



Country Club and Golf Course **SAFETY MANUAL**

[Bobby Jones Links](#)

Provided by: The Baldwin Group

Legal disclaimer to users of this form associate handbook:

The materials presented herein are for general reference only. Federal, state and/or local laws, or individual circumstances, may require the addition of policies, amendment of individual policies, and/or the entire handbook to meet specific situations. These materials are intended to be used only as guides and should not be used, adopted, or modified without the advice of legal counsel. These materials are presented, therefore, with the understanding that the Company is not engaged in rendering legal, accounting, or other professional service. If legal advice or other expert assistance is required, the services of a competent professional should be sought. © 2018 Zywave, Inc. All rights reserved.

Bobby Jones Links (BJL) and <The Club> (collectively "Company") recognize that our team members drive our business. As the most critical resource, team members will be safeguarded through training and the provision of appropriate work surroundings and procedures that foster health and safety protection. All work conducted by Bobby Jones Links team members will consider this policy's intent. No duty, no matter what its perceived result, will be deemed more important than the team member's health and safety.

Bobby Jones Links is firmly committed to the safety of our team members. We will do everything possible to prevent workplace accidents and provide a safe working environment for all team members.

We value our team members as human beings critical to the success of their families, the local community, and the Company.

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

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

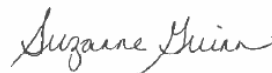
With respect to this, Bobby Jones Links will make every reasonable effort to provide a safe, healthy workplace free from recognized or known potential hazards. Additionally, the Company subscribes to these principles:

1. All accidents are preventable through the 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 Bobby Jones Links in higher regard with customers, and increases productivity. This is why Bobby Jones Links will comply with all safety and health regulations that apply to the course and scope of operations.
4. Management is responsible for providing the safest possible workplace for team members. Consequently, the Company management is committed to allocating and providing the resources needed to promote and effectively implement this safety policy.
5. Team members are responsible for following safe work practices and company rules and preventing accidents and injuries. Management will establish lines of communication to solicit and receive comments, information, suggestions, and assistance from team members regarding safety and health.
6. The Company's management and supervisors will set an exemplary example with good attitudes and a 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 team members and persons affected or team members within the scope of this business in any way. Everyone's goal must be to constantly improve safety awareness and prevent accidents and injuries.

Everyone at Bobby Jones Links must be involved and committed to safety. This must be a team effort. Together, we can prevent accidents and injuries while keeping each other safe and healthy in the workplace.



Bobby Jones Links Founding Partner



Bobby Jones Links Vice President of Human Resources

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Bobby Jones Links team members' primary responsibility is to perform their duties safely to prevent injury to themselves and others.

As a condition of employment, team members **MUST** become familiar with, observe, and obey Bobby Jones Links and the Company's rules and established policies for health, safety, and preventing injuries while at work. Additionally, team members **MUST** learn the approved safe practices and procedures that apply to their work.

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

If a team member has any questions about how a task should be done safely, they are instructed **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 a team member still has questions or concerns after discussing a safety situation with their supervisor, they must contact the Club's General Manager.

NO TEAM MEMBER 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. Team members are required to work in an injury-free manner displaying accepted levels of behavior. Conduct that places the team member 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 is forbidden. Reporting for work while under the influence of illegal drugs or alcohol is forbidden.

Housekeeping

You are responsible for keeping your work area clean and safe. Clean up several times throughout the day, dispose of trash and waste in approved containers, wipe up any drips/spills immediately, and store equipment and tools away as you are finished with them.

The following areas must remain clear of obstructions:

- Aisles/exits
- Fire extinguishers and emergency equipment
- All electrical breakers, controls and switches

Injury Reporting

All work-related injuries must be reported to your supervisor immediately. 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.

The Company provides Transitional Return to Work (light duty) jobs for persons injured at work. Transitional work is meant to allow the injured or ill team member to heal under a doctor's care while remaining productive. Team members are required to return to work immediately upon release.

Refer to the Workers' Compensation policy documented in the Bobby Jones Links Team Member Handbook.

Company will maintain and support a program to educate and familiarize team members 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. Operation of specific equipment
5. Personal protective equipment
6. Emergency procedures
7. Team member accident reporting requirements
8. Return to work program
9. Any OSHA required training not included or addressed above

Periodic Inspections

Bobby Jones Links' policy is that workplaces are subject to periodic safety and health inspections to ensure the implementation and execution of our policies and procedures regarding team members, contractors, and vendors.

All team members are responsible for cooperating during these inspections. Managers and supervisors are responsible for initiating corrective actions to improve items discovered during such walkthroughs.

Incident Reporting

1. Any work-related injury or suspected injury must be reported to your supervisor. A **First Report of Injury** form must be completed. Failure to promptly report an injury may result in a loss of workers' compensation benefits or disciplinary action.
2. The Clug's General Manager will issue a **First Report of Injury** for an injured team member to take to the treating medical practitioner.
3. After each practitioner appointment, the team member must report to their supervisor to review their progress.
4. The Company provides light-duty work for team members recovering from injury. Team members are required to return to light duty work immediately upon release.

An accident investigation will be conducted to determine the root cause of the accident. The injured team member will be asked to participate in the investigation

Safety Training

New team members will be introduced to Bobby Jones Links' Safety Manual as part of their new hire orientation. Each team member is responsible for reading and understanding the content of this document. Acknowledgment of this requirement will be included in the new hire orientation sign-off checklist.

