical appointment resulting from a work-related injury, you must contact your supervisor to discuss your progress. You must also give your supervisor any paperwork that you received at the appointment.

Lakeview Ag and Livestock provides transitional return to work (light duty) jobs for persons injured at work. Transitional work is meant to allow the injured or ill employee to heal under a doctor’s care while remaining productive. Employees are required to return to work immediately upon release.

The Lakeview Ag and Livestock is committed to providing safety- and health-related orientation and training for all employees at all levels of the Company. The Company will maintain and support a program to educate and familiarize employees with safety and health procedures, rules and safe work practices. The training subjects and materials have been developed using industry-best practices criteria and site-specific data.

The training may include, but is not limited to, the following:

1. Company-specific accident and incident data
2. Hazards associated with the work area
3. Hazards associated with a specific job or task
4. Personal protective equipment (PPE)
5. Emergency procedures
6. Employee accident reporting requirements
7. Return to work program
8. Any OSHA required training not included or addressed above

**Periodic Inspections**

It is the policy of Lakeview Ag and Livestock that workplaces are subject to periodic safety and health inspections to ensure implementation and execution of our policies and procedures.

All employees are responsible for cooperating during these inspections and managers and supervisors are responsible for initiating corrective actions to improve items discovered during the walk-through inspection.

**Incident Reporting**

1. Any work-related injury or suspected injury must be reported to your supervisor, job site foreman and to human resources. An injury reportform must be completed. Failure to promptly report an injury may result in a loss of workers’ compensation benefits or disciplinary action.
2. After each practitioner appointment, the employee must report to their supervisor and human resources to review their progress.
3. Lakeview Ag and Livestock provides light duty work for employees recovering from injury. Employees are required to return to light duty work immediately upon release.
4. An accident investigation will be conducted to determine the root cause of the accident. The injured employee will be asked to participate in the investigation.

It is our goal to prevent work-related injuries from happening. We are always concerned when one of our employees is injured or falls ill due to a work-related condition. We believe that such absences cost both Lakeview Ag and Livestock and our employees. We want our injured employees to get the best possible medical treatment immediately to ensure the earliest possible recovery and return to work.

Lakeview Ag and Livestock has a workers’ compensation program available for employees who have suffered work-related injuries. The program’s administrator will determine, based upon their guidelines, whether you are eligible for wage loss or medical expenses under that program.

Lakeview Ag and Livestock wants to provide meaningful work activity for all employees who become unable to perform all, or portions, of their regular work assignment. Thus, we have implemented a return to work program, which includes transitional or light duty work. The return to work program is temporary, not to exceed six months.

Employee Procedures

* All work-related injuries should always be reported immediately to your supervisor no later than the end of the shift on which the injury occurs.
* If there seems to be a reasonable connection between the incident and the use of drugs or alcohol, the employee may be asked to provide a urine and breath sample as soon as possible following the accident. If possible, urine and breath tests will be performed in conjunction with the necessary medical treatment.
* You must complete and sign a Report of Injury or Illness form.
* When medical treatment is sought, the injured employee must advise their supervisor that they are seeking treatment and obtain a Return to Work Evaluation form. Regardless of the choice of physicians, the Return to Work form must be completed for each practitioner visit. Lakeview Ag and Livestock will not accept a general note stating only that you are to be off work.
* Under this program, temporary light duty work is available for up to sixty (60) days (with a review of your progress every 30 days) while you are temporarily unable to work in your regular job capacity. Transitional or light duty work beyond sixty (60) days, up to a maximum of six (6) months, will be evaluated on a case-by-case basis.
* If you are unable to return to your regular job, but are capable of performing transitional duty, you must return to transitional duty. Failure to do so will result in your not being eligible for full disability benefits under the workers’ compensation program, and may result in disqualification for certain employee benefits and, in some cases, be a basis for termination.
* Employees who are unable to work and whose absences Lakeview Ag and Livestock approves must keep us informed on a weekly basis of their status. Failure to do so will result in a reduction in benefits available and discipline, up to and including termination from employment.
* If you are unable to return to your regular job or transitional duty, your absence must be approved under the Family Medical Leave Act (FMLA) program. For this purpose, you need to complete a Family Medical Leave Request form and submit it to the human resources department. You must also have your practitioner complete both the Return to Work Evaluation form and Return to Work Request / Physician’s Authorization form.
* Employees who are not eligible for leave under FMLA must return to light duty or regular work if at all possible. If you are unable to return to any available work, your job position may be filled after a reasonable time. When able to do so, you will be entitled to return to a suitable position, if available and consistent with any limitations. However, you must keep us regularly informed of your status and any changes in your condition.
* Employees must provide a Return to Work form indicating they are capable of returning to full duty. Permanent restrictions will be evaluated on a case-by-case basis and relate to the performance of essential job functions. No permanent light duty positions will be created.
* Cooperate with our third-party administrator and provide accurate and complete information as soon as possible so that you receive all benefits to which you are entitled. If you have problems or concerns, please contact your supervisor and the human resources department.

General Emergency Guidelines

* Stay calm and think through your actions.
* Know the emergency numbers:
* Fire/Police/Ambulance 911
* Internal Emergency Number 911
* Human Resources (208) 530-6548
* Operator “0”
* Know where the exits are located.
* In the event of any emergency, do not take elevators; use the stairs.
* Do not hesitate to call or alert others if you believe that an emergency is occurring; you will not be reprimanded if you act in good faith and it turns out to be a false alarm.
* First aid supplies and emergency equipment are located at 2618 Bragg Rd (Main Shop) for use by those who are authorized and properly trained.

