

**Injury and Illness Prevention Program (IIPP):
Rules & Regulations SOP
Summary Sheet**

This summary sheet will give you an overview of YLA, Inc., IIPP / Rules and Regulations SOP. For the complete IIPP General Safety Program (YASAF999MAN006) and Rules and Regulations SOP (YASAF999DOC001), go to DocBase, the Corporate Protocol binders or see your Supervisor.

Sections 1 & 2 are the purpose and scope of the IIPP. They also include the Management Policy Statement below:

MANAGEMENT POLICY STATEMENT

It is the policy of the YLA, Inc. that every employee is entitled to a safe and healthful place in which to work. To this end, we have established this Injury and Illness Prevention Program to ensure that every reasonable effort will be made in the interest of accident prevention, fire protection and health preservation.

The management concept at YLA, Inc. is not production and safety, but production with safety. When production with safety is achieved, production with efficiency is attained simultaneously.

We at YLA, Inc. have a basic responsibility to make the safety of everyone a part of our daily concern. We will be counting on all of our employees to do their part in making our program an effective one.

The successful operation of YLA, Inc. will depend not only on sales and service, but also how safely each job function is performed. There is no job so important, or any service so urgent, that we cannot take time to work safely. We consider the safety of our personnel to be of prime importance, and we expect full cooperation in ensuring our program stays effective.

Section 3: Responsible people for implementing and monitoring the IIPP by location.

Section 4: Definitions

Section 5: Responsibilities (Safety, HR, Managers & Supervisors, Employees)

Employee responsibilities for safety include, but are not limited to the following:

- Adhere to all safety rules and regulations
- Wear appropriate Personal Protective Equipment as required
- Maintain equipment in good condition with all safety guards in place when in operation
- Report all accidents, incidents and injuries, no matter how minor, immediately to a Supervisor or Manager
- Encourage co-workers to work safely and cooperate in accident investigations if necessary
- Report unsafe acts and conditions to a Supervisor or Manager. Employees may also fill out an Unsafe Condition/Hazard Report/Near Miss form or anonymously call the “Speak Up” telephone number posted around the locations.
- Attend and actively participate in any training classes that pertain to safety.
- Any other EHS responsibilities deemed necessary by Executive Management

Section 6: Hazard assessments are done for the following areas: Office, Yard, Warehouse, Rail Car Operations (NJ only)

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Section 7: See IIPP – Accident Investigation and Reporting Safety Program and the YLA, Inc. Injury & Accident Investigation and Reporting SOP.

Section 8: Safer working conditions, work practices, and protective equipment requirements are documented in this policy and communicated through new hire orientation and employee training

8.1.CODE OF SAFE PRACTICES

- 8.1.1.For the protection and safety of all employees, YLA, Inc. has established the following rules designed to prevent accidents and injuries. Compliance with these rules is mandatory. A checklist of documentation provided to each Employee at time of hire is provided and retained by the Human Resources Department.
- 8.1.2.It is imperative that all employees become thoroughly familiar with the Safety Rules. In the absence of specific rules, all employees are expected to maintain proper standards of safety and follow the instructions of their supervisor. It is the expectation of the company that all employees perform safely at all times, including anticipating hazards and avoiding them. Failure to comply with safety rules or procedures or failure to wear the appropriate safety gear (i.e. PPE) will result in disciplinary action up to and including termination.