Team members are responsible for familiarizing themselves with posted content. This includes but is not limited to: OSHA standards and rules, the OSHA Heat-Related Illness Bulletin, and incident reporting.

Each Bobby Jones Links employment location will host monthly safety training for each department. The content will be relevant to each department's area of responsibility.

Team members must be appropriately trained before using each industry-specific model of equipment. The team member and instructor must sign off on the team member's training log for each equipment make/model/type.

Team members are required to use Private Protective Equipment (PPE) as trained for tasks requiring such equipment. Application, fit, use, and other aspects of (PPE)s will be addressed during equipment training. This includes the use of respirators when necessary.

The company is implementing a Tag-out / Lock-out program consistent with OSHA standards. Equipment displaying a tag or lock should not be approached or used until repairs are completed.

It is our goal to prevent work-related injuries. We are always concerned when one of our team members is injured or becomes ill due to a work-related condition. We believe that such absences cost the Company and our team members. We want our injured team members to get the best possible medical treatment immediately to ensure the earliest possible recovery and return to work.

The Company has a workers' compensation program for team members who have suffered work-related injuries. Based on guidelines, the program's administrator will determine whether you are eligible for wage loss or medical expenses under that program.

The Company wants to provide meaningful work activity for all team members who become unable to perform all or portions of their regular work assignments. Thus, we have implemented a Return-to-Work program, which includes transitional or light-duty work. The program is temporary, not to exceed six months.

Team Member Procedures

- All work-related injuries should always be reported immediately to your supervisor, but 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 team member may be asked to provide a urine and breath sample as soon as possible following the accident. Urine, blood, or breath tests will be performed in conjunction with necessary medical treatment.
- You must complete and sign a First Report of Injury or Illness form. The club's General Manager or Supervisors can locate this form on the Bobby Jones Links Caddy Shack.
- When medical treatment is sought, the injured team member 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's visit. The Company will not accept a general note stating that you are only 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 other team member benefits and, in some cases, be a basis for termination.
- Team members who are unable to work and whose absences the Company approves must keep us informed of their status weekly. 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 must complete a Family Medical Leave Request form and submit it to the BJL Human Resources Department (hr@bobbyjoneslinks.com.) You must also have your practitioner complete the Return-to-Work Evaluation and Return-to-Work Request / Physician's Authorization form.
- Team members who are not eligible for leave under FMLA must return to light duty or regular work if at all possible. If you cannot return to any available work, your 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.
- Team members 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, don't hesitate to get in touch with your supervisor and the BJL Human Resources Department.

General Emergency Guidelines

- Stay calm and think through your actions.
- Know the emergency numbers:
 - Fire/Police/Ambulance 911
 - Internal Emergency Number **(Insert number if applicable)**
 - BJL Human Resources **678.679.0523 ext. 308**
- 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 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 in the copier room for use by those who are authorized and properly trained.

Evacuation

- Team members will be notified of a possible fire by the fire alarm system or announcement.
- Upon becoming aware of a potential fire, team members should immediately evacuate the job site. Do not delay evacuation to get personal belongings or to wait for co-workers. All doors should be closed as the last person passes through. (Note: never use elevators during possible fire situations).
- Supervisors should be the last to leave the area after checking the location to ensure all personnel have evacuated.
- Any team member with a mobility, visual, hearing, or other condition that may hinder them from becoming aware of an emergency or evacuating should request special assistance through the club's General Manager.
- Upon exiting the building, all personnel should report for a head count.
- If any team member is missing, the senior manager should be notified immediately. The manager will, in turn, report to the first available fire department officer.
- Team members should stay together in a group so that periodic updates on the situation can be issued.
- The order to re-occupy a building or work location will be issued by club management.
- In the event of inclement weather, senior management will direct personnel and others to the predetermined shelter location.

Fire Safety

- Alert other persons in the immediate hazard area.
- Activate a fire alarm and contact the **Club General Manager**.

- 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 immediately.*

- Have someone notify the incident commander of where the fire 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 and avoid contact with any bodily fluids.
- Send two team members to the entrance to wait for the fire department. The first greeter escorts the fire department personnel to the scene while the second waits at the entrance to receive the second unit.
- Team members in the immediate vicinity of the emergency but not directly involved should leave the area.
- The Club's General Manager will make any necessary notifications to family members of the person suffering the medical emergency.

Severe Weather

- Facility management will monitor weather alert sources and immediately notify staff if a severe weather report is issued.
- Team members will be instructed where to go for safety and should proceed there after all equipment has been shut down. When the severe weather warning is canceled, management will notify team members that it is safe to return to work areas.