Evacuation

* Employees will be notified of a possible fire either by the fire alarm system or by a paged announcement.
* Upon becoming aware of a possible fire, employees should immediately evacuate the jobsite. Do not delay evacuation to get personal belongings or to wait for coworkers. All doors should be closed as the last person passes through. (Note: never use elevators during fire alarm situations.)
* Supervisors should be the last persons to leave the area. Check the jobsite to be sure that all personnel have evacuated.
* Any employee having mobility, visual, hearing or other condition, which may hinder them from becoming aware of an emergency or evacuating, should request special assistance through human resources.
* Upon exiting the building, all personnel should report for a head count.
* If any employee is missing, an immediate report should be made to the incident commander who will in turn report to the first available fire department officer.
* Employees should stay together in a group so that periodic updates on the situation can be issued.
* The order to re-occupy a jobsite or building will be issued by the incident commander.
* In the event of inclement weather, the incident commander will make arrangements for all personnel to move to shelter.

**Fire Safety**

* Alert other persons in the immediate hazard area.
* Activate a fire alarm or call Jeronimo Carrillo to page an emergency announcement.
* If you have been trained, you can decide to use a fire extinguisher following these instructions:

**P**=Pull the safety pin.

**A**=Aim the nozzle at the base of the fire.

**S**=Squeeze the operating lever.

**S**=Sweep side to side covering the base of the fire.

*\* When using a fire extinguisher always stay between the fire and an exit; stay low and back away when the fire is extinguished.*

*\* Never feel that using a fire extinguisher is required. If the fire is too hot, too smoky or you are frightened, evacuate.*

* Have someone notify the incident commander of where the emergency is located. They will relay this information to the fire department.

Medical Emergency

* Upon discovering a medical emergency, call 911.
* Notify the supervisor and report the nature of the medical emergency and location.
* Stay with the person involved, being careful not to come in contact with any bodily fluids.
* Send two persons (greeters) to the entrance to await the fire department. One person should call and hold an elevator car. Often two fire department units will arrive, so the second greeter should wait at the entrance to receive the second unit while the first greeter escorts the fire department personnel to the scene.
* Employees in the immediate vicinity of the emergency, but not directly involved, should leave the area.
* Human resources will make any necessary notifications to family members of the person suffering the medical emergency.

Severe Weather

* Employees will shut down all equipment and will be instructed where to go for safety. The supervisor will take the weather radio with them. When the severe weather warning is cancelled, they will send runners to advise that it is safe to return to work areas. A general announcement will also be made.

**FIRE DEPARTMENT: \_\_\_560 N Oregon Trail, American Falls\_\_\_\_\_\_\_\_\_\_\_\_**

**TELEPHONE: \_\_208-226-5605\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**POLICE DEPARTMENT: \_550 Gifford Ave, American Falls\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**TELEPHONE: \_\_\_208-226-2319\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**EMERGENCY MEDICAL SERVICES (AMBULANCE): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**TELEPHONE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**HOSPITAL: \_\_Power County Hospital District, 510 Roosevelt St, American Falls\_\_\_**

**TELEPHONE: \_\_208-226-3200\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**DOCTOR: \_\_1st Choice Urgent Care**

**ADDRESS: \_\_\_\_, 850 Yellowstone Ave, Pocatello \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**TELEPHONE: \_\_208-239-6511\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**JOBSITE TELEPHONE NUMBERS:**

**PROJECT NAME/NUMBER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**TELEPHONE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**SITE SUPERINTENDENT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Cell/Home TELEPHONE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**CLIENT CONTACT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**OFFICE TELEPHONE: \_\_\_\_\_\_\_\_\_\_\_\_\_**

**Cell/Home TELEPHONE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Lakeview Ag and Livestock does not tolerate harassment of our job applicants, employees, clients, guests, vendors, customers or other persons doing business with us. Any form of harassment related to an employee’s race, color, sex, religion, national origin, age, citizenship status, veteran status or handicap is a violation of this policy and will be treated as a disciplinary matter. For these purposes, the term harassment includes – but is not limited to – slurs, jokes, or other verbal, graphic or physical conduct relating to an individual’s race, color, sex, religion or national origin; sexual advances; requests for sexual favors; and other verbal, graphic or physical conduct of a sexual nature.

Violation of this policy by an employee shall subject that employee to disciplinary action, up to and including immediate discharge.

Examples of conduct prohibited by this policy include but are not limited to:

* Unwelcome sexual flirtation, advances or propositions;
* Verbal comments related to an individual’s age, race, gender, color, religion, national origin, disability or sexual orientation;
* Explicit or degrading verbal comments about another individual or their appearance;
* The display of sexually suggestive pictures or objects in any workplace location including transmission or display via computer;
* Any sexually offensive or abusive physical conduct;
* The taking of or the refusal to take any personnel action based on an employee’s submission to or referral of sexual overtures; and
* Displaying cartoons or telling jokes that relate to an individual’s age, race, gender, color, religion, national origin, disability or sexual orientation.

If you believe that you are being subjected to workplace harassment, you should:

1. Tell the harasser that their actions are not welcome and they must stop (if you feel comfortable enough to do so).
2. Report the incident immediately to your supervisor or the human resources department.
3. Report any additional incidents that may occur to one of the above resources.

Any reported incident will be investigated. Complaints and actions taken to resolve complaints will be handled as confidentially as possible, given Lakeview Ag and Livestock’s obligation to investigate and act upon reports of such harassment.

Retaliation of any kind against an employee who reports a suspected incident of sexual harassment is prohibited. An employee who violates this policy or retaliates against an employee in any way will be subject to disciplinary action up to and including termination.

Any employee who feels that they have been threatened should immediately report their concern to their supervisor and to human resources.

If any person is observed exhibiting threatening behavior or making threatening statements, the person discovering the situation should warn others in the area and immediately notify human resources and stay away from the person exhibiting threatening behavior.

Depending upon the level of concern, the police department (911) should be called immediately. Never attempt to confront any person exhibiting threatening behavior.

If you have reason to believe that events in your personal life could result in acts of violence occurring at work, you are urged to confidentially discuss the issue with human resources so that a prevention plan can be developed.

Employees and former employees who are, have been or will be exposed to toxic substances or harmful physical agents can access exposure and medical records maintained by Lakeview Ag and Livestock upon request.