8.2.GENERAL SAFETY AWARENESS & PRACTICES

- 8.2.1.As you are working become aware of your surroundings - the location of exits, fire extinguishers, first-aid kits, eye wash stations, evacuation / hazard maps, etc.
- 8.2.2.Approach doors cautiously. Do not stand in front of doors that may open without warning
- 8.2.3.Report any loose cords, frayed carpeting or other trip hazards to your Supervisor or manager
- 8.2.4.If you cause a spill, clean it up immediately unless it is a hazardous materials spill.
- 8.2.5.Horseplay, fighting, throwing objects (including boxes), defacing property, threatening or abusive remarks or any activity/behavior that may result in accident or injury, will not be tolerated
- 8.2.6.Hurried, or rushed, actions and activities may cause serious injuries or accidents. Exercise caution at all times. WALK, DO NOT RUN.
- 8.2.7.All work-related injuries and accidents, no matter how minor, must be reported immediately to your Supervisor/Manager
- 8.2.8.Any accident, injury or near miss will require all participants, regardless of fault, to immediately take a drug test either on-site or at a local medical establishment.
- 8.2.9.Smoking is not permitted in the buildings, in yard tractors, in trailers, or on forklifts. Smoking is allowed in designated areas during breaks and lunch periods only. Fully extinguished cigarettes are to be placed in the appropriate waste receptacle
- 8.2.10. No employee shall possess, consume, or distribute alcoholic beverages or illegal drugs and narcotics on company property or on company time. Employees are prohibited from reporting for work under the influence of drugs or alcohol. Employees using a medicinal or prescription drug should be aware of its side effects, and the possible side effects should be discussed with the employee's supervisor/manager

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- 8.2.11. No employee shall have in his/her possession any type of weapon – this applies to his/her locker, vehicle (where applicable), or in hand-carried items such as purses, backpacks, duffle bags, lunch bags/pails, etc.
- 8.2.12. Company lockers are for the use of YLA, Inc. employees only unless approved by site management. They may not be shared with Non- YLA, Inc. employees. The company reserves the right to inspect lockers at any time with or without notice to the employee
- 8.2.13. Encouraging, coercing, enticing, bribing or otherwise inducing any employee to engage in any practice in violation of the company's safety rules is prohibited
- 8.2.14. To ensure that all employees are not distracted from their jobs, employees are prohibited from soliciting or distributing literature to fellow employees on company property unless both employees are in non-work areas and on non-work time. Unauthorized solicitation of contributions for any purpose whatsoever during working hours is prohibited
- 8.2.15. Employees are required to observe all pedestrian walkways and speed limits when driving on company property

8.3.WAREHOUSE

- 8.3.1. Do not walk in rack areas, staging areas or along docks except along pre-determined and designated walkways or otherwise advised by your Supervisor or other Management personnel
- 8.3.2. Do not leave tools, materials or other objects on the floor which might cause others to trip and fall or where they may fall onto another worker
- 8.3.3. Do not block exits, fire doors, aisles, fire fighting equipment, gas meters, electrical panels or traffic lanes
- 8.3.4. Do not distract others while working. When approaching a forklift operator for any purpose, do so from the front or the side in a way that he or she will see you coming and will not be surprised. If conversation is necessary, first make sure the machine is turned off and parking brake is set
- 8.3.5. Do not allow oil, wax, water or any other material to remain on the floor where you or others may slip. Report any spills to your supervisor. Do not leave the area unmarked or unattended
- 8.3.6. Hazardous Materials may be transported by YLA, Inc. Should such cargo be delivered to or observed on the property, practice the YLA, Inc. Standard Operating Procedure for handling such cargo. If necessary NOTIFY YOUR SUPERVISOR or MANAGER IMMEDIATELY
- 8.3.7. The use of production equipment or materials for the purpose of cooking or heating food is strictly prohibited
- 8.3.8. All work areas will be kept clean and organized. Each employee is responsible for cleaning up or clearing any hazards or obstructions that he or she may have created
- 8.3.9. Trailers and containers will not be loaded or unloaded until the brakes are set, chocks installed under the wheel(s) and, if applicable, the dock lock is engaged and jack stand mounted
- 8.3.10. Do not walk on wooden pallets or stand wooden pallets on edge
- 8.3.11. Do not stand on boxes or cartons. Use designated ladders or stepstools

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8.3.12. Do not step on or throw boxes. Follow proper loading and unloading guidelines. Do not stack boxes on carts higher than 6 feet. Use step stools when loading and unloading carts/containers/trailers.