GENERAL MANAGER: _____

CELL PHONE: _____

FIRE DEPARTMENT: _____

TELEPHONE: _____

POLICE DEPARTMENT: _____

TELEPHONE: _____

EMERGENCY MEDICAL SERVICES (AMBULANCE): _____

TELEPHONE: _____

HOSPITAL: _____

ADDRESS: _____

TELEPHONE: _____

DOCTOR: _____

ADDRESS: _____

TELEPHONE: _____

BOBBY JONES LINKS HUMAN RESOURCES

EMAIL: hr@bobbyjoneslinks.com

TELEPHONE: 678-938-3503

Bobby Jones Links and the Company do not tolerate harassment of our job applicants, team members, clients, guests, vendors, customers, or other people doing business with us. Any form of harassment related to a team member'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. Please refer to the Unlawful Harassment policy in the Bobby Jones Links Team Member Handbook. Violation of this policy or the policy below by a team member shall subject that team member 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 a team member'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. If you feel comfortable enough to do so, tell the harasser that their actions are not welcome, are against company policy, and that you want him or her to immediately stop.
2. Report the incident immediately to your supervisor.
3. If you feel you cannot seek help from your supervisor, then you should contact his or her supervisor, a higher-level management person, or BJL Human Resources for assistance. You can reach BJL Human Resources at 678-679-0523 and hr@bobbyjoneslinks.com.
4. 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 BJL and the Company's obligation to investigate and act upon reports of such harassment.

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

- Any team member who feels that they have been threatened should immediately report their concern to their supervisor and to BJL 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 their supervisor, manager on duty, and BJL Human Resources. Always 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 the club's General Manager so that a prevention plan can be developed.

Team members and former team members who are, have been, or will be exposed to toxic substances or harmful physical agents can access exposure and medical records maintained by the Company upon request.

Business Use of Personal & Company Vehicles

The Company provides vehicles for business use to allow team members to drive for company-designated business. The Company will reimburse team members for business use of personal vehicles according to the guidelines below. The Company retains the right to amend or terminate this policy at any time. (The term “vehicle,” as used in these guidelines, includes, but is not limited to, cars, trucks, golf carts, etc.)

Team members who drive company vehicles must have a valid driver’s license. Team members approved to drive on company business are required to inform their supervisor of any changes that may affect either their legal or physical ability to drive or their continued insurability. Team members holding jobs requiring regular driving for business as an essential job function must, as a condition of employment, be able to meet the driver approval standards of this policy at all times.

Team members who drive a vehicle on company business must exercise due diligence to drive safely and to maintain the security of the vehicle and its contents. Team members are also responsible for any driving infractions or fines as a result of their driving.

Non-team members are prohibited from driving company vehicles.

Team members who use their personal vehicles for approved business purposes will receive a mileage allowance for such usage. This allowance is to compensate for the cost of gasoline, oil, depreciation, and insurance. Team members who operate personal vehicles for company business should obtain auto liability coverage for bodily injury and property damage with a special endorsement for business use, when necessary as determined by their personal insurance agent.

Team members must report any accident, theft, or malicious damage involving a company vehicle to their supervisor, regardless of the extent of damage or lack of injuries. Such reports must be made as soon as possible but no later than 48 hours after the incident.

Team members are expected to cooperate fully with authorities in the event of an accident. However, team members should make no voluntary statement other than in reply to questions of investigating officers.

Team members are not permitted, under any circumstances, to operate a company vehicle or a personal vehicle for company business when any physical or mental impairment causes the team member to be unable to drive safely. Additionally, team members shall not operate any company vehicle at any time or operate any personal vehicle while on company business while using or consuming alcohol, illegal drugs, or prescription medications that may affect their ability to drive. These prohibitions include circumstances in which the team member is temporarily unable to operate a vehicle safely or legally because of impairment, illness, medication, or intoxication.

Drivers need to be aware when use of the cell phone is creating a distraction from safe driving and adjust their usage accordingly, including pulling off the road to continue/ finish the conversation if needed. Drivers should complete calls while the vehicle is parked and/or use the phone in a “hands-free” mode via a headset or speaker. While driving, attention to the road and safety should always take precedence over conducting business over the phone.



To: All drivers of the Company

Effective: XX/XX/2024

This policy applies to:

- Vehicles owned, leased or rented to the Company.
- Personally owned vehicles driven by team members on behalf of the Company.

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

- 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 the Company business:

- Your Personal Auto Liability insurance is the primary payer. the Company's insurance is in excess of your coverage.
- You should carry at least **\$100,000** per occurrence liability coverage. Evidence of insurance coverage is to be provided to the Company each year, by a copy of your policy's Declaration page or a Certificate of Insurance.
- The Company is not responsible for any physical damage to your vehicle. You must carry your own collision and comprehensive coverage.
- Report your mileage for expense reimbursement.

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 the Company as soon as possible.










By signing this document, you are agreeing that you have read and understood the Business Use of Personal & Company Vehicles policy and will comply with it.

Team Member's Signature

Date

Hazard Communication

1. All the Company team members have a right to know what chemicals they work with, the hazards, and how to handle them safely.
2. Safety Data Sheets (SDS) are documents provided by the supplier of a chemical. (SDS) documentation details chemical content, associated hazards, and general safe handling guidelines. At the Company (SDS), documentation is located in each department, with appropriate pages for chemicals utilized. A “master” collective book or file containing all appropriate SDS documentation pages will be available in the club’s administrative area. Team members are free to utilize the SDS pages 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. Wear double-layer clothes 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, report the injury immediately.
 - Any questions or concerns regarding chemicals should be reported to your department manager, the club manager and BJL Human Resources.
4. 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  <ul style="list-style-type: none"> • Carcinogen • Mutagenicity • Reproductive toxicity • Respiratory sensitizer • Target organ toxicity • Aspiration toxicity 	Flame  <ul style="list-style-type: none"> • Flammables • Pyrophorics • Self-heating • Emits flammable gas • Self-reactives • Organic peroxides 	Exclamation Mark  <ul style="list-style-type: none"> • Irritant (skin and eye) • Skin sensitizer • Acute toxicity (harmful) • Narcotic effects • Respiratory tract irritant • Hazardous to ozone layer 	Gas Cylinder  <ul style="list-style-type: none"> • Gases under pressure 	Corrosion  <ul style="list-style-type: none"> • Skin corrosion/burns • Eye damage • Corrosive to metals 	Exploding Bomb  <ul style="list-style-type: none"> • Explosives • Self-reactives • Organic peroxides
			Flame Over Circle  <ul style="list-style-type: none"> • Oxidizers 	Environment*  <ul style="list-style-type: none"> • Aquatic toxicity *under EPA jurisdiction 	Skull & Crossbones  <ul style="list-style-type: none"> • 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 you cannot tell by looking at a person if they are infected with a pathogenic disease, you must take precautions following an illness or injury where bodily fluids are released. In the event of a person losing bodily fluids, stay away from the area and warn