### To: All drivers of Lakeview Ag and Livestock

Effective: 2/21/2024

This policy applies to:

* Vehicles owned, leased or rented to Lakeview Ag and Livestock
* Personally owned vehicles driven by employees on behalf of Lakeview Ag and Livestock

The following policy has been established to encourage safe operation of vehicles, and to clarify insurance issues relating to drivers and Lakeview Ag and Livestock.

* All drivers must have a valid driver’s license.
* Motor vehicle records will be checked periodically. Driving privileges may be suspended or terminated if your record indicates an unacceptable number of accidents or violations. Should your record fall into our insurance carrier’s guidelines of an ‘unacceptable driver,’ your employment may be terminated.
* Your supervisor must be notified of any change in your license status or driving record.

When operating your own vehicle for Lakeview Ag and Livestock business:

* Your personal auto liability insurance is the primary payer. Lakeview Ag and Livestock’s insurance is in excess of your coverage.
* You should carry at least $5,0000per occurrence liability coverage. Evidence of insurance coverage is to be provided to Lakeview Ag and Livestock each year, by a copy of your policy’s declaration page or a certificate of insurance.
* Lakeview Ag and Livestock is not responsible for any physical damage to your vehicle. You must carry your own collision and comprehensive coverage.

In the event of an accident:

* Take necessary steps to protect the lives of yourself and others.
* Comply with police instructions.
* Do not assume or admit fault. Liability and negligence will be determined after a thorough investigation.
* Report the accident to Lakeview Ag and Livestock as soon as possible.

By signing this document, you are agreeing that you have read and understood the Vehicle Use policy and will comply with it.

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Employee’s Signature Date

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The following chart serves as a guideline for evaluating an employee’s motor vehicle record (MVR). An employee with an MVR grade of “poor” may not be insurable by our insurance carrier. If driving is a required part of an employee’s position at Lakeview Ag and Livestock, the inability to be insured could jeopardize employment. Note that any major violation will result in a poor score.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Minor Violations** | **Number of at-fault accidents** | | | |
|  | 0 | 1 | 2 | 3 |
| 0 | Clear | Acceptable | Borderline | Poor |
| 1 | Acceptable | Acceptable | Borderline | Poor |
| 2 | Acceptable | Borderline | Poor | Poor |
| 3 | Borderline | Poor | Poor | Poor |
| 4 | Poor | Poor | Poor | Poor |
| Any major violation | Poor | Poor | Poor | Poor |

|  |  |
| --- | --- |
| **Minor Violation** | **Major Violations** |
| All moving violations not listed as a major violation. | * Driving under influence of alcohol or drugs * Failure to stop/report an accident * Reckless driving or speeding contest * Driving while impaired * Making a false accident report * Homicide, manslaughter or assault arising out of the use of a vehicle * Driving while license is suspended or revoked * Careless driving * Attempting to elude a police officer |

Hazard Communication

1. All Lakeview Ag and Livestock employees have a right to know what chemicals they work with, what the hazards are and how to handle them safely.
2. Safety Data Sheets (SDS) are documents provided by the supplier of a chemical. SDSs detail the chemical contents, associated hazards and general safe handling guidelines. At Lakeview Ag and Livestock, the SDS collection is located at 2618 Bragg Rd (Main Shop). Employees are free to utilize the SDS as needed.
3. General rules for handling chemicals:

* Read all label warnings and instructions.
* Follow instructions for quantity. More does not mean better.
* Minimize contact with chemicals. Use double layer cloths or gloves to protect your skin and keep your face clear of the area to reduce inhalation.
* Always wash your hands after handling chemicals.
* If a chemical enters your eye(s) immediately hold open the injured eye(s) and rinse it/them with clean, cool water for 15 minutes. Then be sure to report the injury immediately.
* Any questions or concerns regarding chemicals should be reported to your jobsite manager and human resources.

1. All chemical containers must be labeled to identify contents and hazards. Standardized pictograms, denoted by red frames, will be required on all chemical labels regardless of whether the shipment is domestic or international.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Health Hazard**  Description: Health Hazard  • Carcinogen • Mutagenicity • Reproductive toxicity • Respiratory sensitizer • Target organ toxicity • Aspiration toxicity | **Flame**  Description: Flame  • Flammables • Pyrophorics • Self-heating • Emits flammable gas • Self-reactives • Organic peroxides | **Exclamation Mark**  Description: Exclamation Mark  • Irritant (skin and eye) • Skin sensitizer • Acute toxicity (harmful) • Narcotic effects • Respiratory tract irritant • Hazardous to ozone layer | **Gas Cylinder**  Description: Gas Cylinder  • Gases under pressure | **Corrosion**  Description: Corrosion  • Skin corrosion/burns • Eye damage • Corrosive to metals | **Exploding Bomb**  Description: Exploding Bomb  • Explosives • Self-reactives • Organic peroxides |
| **Flame Over Circle**  Description: Flame Over Circle  • Oxidizers | **Environment\***  Description: Environment  • Aquatic toxicity  *\*under EPA jurisdiction* | **Skull & Crossbones**  Description: Skull and Crossbones  • Acute toxicity (fatal or toxic) |

**Bloodborne Pathogens**

1. Blood and other bodily fluids can carry pathogens, which are capable of causing diseases in others. This includes HIV, which can lead to AIDS, and hepatitis.
2. Because we cannot tell by looking at a person if they are infected with a pathogenic disease, we must take precautions following an illness or injury where bodily fluids are released.
3. In the event of a person losing bodily fluids, stay away from the area and warn others to also do so. You can still stay close to the ill or injured person to provide support; just be sure to stay out of contact with any bodily fluids.
4. In the event that you find spilled bodily fluids, a syringe or other medically contaminated materials, do not attempt clean up by yourself. Call human resources immediately for instructions.

Personal Protective Equipment (PPE)

Inspect PPE prior to each use. Do not use damaged PPE. You are required to maintain and keep PPE clean.