8.4.LIFTING

8.4.1.Avoid risk of disc rupture, internal injury or other back injuries in attempting to lift or push excessive loads. If an object is too heavy to move without straining (e.g. empty pallet, heavy carts or heavy boxes), ASK FOR HELP. You may want to wear and fasten a back safety belt when engaged in lifting if you have one.

8.4.2.Observe the correct position for lifting. Stand with your feet shoulder width apart, assume a squatting position with knees bent and tuck in your chin. Tilt head forward, grasp the load with both hands, pull it toward your body and gradually push up with your legs keeping your back straight and avoiding any abrupt movement. DO NOT lift and twist at the same time.

8.5.MOTORIZED INDUSTRIAL EQUIPMENT (Forklifts, Order Pickers, Electric Jacks, Yard Trucks)

8.5.1.Equipment operators must carry their certification card at all times. Driving without certification will result in the loss of your Safety Incentive and may result in a written safety violation

8.5.2.Before operating any equipment or machinery, the employee must have received appropriate instruction and training. Training must be able to be verified through documentation

8.5.3.All forklifts and order pickers must be checked at the beginning of each shift to insure that they are safe for operation (i.e. mechanical & hydraulic parts, fuel, safety equipment – including fire extinguishers, seatbelts, lanyards and harnesses, etc.). All problems and deficiencies should be noted and reported on the daily checklist. “Red Tag” any lift determined to be unsafe to drive (see IIPP – Powered Industrial Truck and/or YLA, Inc. Powered Industrial Truck SOP’s for more information)

8.5.4.All Yard trucks are to be checked at the beginning of the shift using the approved checklist. All deficiencies should be noted and the list tagged if inoperable. Report all Yard truck maintenance issues to the designated site employee per your sites standard operating procedures.

8.5.5.Operate equipment at a safe speed at all times (i.e. 5-6 miles per hour and do not take turns at sharp angles or high rates of speed). Approach intersections with caution and sound the horn. Use back up warning devices and continue to look back as you reverse. All employees are strictly forbidden to ride on forklifts, order pickers, Yard trucks or other Powered Industrial Truck equipment as passengers

8.5.6.Equipment operators are to be aware of their surroundings (i.e. approaching pedestrians, other motorized equipment and other objects or obstacles in their vicinity)

8.5.7.Forklift and Order Picker operators, when leaving the vehicle unattended, are to:

8.5.7.1.Shut the power off, remove the key from the ignition, set the parking brake, and lower the forks or clamp to a ground level position, with the tips/clamp tilted completely forward.

8.5.7.2.OR - The power shall remain on provided: the parking brake is set, the forks/clamp are brought to ground level with the tips/clamp tilted completely forward and the wheels are chocked in both the forward and reverse positions.

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NOTE: When the operator is further than 25 feet (7.6 meters) from an industrial truck or the industrial truck is out of site from the operator, the vehicle is considered “unattended”.

- 8.5.8. The equipment operator must look in, and keep a clear view of, the direction of travel. If the load being carried obstructs the forward view, the lift is to be operated in reverse. (Exception: if going up a ramp or grade, the product should be in front, making sure the ramp is clear before proceeding. Use a spotter if necessary)
- 8.5.9. When not carrying a load, the forks on a lift truck must be at a level of two (2) inches off the ground or just high enough to clear any objects on the floor
- 8.5.10. The forklift or order picker operator shall not place his/her arms or legs between the uprights of the mast or outside the running lines of the lift while in operation
- 8.5.11. Forklift operators are to exercise extreme caution when entering a trailer or container for load/unload. Enter slowly, lights on, and sound horn if necessary. When a forklift is in the container/trailer, no one is to be in the trailer/container at any time.
- 8.5.12. Yard Truck drivers are required to chock all trailers/containers positioned against the docks. Forklift drivers are to verify the trailer/container is chocked prior to entering
- 8.5.13. Dock doors are to be lowered at minimum half way down when trailers/containers are not being loaded or unloaded. Yard hostlers or truck drivers are not permitted to pull any trailers away from the dock without ensuring the door is at least half way down and inspecting the rear of the trailer. This inspection is to verify the load is secure, trailer is unoccupied and it is safe to move away from the dock prior to removing the wheel chock
- 8.5.14. Do not operate any machine you are not trained to operate. Operate machinery with all guards and personal protective equipment in place. Tampering with safety devices is cause for immediate disciplinary action
- 8.5.15. Machines must never be cleaned, adjusted or repaired until after the machine is turned off, the circuit is broken at the power source (including lock-out) and a warning tag is placed at the controls
- 8.5.16. Any defects in materials, machinery, tools or equipment must be reported immediately to a supervisor