others to do so as well. You can still stay close to the ill or injured person to provide support, be mindful to stay out of contact with any bodily fluids.

3. If you find spilled bodily fluids, a syringe, or other medically contaminated materials, do not attempt to clean them up yourself. Call BJJ Human Resources immediately for instructions.

General Personal Protective Equipment (PPE)

The PPE guidelines for your specific position may vary from the following recommendations. However, consider these general guidelines when working with and wearing PPE.

Inspect PPE before 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.
 - Maintenance 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.
 - Kitchen team members must wear non-slip footwear. Wait staff and support personnel are expected to wear appropriate footwear containing anti-slip soles.
2. **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 handling chemicals.
3. **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.
 - Cut-resistant gloves are to be worn whenever working with devices with exposed blades. Performing tasks on reel grinders, back-lapping machines, mowing reels, and rotary blades requires vigilance and wearing PPE, cut-resistant gloves.
4. **Hearing Protection**—Wear hearing protection to prevent permanent and irreversible noise-induced hearing loss. Maintenance workers who operate equipment regularly are exposed to harmful noise levels that could cause significant damage.
 - Select earmuffs or earplugs to protect against hearing loss.
 - **Head Protection** – Some landscaping tasks may require protection against head injuries.
 - Inspect head protection equipment regularly.
 - Do not store headwear in vehicle windows, 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 the head protection. This can also diminish its ability to protect your head adequately.
5. **Respiratory Protection** – Wear respiratory protection to safeguard against lung and throat hazards. Wear the appropriate level of protection for the task at hand.
 - Working with select chemicals requires a cartridge respirator with filters for specific hazards.
 - Dust masks protect against airborne dust and other contaminants, such as bacteria.

- Do not perform operations requiring respirators unless you have been fitted and trained on the Company'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 respiratory equipment if a tight seal between the respirator and your face can be achieved.
- Clean and sanitize respiratory equipment according to the manufacturer's recommendations after each use.
- Store respiratory equipment in a clean and sanitary location.

Lockout/Tagout

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

Never remove or tamper with a lockout performed by another team member 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. Follow the Company's lockout/tagout program before performing any maintenance, inspection, cleaning, adjusting, or equipment servicing.
2. If you are required to work on powered equipment (hydraulic, electrical, air, etc.), you must always have your personal padlock with your name on it and your personal key on your person.
3. Disconnect and padlock all machine power disconnects in the off position before approaching their unguarded parts or removing guards to work on or in the machinery. (NOTE: When more than one team member works on a single piece of equipment, each team member must use their own padlock and lock-out tongs to lock out the equipment. When the work is completed, they must remove only their own lock.)
4. Only commence equipment repair or maintenance work once 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 team member's protective lock, and do not remove a lock from equipment unless you place it there.
7. Before machinery is put back into use after LOCKOUT/TAGOUT, give a verbal announcement or sound a warning to fellow team members.

Respirable Crystalline Silica

Team members 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 micrograms per cubic meter of air (50 µg/m³) will come into effect on June 23, 2018. Starting this date, team members must always follow the Company's written exposure plan for respirable silica. Also, beginning on this date, team members exposed to levels of respirable silica at or above the PEL for 30 or more days a year will be offered medical examinations at least once every three years. These medical examinations will be offered to team members exposed to silica levels at or above OSHA's action level for respirable silica (25 µg/m³) for 30 or more days a year beginning June 23, 2020.

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.