1. Safety Footwear – Must be worn at all times in designated areas to prevent injuries. The most common foot injuries include punctures, crushing, sprains and lacerations.

* Footwear should be comfortable to avoid fatigue and stress-related problems.
* Workers should wear steel-toed boots with a cap that covers the entire length of the toes, from the tips to beyond the natural bend of the foot. Choose footwear with soles based on the type of specific hazards in the work area.
* Working in cold weather may require workers to wear insulated footwear, as normal footwear does not provide enough protection from colder temperatures.

1. Eye Protection – Needed for protection against impact injuries, chemicals, dust, chaff and other workplace hazards.

* Eye protection must be worn when painting, grinding, drilling, welding, sawing, working in a dusty environment or when handling chemicals.

1. Hand Protection – Select hand protection that provides adequate protection for hazards present in the work area.

* Protection should fit properly and comfortably.
* Leather gloves provide the most adequate protection in most situations, yet light cotton gloves may be more appropriate when working in environments where hand injuries are less common. Wear rubber or neoprene gloves when handling chemicals.

1. Hearing Protection – Wear hearing protection to prevent noise-induced hearing loss that is permanent and irreversible. Farm workers who operate equipment on a regular basis are exposed to harmful noise levels that could cause significant damage.

* Select earmuffs or earplugs to protect against hearing loss.

1. Head Protection – Some landscaping tasks may require protection to safeguard against head injuries.

* Inspect head protection equipment regularly.
* Do not store headwear in the windows of vehicles, as sunlight and heat can cause it to become brittle and not provide sufficient protection against hazards.
* Do not modify or paint the shell of head protection. This can also diminish its ability to adequately protect your head.

1. Respiratory Protection – Wear respiratory protection to safeguard against hazards to the lungs and throat. Wear the appropriate protection for the task at hand.

* Working with chemicals requires a cartridge respirator with filters designed for specific hazards.
* Dust masks protect against airborne dusts and other contaminants such as bacteria.
* Do not perform operations requiring respirators unless you have been fitted and trained on Lakeview Ag and Livestock’s respiratory protection program.
* Inspect respirators for cracked or worn parts before and after each use, and after cleaning.
* Do not work in an area that requires the use of respiratory equipment if you fail to obtain a tight seal between the respirator and your face.
* Clean and sanitize respiratory equipment according to manufactures recommendations after each use.
* Store respiratory equipment in a clean and sanitary location.

Lockout/Tagout

Prior to working on any machinery when guards are removed, every energy source (electrical, hydraulic, chemical, mechanical, etc.) must be deactivated, stored energy dissipated and the control locked in the off (safe) position.

Never remove or tamper with a lockout performed by another employee or contractor. A lockout could consist of a lock applied to a control such as a switch, breaker or valve. A tag containing words such as “DANGER - DO NOT OPERATE” may also be used for lockout. If you see the lock, the tag or both applied to an energy control device it means “Keep your hands off.”

1. Do not perform any maintenance, inspection, cleaning, adjusting or servicing of any equipment without following the company's lockout/tagout program.
2. If required to work on powered equipment (hydraulic, electrical, air, etc.), you must have your personal padlock with your name on it and your personal key on your person at all times.
3. Disconnect and padlock all machine power disconnects in the off position before removing guards for the purpose of working on or in the machinery or approaching its unguarded parts. (NOTE: When more than one employee is working on a single piece of equipment, each employee must use their own padlock along with lock-out tongs to lock out the equipment. When the work is completed, they must remove only their own lock.)
4. Do not commence equipment repair or maintenance work until you have verified that the tagged/locked out switch or control cannot be overridden or bypassed.
5. Replace all guards before removing personal padlocks from the control.
6. Do not use or remove another employee's protective lock. Do not remove a lock from equipment unless you placed it there.
7. Before machinery is put back into use after LOCKOUT/TAGOUT, give a verbal announcement or sound a warning to fellow employees.

Respirable Crystalline Silica

Employees will take steps to limit their exposure to respirable crystalline silica in accordance with OSHA standards. A final rule from OSHA that sets the permissible exposure limit (PEL) for respirable silica to 50 micograms per cubic meter of air (50 µg/m3) came into effect on June 23, 2018. Employees must now follow Lakeview Ag and Livestock’s written exposure plan for respirable silica at all times. Also, employees who are exposed to levels of respirable silica at or above the PEL for 30 or more days a year are offered medical examinations at least once every three years. These medical examinations are offered to employees exposed to silica levels at or above OSHA’s action level for respirable silica (25 µg/m3) for 30 or more days a year.

Fire Prevention

1. Smoking is only allowed in designated exterior smoking areas.
2. No candles or open flames are allowed within any facility.
3. Always allow the engine of machinery to cool for 10 minutes before refueling.
4. Always carry a chemical fire extinguisher when working with fuel.
5. Gasoline, diesel and other fuels must be transported in approved, marked containers. Secure these containers in the vehicles with the lids closed.

Lifting

1. Plan the move before lifting to ensure that you have an unobstructed pathway.
2. Test the weight of the load before lifting by pushing the load along its resting surface.
3. If the load is too heavy or bulky, use lifting and carrying aids such as hand trucks, dollies, pallet jacks and carts, or get assistance from a coworker.
4. If assistance is required to perform a lift, coordinate and communicate your movements with those of your coworker.
5. Position your feet 6-12 inches apart with one foot slightly in front of the other.
6. Face the load.
7. Bend at the knees, not at the back.
8. Keep your back straight.
9. Get a firm grip on the object using your hands and fingers. Use handles when they are present.
10. Hold the object as close to your body as possible.
11. While keeping the weight of the load in your legs, stand in an erect position.
12. Perform lifting movements smoothly and gradually; do not jerk the load.
13. If you must change direction while lifting or carrying the load, pivot your feet and turn your entire body. Do not twist at the waist.
14. Set down objects in the same manner as you picked them up, except in reverse.
15. Do not lift an object from the floor to a level above your waist in one motion. Set the load down on a table or bench and then adjust your grip before lifting it higher.
16. Never lift anything if your hands are greasy or wet.
17. Wear protective gloves when lifting objects that have sharp corners or jagged edges.

