

COTTONSEED SYSTEM SAFETY POLICY – June 2015

1. Statement of Purpose and Scope

The company recognizes that safe handling practices when loading cottonseed are an important aspect to a good overall safety program. This policy applies to all personnel involved in the loading or moving of cottonseed on the gin property, regardless of whether they work for the gin or another entity, either as an employee or through a contract labor agreement.

This policy addresses safe movement of seed trucks, safe loading practices and safe unloading practices.

2. Preparing to Load

After weighing in, drivers will receive instructions on where to park in preparation for loading. In some cases, there will be an additional person at the loading site to help place the truck in the proper location. **In no instance will any worker ride on the outside of a truck while it is in motion. Any worker guiding the truck shall do so at a safe distance.** Workers guiding trucks should always remain in a safe location when trucks are in motion, and should be visible to drivers at all times when vehicles are in motion. Workers should check with management for any requirements related to wearing personal protective equipment.

3. Loading Truck

If truck is being loaded with a portable loader, only the loader operator should be in the loading area while the truck is being loaded. All other workers should either be waiting in the truck or should move to another area of the ginning operation. Drivers should understand the rules for each location where they are working.

If the truck is being loaded by an overhead hopper, the following specific rules shall be followed:

1. Be sure truck is parked with parking brake secure before loading.
2. Only trained operators are allowed to operate hopper doors. All workers should follow the supervisor's instructions for standing in a safe place while opening hopper doors.
3. If hopper becomes plugged or if the seed does not fall out when the hopper doors are opened, remain in a safe location and use a long pole or other device provided to un-choke the hopper opening. While performing this task, you should never be directly under the hopper opening.
4. **Under no circumstances is anyone allowed in the trailer or upon the trailer side walls while it is being loaded.**
5. If truck must be moved during loading to distribute load, all workers must move to a safe location before allowing truck to move. Once truck has been moved, parking brake must be re-secured before workers re-enter the loading area.
6. Once truck is loaded, all workers must be clear before truck leaves the loading area.
7. If truck is overloaded and seed must be removed, shift supervisor should be notified before unloading takes place.

4. Maintenance of Seed Hopper

In most cases, all seed hopper maintenance is done during the off season with the hopper empty. If maintenance must be done during the season with seed in the hopper, two employees should be on hand at all times, and at no time should an employee work on the hopper doors in the path of the seed flow. Always use appropriate fall protection when performing maintenance.

If it becomes necessary to work inside the hopper at any time during the year, the hopper must first be emptied of all seed. The hopper shall only be accessed when empty and even then, the hopper shall only be entered after the shift supervisor is notified. Proper entry procedures shall be followed, and at least one additional worker must remain outside the hopper entrance at all times when a worker is inside the hopper.