Equipment Hazards

1. **Pinch Points** – Formed when two rotating objects move together, at least one moving in a circle. Belt drives, chain drives, and gear drives are all pinch points.
 - a. Body parts such as fingers, hands, and feet can get caught in pinch points or may be drawn into a pinch point by clothing that gets caught.
 - b. Do not take chances by reaching over or working near rotating parts. Machines can quickly cause damage once limbs or clothing get caught.
 - c. Always turn off machinery when performing repairs and replace guards and shields that have been removed for maintenance.
2. **Wrap Points** are formed when parts of a machine rotate in a way that could catch clothing. Entanglement in a wrap point can cause the worker to be pulled into the machine or the clothing to be tightly wrapped enough that the worker is crushed or suffocated.
 - a. Check equipment for potential wrap points and shield against them.
 - b. Paint wrap points a bright color to remind yourself of the hazard.
 - c. Avoid loose clothing.
3. **Shear and Cut Points**—These are Formed when the edges of two objects move close enough together to cut into material. They are present in machinery such as lawn mowers that are designed to cut.
 - a. Stay alert for cut and shear points, as they cannot be guarded.
4. **Crush Points** – Formed when two objects move together, or one object moves toward a stationary object.
 - a. Shield equipment to prevent a fatal crushing injury.
 - b. Use safety controls that keep heavy equipment in place during servicing.
5. **Thrown Objects**—Rotary mowers and string trimmers can propel objects such as stones with great force.
 - a. Identify machines that have the potential to throw objects and shield against these hazards.
 - b. Determine how far objects can be thrown and maintain a safe distance away from others.
 - c. Wear eye protection.
6. **Free-Wheeling Parts**—These occur when machine parts, such as a mower blade, continue to move after the power is shut off.
 - a. Do not touch these machines until the parts have stopped moving completely.
7. **Vibrations**—Landscape workers who spend hours operating vibrating machinery risk developing shoulder, neck, and back pain, poor circulation in the legs, and degeneration of the spinal discs.
 - a. Alternate between tasks to avoid using vibrating equipment for an extended period of time.
 - b. Add extra padding to equipment seats to absorb some of the vibrations.
 - c. Learn to recognize the symptoms of segmental vibration (localized injury to the fingers and hands when using pneumatic hand tools) and hand-arm vibration (also known as “white-finger” disease or Reynaud’s disease. Worker’s experience tingling and numbness in the fingers, especially when exposed to cold temperatures).

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 ask a co-worker for assistance.
4. If you need assistance to perform a lift, coordinate and communicate your movements with those of your co-workers.
5. Position your feet 6 to 12 inches apart, with one foot slightly in front of the other.
6. Face the load.
7. Bend at the knees, not the back.
8. Keep your back straight.
9. Use your hands and fingers to get a firm grip on the object. 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. Only lift something if your hands are clean and dry.
17. Wear protective gloves when lifting objects that have sharp corners or jagged edges.

Fatigue

Depending on the surrounding environment and the type of work being done, fatigue can set in after being on the job for several hours. This can not only affect your physical strength, but it can also affect 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.

Ladders & Stepladders

1. If you are unsure how to use the ladder, read and follow the manufacturer's instructions label affixed to it.
2. Do not use ladders with loose rungs, cracked or split side rails, missing rubber foot pads, or other visible damage.
3. Keep ladder rungs clean and free of grease. Remove the buildup of material such as dirt or mud.
4. Do not place ladders in a passageway or doorway without posting warning signs or cones that detour pedestrian traffic away from the area. Lock the doorway you are blocking so it cannot be opened.
5. Do not place a ladder at a blind corner or doorway without diverting foot traffic by blocking or roping off the area.
6. Allow only one person on the ladder at a time.
7. Face the ladder when climbing up or down it.

8. Maintain three-point contact by always keeping both hands and one foot or both feet and one hand on the ladder when climbing up or down it.
9. When performing work from a ladder, face the ladder and do not lean backward or sideways. Do not jump from ladders or step stools.
10. Do not stand on tables, chairs, boxes, or other improvised climbing devices to reach high places. Instead, use a ladder or step stool.
11. Do not stand on the top two rungs of any ladder.
12. Do not stand on a ladder that wobbles or leans to the left or right of the center.
13. When using a straight or extension ladder, extend the top at least three feet above the edge of the landing. If an extension ladder cannot be tied to the structure, have another team member hold it in place.
14. Do not move a rolling ladder while someone is on it.
15. Do not place ladders on barrels, boxes, loose bricks, pails, concrete blocks, or other unstable bases.
16. Do not carry items in your hands while climbing up or down a ladder.

Shoveling & Digging

1. Locate underground utilities before digging on a worksite. Contact each utility company to mark the lines so you avoid hitting them while performing excavation tasks.
2. Inspect shovels before each use, specifically for cracked handles and dull edges. If shovels are not in good working condition, use a different tool.
3. Select the proper shovel for the task at hand.
4. Remain cautious when shoveling wet soil, as it is extremely heavy.
5. Keep your feet apart to keep your balance while shoveling.
6. Turn your front foot in the direction where you want to move the load to avoid back injuries from twisting unnecessarily.
7. Lift loads with your legs and then step toward the spot where you want to deposit the load.
8. Keep your back straight throughout the entire shoveling process.

Riding Lawn Mowers

1. Read the instruction manual and receive the proper training before operating the machinery.
2. Inspect the equipment before each use.
 - a. Assure any grass catcher, discharge guard, and other safety devices are in good working order.
 - b. Clear the desired mowing area of debris, rocks, or other obstacles before each use.
 - c. When the engine is off, adjust the deck cutting height.
 - d. Fill the gas tank in an open space to avoid fume inhalation.
 - e. Never carry passengers on the mower with you.

- f. Wear tight-fitting long pants, eye protection, ear protection, non-slip boots, and gloves to protect your body against flying debris.
3. Start the mower while in the driver's seat, not standing next to the machine.
4. Disengage the mower and transmission before starting.
5. Engage the blades at the lowest engine setting first, then slowly release the brake.
6. Mow in straight lines, steering clear of objects like trees and shrubs.
7. Slow down significantly while turning.
8. Never put your hands or feet near the rotating blades under the machine.
9. Turn off the mower and disengage the blades when finished.
10. Clean clippings and other debris from the mower after each use.
11. Avoid driving in reverse, if possible.