Fatigue

Due to the physical nature of farm work, fatigue can set in after being on the job for several hours. This can not only affect your physical strength, but also your mental sharpness. To avoid fatigue (muscle tightness, aches, pains and mental cloudiness), take short breaks throughout the day to allow your body to recover.

Hazardous Materials

1. Follow the instructions on the label and in the corresponding Safety Data Sheet (SDS) for each chemical product you will be using in your workplace.
2. Do not use protective clothing or equipment that has split seams, pinholes, cuts, tears or other visible signs of damage.
3. Before removing your gloves after each use, wash them using cold tap water and a normal hand washing motion. Always wash your hands after removing the gloves.
4. Do not use chemicals from unlabeled containers or unmarked cylinders.
5. Always use chemical goggles and a face shield before handling chemicals labeled "Corrosive" or "Caustic."
6. Do not store chemical containers labeled "Oxidizer" with containers labeled "Corrosive" or "Caustic."
7. Do not smoke while handling chemicals labeled "Flammable."

Tractors

1. Always wear a seat belt while operating a tractor and ensure that the proper Rollover Protection Structure (ROPS) is in place.
2. Always wear hearing protection, as not all tractor cabs are soundproof.
3. Drive at slow speeds to retain control and maintain the ability to stop suddenly. Reduce your speed when turning and breaking.
4. Perform regular maintenance per the manufacturer’s instructions.
5. Use a wide wheel track on hillsides and sloped ground.
6. Put on the parking brake before dismounting.
7. Never leave a tractor in a position where it can roll, where it is jacked up or with the starter key in the ignition.
8. Dismount every hour for five to 10 minutes to avoid strain injuries.
9. Keep the power take-off (PTO), PTO shaft and power input coupling guards in place to prevent clothing or body parts from becoming tangled in any moving parts.
10. Make sure that the control lever is easily reachable while sitting to reduce the risk of a PTO injury.
11. Do not turn sharply when operating power implements. This can cause the PTO guard cones to break and lower links or tractor tires can contact the power shaft.
12. Fit attachments according to the manufacturer’s instructions only.
13. Only attach implements to the draw bar or mounting points provided by the manufacturer.
14. Check the safety pins on towed lift wing implements regularly for wear and tear.
15. Ensure that all towed implements guards are in place before operating the tractor.
16. Never adjust or perform work on implements when they are in motion.

Power take-offs (PTOs) transfer power from the tractor to other PTO-powered equipment such as rotary mowers, feed grinders, grain bin augers and balers. PTOs also create a wrap-point hazard. As exposed machine parts rotate, loose clothing can get caught in the moving parts and consequently pull a person into the machine. To prevent wrap-point injuries, you must properly maintain the shielding devices installed on your equipment. To do so, every component of the PTO must be shielded to provide maximum protection.

* Do not remove PTO shields under any circumstances. Though they may make attaching implements tricky, they must be left in place.
* Always replace bent or damaged shield guards.
* Before dismounting from a tractor, disengage the PTO and shut down the tractor engine.
* Do not attempt to engage or disengage a PTO shaft from the rear of a tractor. Only do so while sitting in the tractor seat.
* Avoid wearing baggy clothing. Instead, wear fitted apparel and tuck in your shirt to avoid getting garments caught in the PTO or other moving parts.
* Remove the drawstrings from jackets, sweatshirts and pants before wearing them around machinery with moving parts.
* Tie back long hair and do not wear jewelry around wrap-point hazards.
* Never step over, lean across or crawl under an engaged PTO shaft.

Tractor Road Safety Precautions

Signage Recommendations:

* Place a slow-moving vehicle (SMV) emblem on the rear of the tractor so that automobiles can clearly see it as they approach.
* If workers are towing a trailer or other equipment that blocks the SMV sign, they should place an additional emblem on the towed equipment.

Lighting Tips:

* Make sure that tractors have two forward-facing headlights and a red tail light that is constantly illuminated.
* Any equipment that is towed should have two rear-mounted red reflectors.
* If workers are operating tractors on public roads, they must be equipped with hazard lights. These lights should always be on when the vehicle is on the road.

Traffic Rules:

* Use a turn or hand signal when changing lanes, turning, pulling onto the road or stopping. Drivers should signal at least 100 feet before turning or stopping to alert motorists.
* When traveling on a single-lane or two-lane road that intersects with a multi-lane road, drivers must yield to others traveling on the multi-lane road.
* Traffic on unpaved roads must yield to motorists on paved roads.
* Look behind and to the left and right before turning.
* Apply the brakes before making a turn as opposed to during the turn.
* Do not park a tractor closer than 50 feet from a railroad crossing.
* Never park a tractor on a roadway.

Machinery Dangers

Shear Points and Cutting Points:

* Shear points occur when the edges of two objects move close together and can cut soft material (example: auger).
* Cutting points occur when an object moves forcefully and is able to cut (example: sickle blade).
* To avoid injuries, remain alert while operating machines with shear and cutting points. Also, advise others to look out because some cutting machinery can throw objects while they are in use.

Pinch Points:

* Pinch points are created when two rotating objects move closely together, one moving in a circle.
* Hands and feet can get caught in pinch points, or other body parts can get pulled into pinch points when loose clothing becomes entangled in the machine.
* To avoid injuries, wear tight-fitting clothing and never reach over or work near rotating parts. Also, identify places where pinch points can occur and avoid these areas.

Wrap Points:

* When exposed machine parts rotate, they create wrap points. Loose clothing can get caught in the moving parts, and consequently pull workers into the machine.
* To avoid injuries, shield potential wrap points before beginning your work. If wrap points cannot be shielded, paint them a bright color as a reminder they need to be avoided.