8.6.OFFICE

- 8.6.1. Use your chair properly. Make sure it is positioned securely before sitting down. **DO NOT USE A CHAIR AS A STEPPING STOOL.** There are step stools in the office for use, if necessary
- 8.6.2. Keep all file cabinet drawers closed when not in use. Pull out one file drawer at a time. Do not yank a drawer out with force as this could cause the entire file cabinet to fall and cause injury. Slide drawers in and out carefully
- 8.6.3. When lifting heavy boxes or objects observe the proper lifting technique outlined in Section 8.4.2. of this document
- 8.6.4. Keep hands and fingers clear of moving parts in office machines (i.e. printers, copiers, mechanical typewriters, etc.). Use caution when replacing ribbons or toner cartridges - turn the

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machine off first. Don't test a jammed stapler by holding your thumb over the end or by discharging it near your eyes

8.6.5. Organize your desk drawer so that your staple remover, box cutters, scissors, letter openers or any other sharp objects are stored properly. These items could become hazards if simply thrown in a drawer with your pens and pencils. Use separate containers to store push pins and tacks - never mix them with paper clips

8.7. PERSONAL PROTECTIVE EQUIPMENT (PPE)

8.7.1. Substantial footwear (steel-toed shoes) is required for all YLA, Inc. employees (unless specified for your location). Temporary employees are not required to wear steel toed shoes but are highly recommended.

8.7.2. Eye protection is required when entering any YLA, Inc. Warehouse by all Temporary and YLA, Inc. employees or when performing any task that could produce flying particles or may splash, spray or produce a harmful mist. Visitors are not required to wear safety glasses but should be asked if they would like to wear them.

8.7.3. Appropriately designed gloves are required when handling materials with sharp or jagged edges that may result in lacerations

8.7.4. Any employee in the yard or Warehouses is required to wear a brightly colored, reflective safety vest or specifically designed reflective safety shirt for high visibility

8.7.5. Gloves, rubber apron and eye protection (face shield and safety glasses) are required when changing or filling propane tanks

8.7.6. Face shield, safety glasses, rubber aprons and rubber gloves are required when changing forklift, order picker or electric pallet jack batteries

8.7.7. Only commercially designed and manufactured cages/platforms, meeting required standards, may be utilized in the lifting of personnel by means of a Powered Industrial Truck

8.7.8. Class 2 (Order Picker) Powered Industrial Truck operators must wear a body harness with a lanyard affixed to the mast of the vehicle or the overhead guard, at all times, while operating the order picker

8.7.9. Operators of Powered Industrial Trucks must wear seat belts if the P.I.T. is so equipped

Section 9: Disciplinary Procedures

Section 10: Effective communications with employees

Section 11: Reporting (serious injuries or death, Category I & Category II accidents and injuries, Etc.)

Section 12: Training requirements for the IIPP / Rules and Regulations SOP

12.1. TRAINING

12.1.1. As noted in the above document, training and instruction will be completed as follows:

12.1.2. When the program is first established

12.1.3. To all new employees

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- 12.1.4. To all employees given new job assignments for which training has not previously been received
- 12.1.5. Whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard
- 12.1.6. Whenever the employer is made aware of a new or previously unrecognized hazard
- 12.1.7. For supervisors to familiarize themselves with the safety and health hazards to which employees under their immediate direction and control may be exposed.

Section 13: OSHA Reporting Offices for all YLA, Inc. Warehouse Division locations

Appendix A: List of Forms

Appendix B: List of Records

Appendix C: Reference Documents