Push Mowers

1. Learn how to stop the machine quickly and safely in an emergency.
2. Ensure that shields are in place before operating the machine.
3. Push the mower in a forward direction only.
4. When stopping to pick up debris, cut the throttle to idle so that the mower cannot roll away.
5. Set the mower to the highest cutting level on rough terrain.
6. Do not operate a push mower with your back bent; this can cause back pain and injuries.
7. Stop the mower if you hit an object. Then, inspect the blade and service the machine, if necessary.
8. Never leave a running mower unattended.

Hedge Trimmers

1. Check the instruction manual and receive the proper training before operating the machinery.
2. Inspect the equipment before use. Note that the safety guards are in working order and are not damaged. Check for loose screws or bolts. Replace any parts that are broken or damaged. Sharpen blades if needed.
3. Clear the area of stones, debris, garbage, and fellow team members.
4. Wear long pants, long-sleeved shirts, eye protection (goggles or safety glasses), ear protection (earplugs or earmuffs), non-slip gloves, and steel-toed boots with non-slip soles.
5. Pull back long hair and remove any hanging jewelry that could get caught in the equipment.
6. Carry the tool to the desired location by the front handle with the cutting blades behind you.
7. Do not remove any safety equipment on the tool while it is in use.
8. Hold the tool with both hands, grasping the handles with your fingers tightly.

9. Position your body away from the engine fumes to avoid inhalation.
10. When using electric models, keep the cord away from the blades to avoid cutting it.

Leaf Blowers

1. Plan work before operating a leaf blower. Do not operate machinery near others, as there is a thrown object hazard.
2. Run the machine in an upright position.
3. To avoid respiratory damage, Wear a mask in dusty or dirty areas.
4. Wear eye protection to protect your vision against thrown object hazards.

General Gardening Tools

1. Check your equipment regularly to ensure that it is in good working order. If you notice that a tool is broken, alert your supervisor immediately.
2. Always use the correct tool for the task at hand.
3. Rotate between tasks to avoid performing the same movements over and over for extended periods.
4. Always wear thin gardening gloves to protect your hands from cuts, bites, and skin irritants.
5. Keep your hands and wrists straight when using gardening hand tools. Excessive wrist bending weakens your grip, requiring more force.

Pneumatic & Hydraulic Tools

1. Do not point a charged compressed air hose at bystanders or use it to clean your clothing.
2. Disconnect the tool from the airline before making any adjustments or repairs to the tool.
3. Do not use tools that have handles with burrs or cracks.
4. Do not use compressors if their belt guards are missing. Replace the belt guards before using the compressor.
5. Turn the tool's power switch to "Off" and let it come to a complete stop before leaving it unattended.

Electric Power Tools

1. Only use powered equipment or tools you have been trained on.
2. Keep power cords away from the path of saws, mowers, knives, and grinders.
3. Do not use cords that have splices, exposed wires, or cracked or frayed ends.
4. Do not carry plugged-in equipment or tools with your finger on the switch.
5. Do not carry equipment or tools by the cord.
6. Disconnect the tool from the outlet by pulling the plug, not the cord.
7. Turn the tool off before plugging or unplugging it.
8. Do not leave tools that are "On" unattended.

9. Do not operate spark-inducing tools, such as grinders, near containers labeled "Flammable."
10. Unplug the electrical tool from the outlet before attempting repairs or service work. Tag the tool "Out of Service."
11. Do not use extension cords or other three-pronged power cords missing a prong.
12. Do not use an adapter, such as a cheater plug, that eliminates the ground.
13. Do not drive over, drag, step on, or place objects on a cord.
14. Do not use a power hand tool while wearing wet cotton or leather gloves.
15. Never operate electrical equipment barefoot. Wear rubber-soled or insulated work boots.
16. Do not operate a power hand tool or portable appliance while holding a part of the metal casing or the extension cord. All portable power tools should be held with plastic hand grips or other nonconductive areas designed for gripping purposes.

Hand Tool Safety

1. Do not continue to work if your safety glasses become fogged. Immediately stop and clean the lenses.
2. Tag worn, damaged, or defective tools "Out of Service" and do not use them.
3. Do not use a tool if the handle surface has splinters, burrs, cracks, or splits.
4. Do not use impact tools such as hammers, chisels, punches, or steel stakes with mushroomed heads.
5. When handing a tool to another person, direct sharp points and cutting edges away from yourself and the other person.
6. Only carry sharp or pointed hand tools such as screwdrivers, scribes, chisels, or files in your pocket if the tool or your pocket is sheathed.
7. Do not perform "make-shift" repairs to tools.
8. Do not throw tools from one location to another or from one team member to another.
9. Transport hand tools only in toolboxes or tool belts. Do not carry tools or clothing in your hand when climbing.

Pesticide Storage, Transport and Disposal

1. Follow the instructions on the product labels precisely as written. If the label warns against exposure to the eyes, skin, or clothing, recognize that the chemical can enter the body through the skin. If the label warns against breathing in dust or spray mist, acknowledge that you must wear a respirator to protect your lungs.
2. Store chemicals in well-ventilated, well-lit areas with locked entrances. Check the Safety Data Sheet (SDS) regarding the proper storage procedures for each chemical.
3. Store chemicals away from personal protective equipment (PPE), especially respirators.
4. Always wear the appropriate PPE for the chemical(s) being used:
 - a. Dry or wet-based products require waterproof protection.
 - b. Products formulated or diluted with solvents (other than water) require chemical-resistant protection.
 - c. Clothing made of 100 percent cotton provides more protection than other products.
 - d. Apply starch to your clothing to resist the chemicals you are handling.