Crush Points:

* Crush points occur when objects move towards one another, and can crush a worker in between.
* Block equipment to avoid fatal crushing injuries.

Hydraulic Systems:

* When servicing, adjusting or replacing parts on machines with hydraulic systems, workers can face high-pressure blasts of hydraulic oil. This can cause injury and can cause burns to the skin.
* To avoid injuries, do not inspect hydraulic hoses with your hands because the hydraulic fluids can puncture the skin.

ATV Safety Precautions

1. Read the manual carefully before attempting to ride, and ensure that you understand how to remain safe.
2. Never allow others to ride on an ATV with you unless it is specifically designed to accommodate more than one rider.
3. Do not carry attachments or loads unless you are trained on how to effectively drive the vehicle while carrying cargo.
4. Never operate an ATV while under the influence of drugs and/or alcohol.
5. Do not ride on public roads at night when motorists cannot see you as well.
6. Wear a helmet that is designed specifically for riding an ATV. Helmets designed for other tasks will not provide the necessary protection from falls because they cannot absorb enough energy upon impact. A proper helmet should also resist blows from sharp objects, stay in place as you ride and provide minimal side vision. Also, wear the appropriate eye protection if your helmet does not have a face shield.
7. Wear gloves to improve your grip on the controls and to reduce the pressure from holding onto the handlebars.
8. Wear boots to protect your feet and legs from debris and to maintain solid footing. This will also help maintain your balance and control.
9. Wear long-sleeved shirts and long pants to protect your skin from cuts and scrapes.
10. Scan ahead of you to identify hazards such as rocks, fallen branches, fences, wires and unstable surfaces.
11. Be on guard for unexpected hazards such as wildlife and other riders.
12. Drive at a moderate speed while taking weather conditions and the terrain into account.
13. Shift your weight when making turns and riding up and down hills.

Hand Tool Safety Precautions

1. Always wear the appropriate eye protection when using hand tools. Safety glasses should have the Z87.1 logo to indicate that they are industrial quality.
2. Watch out for your fingers when using tools to avoid getting them caught in moving parts or striking them with items such as hammers.
3. Avoid horseplay or talking excessively with coworkers. These actions can cause you or someone else to become distracted, which can result in serious injuries.
4. Keep your work area and your tools clean at all times. Dirty, greasy and oily tools and floors can cause accidents. Clean up spills and scraps on the floor immediately, and make sure that your tools are always tidy.
5. Always use the proper tool for the job at hand.
6. Make sure that cutting-edge tools remain sharp. If edges get dull, they become dangerous to operate because you must apply excessive pressure to make them cut.
7. Before using a cutting tool, remove nails or other objects that may destroy the tool’s cutting edge.
8. Carry sharp-edge tools and chisels with the cutting edge downward. Also, store these items with the sharp edges down.
9. Avoid using damaged tools. Instead, alert your supervisor that they need repair.
10. Hold hand tools securely so that they do not slip out of your hand and hit another worker.

**Grain Auger Safety Precautions**

1. **Leave a Shield in Place:** Intake screens located at the base of an auger prevent your hands and feet from getting caught between the auger screw and tube.

* Do not operate driven grain augers in which the shield is missing or damaged.
* Ensure that screens are in place when using augers with a belt or chain drive system. Without a screen, you run the risk of a pinch point injury.

1. **Emptying an Auger:** Always let the auger rattle empty before stopping it to prevent the grain bin from flipping over. This can cause injury to the operator, bystanders and can also damage the machine itself.
2. **Look Up When Moving:** Ask a coworker to watch out for power lines when moving grain augers, especially at bin sites.
3. **Adjust Heights Carefully:** Grain augers can only be raised to a certain height safely, and many do not have stops at the end of the track.

* Never raise an auger above its recommended height; use a longer auger if you need more height.
* Watch out to make sure that the supports do not come to the end of the track and cause the auger to come crashing down.

1. **Let Go of the Crank:** Do not grab a height-adjusting crank if it gets out of your grasp. The auger will come down fast, but you could break an arm trying slow the crank.
2. **Block Augers in Place:**

* To avoid rolling or moving, block a grain auger in place in front of and behind the wheels.
* Anchor the bottom end of an auger to the ground.
* Place augers at ground level on a stable surface.

1. **Other Precautions:**

* Wear tight-fitting clothing when working near grain augers. Loose clothes can easily become entangled in moving parts.
* Stop an auger if debris such as straw or chaff gets stuck. Remember to never use your hands or feet to remove the debris.

Equipment Transport

1. Do not load and unload equipment by yourself; always work with a partner.
2. Secure machinery on trailers before proceeding.

Pesticide Storage, Transport and Disposal

1. Store chemicals in a well-ventilated, well-lit area with a locked entrance. Check SDSs regarding the proper storage procedures for each chemical.
2. Store chemicals away from PPE, especially respirators.
3. Keep incompatible chemicals away from one another.
4. Be mindful that some chemicals contain solvents that can escape into the air and release harmful vapors unless their containers are properly sealed.
5. Store chemicals only in their original manufactured containers with the original labels. If a chemical’s label should come off, replace it immediately.
6. Do not transport chemicals near food, water or incompatible chemicals.
7. Secure chemicals in their proper containers on the vehicle before proceeding so they cannot move, fall or break.
8. Keep a detailed record of the chemicals you are transporting.
9. While transporting hazardous substances, bring the appropriate PPE for safe handling.
10. Before dumping any chemical, read through the SDS and the manufacturer’s label regarding toxicity to animals and plants. Also, note the proper way to dispose of any leftover substances and the container.

Exposure:

If a coworker is exposed to a toxic chemical, consult the SDS and the product label, as the correct response is as important as taking immediate action. If the injured or ill person is having trouble breathing, is having convulsions or is unconscious, provide the necessary first aid and call 9-1-1. If the injured or ill person does not have any of the symptoms listed above, contact the **Poison Control Center at (800) 222-1222**. When calling, have the chemical container handy to instruct the operator as to what the person was exposed to. They can then give you the correct directions on how to properly treat the injured or ill person.

Livestock Handling Precautions

1. Livestock such as cattle, sheep and horses have broad, panoramic vision but very limited depth perception. Therefore, they can see all the way around them, except for the area around their noses and in the rear. To livestock, shadows appear as holes and moving distractions can cause them to be easily frightened. To avoid scaring livestock as you work with them, approach them slowly and not directly from behind.
2. Remove flapping objects from the area while handling livestock. Unexpected moving objects like a cloth swinging in the wind or fan blades can trigger animals to balk.
3. Do not yell while handling or herding livestock because loud noises can cause them to become stressed and act violently.
4. Keep the facility clean and free of clutter so there will be plenty of space to move around in if an animal gets out of control.
5. Paint handling facilities in one color since livestock can perceive color and multiple tones can cause stress. Also, be wary that a sudden change in color may cause animals to balk.

Manure Pit Gas Precautions

Types of Gas:

There are four main gases present in manure pits that are toxic and can have adverse effects on your health.

1. Hydrogen Sulfide:

* This gas is heavier than air and causes dizziness, unconsciousness and even death.
* At low concentrations, it smells like rotten eggs. At high concentrations, your sense of smell is deadened so no odor is detected.

1. Carbon Dioxide:

* This gas is odorless, tasteless and heavier than air.
* Carbon dioxide causes unconsciousness and death upon exposure.

1. Ammonia:

* This gas is lighter than air and has a pungent smell, which can irritate the eyes and respiratory tract.

4. Methane:

* This gas is lighter than air and creates an explosive atmosphere.

Manure Pit Safety Recommendations:

* Never enter a manure pit unless absolutely necessary and only when proper safeguards have been taken.
* Never enter a manure pit by yourself. Always have a coworker standing by as a spotter.
* Label the manure pit and manure storage areas to warn others of the gas hazards.
* Obtain and use monitoring equipment to determine the level of gases present in the manure storage area. If the gas levels are dangerous, leave immediately and contact your supervisor for further instructions.
* Wear a self-contained breathing mask when entering a manure storage area.
* Wear a safety harness when entering a manure pit while a coworker stands outside to monitor your progress.

Ammonia-Specific Safety Precautions

Ammonia is extremely corrosive to the eyes, skin and lungs.

* To reduce your risk of overexposure, use only the amount and concentration required for the task at hand.
* Store ammonia in a cool, dry area far away from chlorine, acid, oxidizers and metals. Be especially careful to avoid mixing chlorine and ammonia, as this can produce an even more toxic gas.
* Always use products containing ammonia in a well-ventilated area to avoid overexposure. Also, consider wearing an air-supplied respirator in areas with high concentrations of ammonia. Know where these protective items are located in the workplace in case you need them quickly.
* Always inspect storage facilities and processing equipment to prevent exposure and accidental leaks.
* Watch for signs of skin contact with ammonia – redness, pain, burns and irritations. To prevent exposure, wear gloves and a lab coat or coveralls. If your clothes are accidentally splashed, remove them immediately and wash your skin for 15 minutes.
* Consider wearing splash goggles or a face shield to protect your eyes against ammonia exposure. If exposed, flush your eyes with water for 15 minutes and then seek immediate medical treatment.

Harvesting Safety Precautions

* Get your equipment harvest-ready during the off season to ensure that it is in proper working order before you need to start the work.
* Before the season begins, review operation manuals and maintenance guidelines for all machinery.
* Make sure all guards and shields are secured.
* Inspect the fields for changes since the last harvest. This may include excess debris, tree limbs or driving hazards such as holes and ditch formations.
* Remove items that pose hazards such as stumps and stones, or mark hazard areas that cannot be moved.
* Plan your harvest so that your equipment will travel downhill on a steep slope to avoid overturns.
* Clean hydraulic hoses and repair any damages before the season begins.
* Check the slip clutch, roll scraper and rear gate latch to make sure that these parts are adjusted properly.
* Inspect all machines to make sure they are hooked up properly. For instance, a 540-rpm mower should not be hooked up with a 1,000-rpm power take-off (PTO). Operating a mower at excessively high speeds can cause machine malfunctions that could potentially result in injuries.
* Check the lights and warning reflectors on all equipment. Also, clean the slow-moving vehicle (SMV) emblem on the rear of all vehicles to ensure high visibility.

Big Bale Handling Precautions

Pre-Harvest Precautions:

* Inspect the tractor-baler combination and make sure that all the shields are in place. This is especially important for the PTO shield.
* Remove excessive grease or grass buildup on all moving parts to avoid an unnecessary fire hazard.
* Chock the baler wheels, lock the tractor brakes and remove the key from the ignition when servicing equipment.
* Thoroughly clean the baler to remove any debris.
* Check for loose or missing bolts, screws, nuts, guards or bent teeth periodically.
* Replace any bent or missing pickup teeth to ensure that feeding will go smoothly.
* Inspect belts and chains periodically for wear and service them as needed.
* Ensure that hydraulic hoses are clean and in good condition before the season.
* Check the lights and warning reflectors on all vehicles. Also, make sure that your machinery is equipped with a slow-moving vehicle (SMV) emblem to warn other vehicles of your speed.

Crop Preparation and Baling:

* When working on rough terrain or hillsides, avoid holes and other obstacles that could tip a windrower or throw you off the machine.
* Inspect the terrain and crop density to determine the windrower speed.
* Be mindful that the more you have to unplug the machinery, the greater the chance of an accident.
* Always disengage the PTO and shutoff the engine before attempting to unplug a bailer.
* Do not feed material into the baler with your hands or feet; your limb(s) could get pulled into the machine.

Making Hay:

* Before transporting hay to the field, check to make sure the brake pedals are joined together.
* Check the tire pressure on the baler and tractor to avoid equipment drift on slopes in the field.
* Do not leave the tractor seat when the engine is running.
* Always make sure the area behind the baler is clear when ejecting a bale. Also, avoid ejecting bales on downward slopes, as they may continue to roll.