5. Keep incompatible chemicals away from one another.
6. Be mindful that some chemicals contain solvents that can escape into the air and release harmful vapors unless their containers are adequately sealed.
7. To reduce your risk of contamination, do not use chemicals when the wind is more than 10 miles per hour.
8. Be mindful of your co-workers when applying chemicals.
9. Store chemicals only in original manufactured containers with the original labels. If a chemical's label should come off, replace it immediately.
10. Do not transport or handle chemicals near food or drinking water.
11. When transporting chemicals by vehicle, secure chemicals in their proper containers so they will not move, fall, or break.
12. Keep a detailed record of the chemicals you are transporting.
13. bring the appropriate PPE for safe handling while transporting hazardous substances.
14. Before dumping any chemical, read through the SDS and the manufacturer's label regarding toxicity to animals and plants. Also, note how to dispose of any leftover substances and the container.

Golf Cart Safety Precautions

1. Maintain the same diligent safety efforts while operating a golf cart as when driving a vehicle on the road.
2. Keep your speed between five and 15 miles per hour. Your speed must change to accommodate weather, terrain, foot traffic, and other golf cart traffic around you.
3. Do not carry more passengers than the capacity of the cart.
4. Stay on paths when riding near golfers.
5. When the cart is not in use, place it in neutral, set the brake, and remove the key.
6. Always look behind you when backing up. Do not shift gears while the cart is in motion.
7. If the weather becomes dangerous, return the cart to the storage area and turn it off.
8. Use only an approved battery charger when recharging the battery. These devices have automatic shutoff features. Do not recharge near an open flame or source of ignition.
9. Do not smoke near recharging stations.
10. If battery acid spills while recharging a golf cart, pour baking soda on the spill and then wash your skin with cold water.

Heat-Related Illnesses

1. Wear loose, 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 fluids.
4. Watch for the following signs and symptoms of heat-related illnesses:
 - a. Heat cramps – Severe muscle spasms in the back, stomach, arms, and legs are attributed to the loss of body salt and water during periods of heavy perspiration.
 - b. Heat exhaustion – Heavy sweating, cool or pale skin, nausea, headache, weakness, vomiting, and fast pulse.
 - c. Heat stroke – High body temperature, minimal sweating, red and dry skin, rapid breathing and pulse, headache, nausea, vomiting, diarrhea, seizures, confusion, or unconsciousness.
5. Treat heat illness as soon as possible by doing the following:
 - a. Heat cramps – Move to a cooler area and drink approximately six ounces of water every 15 minutes. Follow up with a medical examination.
 - b. 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. Drink approximately six ounces of water every 15 minutes. Follow up with a medical examination.
 - c. 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.

Contact with Insects, Rodents, and Other Pests

1. Do not touch rodents, even if they look dead.
2. Steer clear of animals in nests or dens.
3. Never pick up, disturb, or corner a snake.
4. Wear the appropriate repellents for animals you may encounter.
5. Keep your skin covered by wearing a hat, socks, long-sleeved shirts, long pants and high boots.
6. Tuck your pants into your boots and be mindful of exposed skin on your neck, wrists, and ankles.
7. Do not wear cologne or perfume, which may attract animals.
8. Control and dispose of food and garbage in your work area to avoid attracting pests.
9. If you are allergic to any insect, always keep medication with you. Alert your co-workers of your allergy so they can assist you in an emergency.

Kitchen Personnel Safety

1. Do not remove the safety guards provided on the equipment. When a safety guard is removed to make repairs or clean, replace it before the equipment is put back into operation.
2. Do not place heated pots or pans in a position where the handles protrude over the edge of a range, table, or counter.
3. Do not fill pots, pans, buckets, or cookers more than 2/3 full.
4. When adding ingredients to hot liquids, add small portions at a time to prevent splashing.
5. Use the release valve to release pressure before opening pressurized steam kettles or pressure cookers.
6. Transport hot liquids in closed containers.
7. Use carts to move large hot items such as coffee urns, containers of hot water, or containers of hot food.
8. Use the cartwheel locking lever to prevent movement while removing items from the cart.
9. Turn off the gas supply and electrical current for appliances when they are not in use.
10. Turn off circuit breakers to kitchen cooking equipment when cleaning the equipment.

Glassware

1. Do not place drinking glasses inside each other.
2. Carry one rack of glassware at a time.
3. Visually inspect all glassware for cracks or chips before handling. If chips or cracks are discovered in the glasses, place them in a container labeled "broken glass."
4. Do not use a drinking glass to scoop ice. Use the metal scoop or pan.
5. When a glass is broken in the ice bin, pour hot water into the bin to melt the ice, letting the melted ice empty through the drain. Remove the glass using a whisk, broom, and dustpan, hose down minute pieces of glass into the drain with clean water, and wipe the bin dry with a towel before refilling it with ice.
6. Do not submerge hot glass in cold water or submerge cold glass in hot water.