Heat-Related Illnesses

1. Wear light-colored clothing and a hat.
2. Adapt to working in hot conditions gradually, and avoid over-exerting yourself during peak temperature periods.
3. Drink water frequently—at least eight ounces every 20 to 30 minutes. Stay away from liquids containing caffeine, as they tend to increase urination, which causes rapid depletion of body liquids.
4. Watch for the following signs and symptoms of heat-related illnesses:

* Heat cramps – Severe muscle spasms in the back, stomach, arms and legs, which are attributed to the loss of body salt and water during periods of heavy perspiration.
* Heat exhaustion – Heavy sweating, cool or pale skin, nausea, headache, weakness, vomiting and fast pulse.
* Heat stroke – High body temperature, minimal sweating, red and dry skin, rapid breathing and pulse, headache, nausea, vomiting, diarrhea, seizures, confusion or unconsciousness.

1. Treat heat illness as soon as possible by doing the following:

* Heat cramps – Move to a cooler area and drink approximately six ounces of water every 15 minutes. Follow up with a medical examination.
* Heat exhaustion – Move to a cooler area and lie down with your legs slightly elevated. Cool your body by fanning and applying cool, wet towels and drink approximately six ounces of water every 15 minutes. Follow up with a medical examination.
* Heat stroke – Call 9-1-1 immediately. Move to a cooler area, remove your outer clothing, immerse yourself in cool water or apply cool, wet towels or cloths to the body. Do NOT drink liquid, and wait for emergency personnel to arrive.

Cold Weather Illnesses

1. Exposed skin freezes within one minute at -20°F when the wind speed is five miles per hour (mph), and will freeze at 10°F if the wind speed is 20 mph. When skin or clothing are wet, injury or illness can occur in temperatures above 10° F, and even above freezing (32° F). When the body is unable to warm itself, hypothermia and frostbite can set in, resulting in permanent tissue damage and even death.
2. Watch for the following signs of cold-related illnesses:

* Uncontrollable shivering
* Slurred speech
* Clumsy movements
* Fatigue
* Confused behavior

1. Layer clothing to keep warm enough to be safe, but cool enough to avoid perspiring excessively.

* Inner layer – synthetic weave to keep perspiration away from the body.
* Middle layer – wool or synthetic fabric to absorb sweat and retain body heat.
* Outer layer – material designed to break the wind and allow for ventilation.

1. Wear a hat to avoid losing almost 40 percent of your body heat.
2. Place heat packets in gloves, vests, boots and hats to add heat to the body.
3. Watch out for the effects of cold temperatures on common body functions such as:

* Reduced dexterity and hand usage
* Cold tool handles reducing your grip force
* The skin’s reduced ability to feel pain in cold temperatures
* Reduced muscle power and time to exhaustion

Contact with Insects, Bees and Rodents

1. Do not touch rodents, even if they look dead.
2. Avoid animals in nests or dens.
3. Never pick up, disturb or corner a snake – move away quickly.
4. Do not pick up or disturb a spider.
5. Wear the appropriate repellents for animals you may come in contact with.
6. Keep your skin covered by wearing a hat, socks, long-sleeved shirts, long pants and high boots.
7. Tuck your pants into your boots and be mindful of exposed skin on your neck, wrists and ankles.
8. Do not wear cologne or perfume, which may attract animals.
9. Properly control and dispose of food and garbage in your work area to avoid attracting pests.
10. If you are allergic to any insects, keep medication with you at all times. Alert coworkers of your allergy so they can assist you in the event of an emergency.

Lakeview Ag and Livestock is firmly committed to your safety. We will do everything possible to prevent workplace accidents and are committed to providing a safe working environment for all of our employees. We value you not only as an employee but also as a human being critical to the success of your family, the local community and Lakeview Ag and Livestock. You are encouraged to report any unsafe work practices or safety hazards encountered on the job. All accidents/incidents (no matter how slight) are to be immediately reported to the supervisor on duty.

A key factor in implementing this policy will be the strict compliance to all applicable federal, state, local and Lakeview Ag and Livestock policies and procedures. Failure to comply with these policies may result in disciplinary action. Respecting this, Lakeview Ag and Livestock will make every reasonable effort to provide a safe and healthful workplace that is free from any recognized or known potential hazards. Additionally, Lakeview Ag and Livestock subscribes to these principles:

1. All accidents are preventable through implementation of effective safety and health control policies and programs.
2. Safety and health controls are a major part of our work every day.
3. Accident prevention is good business. It minimizes human suffering, promotes better working conditions for everyone, holds Lakeview Ag and Livestock in higher regard with customers and increases productivity. This is why Lakeview Ag and Livestock will comply with all safety and health regulations which apply to the course and scope of operations.
4. Management is responsible for providing the safest possible workplace for employees. Consequently, management of Lakeview Ag and Livestock is committed to allocating and providing all of the resources needed to promote and effectively implement this safety policy.
5. Employees are responsible for following safe work practices, company rules and for preventing accidents and injuries. Management will establish lines of communication to solicit and receive comments, information, suggestions and assistance from employees where safety and health are concerned.
6. Management and supervisors of Lakeview Ag and Livestock will set an exemplary example with good attitudes and strong commitment to safety and health in the workplace. Toward this end, management must monitor the company’s safety and health performance, working environment and conditions to ensure that program objectives are achieved.
7. Our safety program applies to all employees and persons who are in any way associated with or affected by the scope of this business. Everyone’s goal must be to constantly improve safety awareness and to prevent accidents and injuries.

Everyone at Lakeview Ag and Livestock must be involved and committed to safety. This must be a team effort. Together, we can prevent accidents and injuries and keep each other safe and healthy in the workplace.

By signing this document, I confirm the receipt of Lakeview Ag and Livestock’s employee safety handbook. I have read and understood all policies, programs and actions as described, and agree to comply with these set policies.

Employee Signature Date