Knives/Sharp Instruments

1. Direct sharp points and edges away from you when handling knife blades and other cutting tools.
2. Cut in the direction away from your body when using knives.
3. Staff members are to wear cut-resistant gloves when using knives or other devices to perform slicing, chopping, paring, or other tasks associated with food preparation. This includes equipment with exposed blade(s): mandolin, meat slicer, knives
4. Use a knife that has been sharpened; do not use knives that have dull blades.
5. Do not use knives that have broken or loose handles.
6. Do not use knives as screwdrivers, pry bars, can openers, or ice picks.
7. Do not leave knives in sinks full of water.
8. Do not pick up knives by their blades.
9. Carry knives with their tips pointed towards the floor.

10. Only carry knives, scissors, or other sharp tools in your pockets or an apron if they are first placed in their sheath or holder.
11. Do not attempt to catch a falling knife.
12. Store knives in knife blocks or sheaths.
13. Do not use honing steels that do not have disc guards.

Mixers

1. Do not put your hands inside the mixing bowl while the mixer is in operation.
2. Use the stomper to push meat through the grinder attachment of a mixer.

Ovens

1. Use oven mittens when removing hot food from the oven.
2. Clear a space on the table for placing before removing the food from the oven.
3. Wear eye protection, rubber gloves, and an apron when using an oven cleaner.

Microwave Ovens

1. Do not operate a microwave oven with a bent door, broken hinges or latches, or deteriorated seals.
2. Use caution when removing hot items from the microwave.
3. Do not place metal containers or objects in microwave ovens.
4. Do not place meat in the microwave that weighs more than the manufacturer's capacity limits posted on the microwave door.

Refrigerated Cooler

1. If your manager requires, wear the back belt/brace provided to you when stocking shelves.
2. Check for loose products on the top of the cases before lifting them down to restock shelves.

Dishwasher

1. Wear rubber gloves when washing and sanitizing dishes and cooking equipment.
2. If glassware breaks in the sink, use tongs to remove the large glass fragments, then open the drain and run the water to wash any remaining glass fragments down the drain.
3. Remove all chipped or cracked dishes and glassware from use.

Storeroom/Stockroom:

1. Stack heavy or bulky storage containers on the lower shelves of the storage rack.
2. Do not stack boxes, cases, or packages of product above the number or height recommended by the supplier. If you are unsure, check with your manager.
3. Do not use razor blades, screwdrivers, or knives the Company did not supply to open boxes or cases.
4. Do not lift slippery or wet objects; use a hand truck.
5. When handling each chemical stored in the stockroom, follow the safe handling instructions listed on the container's label or on the corresponding Safety Data Sheet.
6. Do not smoke while handling chemicals labeled "Flammable."

7. Do not store chemicals labeled "Flammable" near ignition sources such as space heaters.
8. Do not handle or load any containers of chemicals if they are cracked or leaking.
9. Obey all safety and danger signs posted in the workplace.

As a condition of employment, I agree to the following company rules regarding selling and distributing alcoholic beverages.

1. I have completed the Company's formal liquor liability training program. Any questions I had regarding the program have been fully explained to me to my satisfaction.
2. I will not sell beer, wine, or liquor to anyone who is not of legal drinking age at the time of the sale.
3. I will not sell beer, wine, or liquor to anyone who appears intoxicated or is acting disorderly.
4. I understand the state, county, and city laws regarding the legal hours of the day during which I may sell beer, wine, or liquor to a customer. I will not sell or serve beer, wine, or liquor to anyone during the restricted hours.
5. I will not purchase any beer, wine, or liquor from my employer for the use or benefit of any underage person or any intoxicated person.
6. I understand the Company will only accept certain forms of personal identification as outlined in my training program and will not accept any other form of I.D. from anyone purchasing beer, wine, or liquor.
7. The customer needs to clearly appear at least 40 years old, or I will request acceptable identification and verify that the customer is of legal age before making the sale.
8. I understand that if I make an illegal sale of beer, wine, or liquor, I may be personally arrested and charged with a criminal offense. If I am found guilty, I could be fined, jailed, or both. I understand I am personally responsible for my attorney fees and paying any assessed fines.
9. I understand that any infraction of the Company rules concerning beer, wine, or liquor sales could result in automatic termination.
10. I understand that the Company and state and local law enforcement investigators will monitor my activities.

I have read, understand, and agree to comply with the liquor liability policy rules as stated above.

Team Member Signature

Date

The Company 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 our team members. We value you not only as a team member but also as a human being critical to the success of your family, the local community, and the Company. 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 strict compliance with all applicable federal, state, local, and the Company policies and procedures. Failure to comply with these policies may result in disciplinary action. Respecting this, the Company will make every reasonable effort to provide a safe and healthy workplace that is free from any recognized or known potential hazards. Additionally, the Company subscribes to these principles:

1. All accidents are preventable through the 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 the Company in higher regard with customers, and increases productivity. This is why the Company will comply with all safety and health regulations that apply to the course and scope of operations.
4. Management is responsible for providing the safest possible workplace for team members. Consequently, the management of the Company is committed to allocating and providing all the resources needed to promote and effectively implement this safety policy.
5. Team members 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 team members where safety and health are concerned.
6. Management and supervisors of the Company will set an exemplary example with good attitudes and a 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 team members and persons who are in any way team members 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 the Company 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 the Company's team member safety handbook. I have read and understood all policies, programs, and actions as described, and agree to comply with these set policies.

Team Member Signature

Date