



Safety Policies and Procedures

Policy Changes Disclaimer

Nebraskaland-Kansasland-Coloradoland (NKC) reserves the right to make any changes at any time by adding to, deleting, or changing any existing policy.

The rules set out in this manual are as complete as we can reasonably make them. However, they are not necessarily all-inclusive, because circumstances that we have not anticipated may arise. **NKC** may vary from the policies and provisions in this manual if, in its sole discretion, the circumstances require.

I. Management Commitment and Employee Involvement

Safety Policy Statement

Safety is everyone's responsibility. It is the desire of **NKC Tire Group** to help provide a safe working environment for all employees.

To accomplish this, management will provide reasonable safeguards to help insure safe working conditions and support the safe and efficient development of all work activities.

The need also exists for recognizing that ***no job is so important and no order is so urgent that we cannot take time to perform our work safely.***

Employees are expected to use the safety equipment provided. Rules of conduct and rules of safety shall be observed. Safety equipment shall not be destroyed or abused.

The joint cooperation of employees and management in observance of this policy will help provide safe working conditions, help reduce work related accidents and will be to the mutual advantage of all. Therefore, I ask your cooperation and support to help make all our jobs safe.

Scott Samway

Scott Samway
Chief Financial Officer

Responsibilities and Duties

Management

Responsibilities:

- Safety begins with management commitment and participation.
- We will set goals, establish accountability and become involved.
- A poor safety record is a management problem.
- Establish, implement and maintain the company safety program.

Duties:

- Communicate safety commitment and policy.
- Attend company safety functions.
- Review accident reports and safety activity.
- Make needed appropriations.
- Set a good example.

Managers

Responsibilities:

- Supervisors have a direct responsibility for a working group.
- They will help build safety into the work process and be alert for safety and health problems.

Duties:

- Train new employees.
- Re-train present employees.
- Make department inspections.
- Prepare accident reports.
- Enforce safety rules.
- Correct unsafe acts and conditions.

Employees**Responsibilities:**

- Workers must learn the hazards of their jobs and abide by safety rules.
- The program requires the wholehearted support of those it was designed to protect.

Duties:

- Abide by safety rules. Report hazardous conditions or concerns.
- Communicate safety to fellow employees.
- Make suggestions to help improve safety.

Accountability

In order for a Safety Program to be effective, there must be a means developed for holding employees accountable for their unsafe work habits or conditions.

If an accident occurs, and if it has been determined that the accident could have been avoided, the means of holding employees accountable should be made more severe after each consecutive offense. The warning notice policy of the Company is detailed in the policy manual.

The purpose of holding employees accountable is to help employees conform to company policy and work safely. It is not designed to end employment and, therefore, employees should be given the opportunity to start over with a clean slate periodically.

II. Workplace Analysis

Hazard Recognition

This section provides guidance in the development of checklists for inspections done to help control identified hazards. The objective is to try eliminating the hazards from the work place or to develop methods to manage the risk.

In practical terms, a hazard is associated with a condition or activity that, if left uncontrolled, can result in an injury, an illness, or other adverse events. A survey of the work place should be done to identify the hazards or potential hazards which are easily recognized without intensive analysis.

The first step is usually a deliberate check around the inside, outside, and around the operations for hazards, or the potential for harm. Focus on the type of occupancy, operations, machines, processes and activities that are necessary to perform all aspects of the business. Make a note of your findings when a recognizable or potential hazard is found. Gather the information and consider the possibility of a critical error or mishap and what impact it could have. Establish priorities and develop plans for what is needed to control situations that might have unacceptable consequences.

Review the following to determine if there is a pattern of mishaps, and injury or illness where other safeguards may be needed.

- First aid log or reports
- Workers Compensation claim reports
- OSHA 300 Injury and Illness Log
- Company loss workday incident rate
- Insurance claims for property, liability, and other insured losses
- Public, customer, or employee complaint log or reports
- Job hazard analysis reports

Special knowledge may be needed to evaluate how well your business has prepared for special programs that may be required for your operations. Hazards associated with chemicals could need further investigation to review what could go wrong and what safeguards must be implemented to prevent releases of hazardous chemicals stored or used in a process.

Emergency response operations often have special consideration for the safety of people, property, and sometimes the environment. You should determine the level of emergency response employees are intended to engage in, before the response is needed.

Accident Investigation Policy

For NKC Tire Group

Accidents and incidents, in which employees are injured or narrowly escape injury, clearly expose hazards. Accident investigation analysis, to identify accident causes, permits development of measures to help prevent future injuries. An accident reporting form may be used to:

- 1) record the accident or near miss,
- 2) determine the accident cause, and
- 3) help plan for follow-up action in preventing repetitive accidents.

As part of this safety program, examples of accident reporting forms are provided for such an investigation.

Claims Reporting Policy

All accidents, especially those involving injuries, should be reported to store manager, or other person responsible for reporting to your insurance carrier. Each provider of insurance coverage has differing

standards for claim reporting and guidelines should be followed to ascertain promptness in reporting. Forms for each coverage are included on the NKC Tire Group homepage.

Customer Accident / Incident Reporting Policy

The following procedure guidelines will be followed whenever there is a customer accident, incident, or injury:

1. Immediately report any accident, incident, or injury to a supervisor or manager.
2. Determine extent of injuries and provide first aid, if possible. If the employee in the immediate area does not know what to do, find someone who does.
3. Call ambulance, or other emergency personnel, if condition warrants. Emergency numbers are posted near telephones.
4. Document all accidents, incidents, or injuries, no matter how small or insignificant they may seem to be.
5. Photograph the area or hazard as soon as possible after the accident, incident, or injury has occurred. (A camera that will imprint date/time of photograph is preferable)
6. If video monitoring is used, review the videotape for a record of the accident, incident, or injury. Be careful to preserve the tape.

Employee Reporting and Communication System

It is important for employees to notify management of unsafe acts or conditions and to receive a timely and appropriate response to such communication. Such employee insight provides management a greater perspective of possible unsafe acts or conditions while actively involving employees in safety and health issues.

In a credible program, management should give a timely response to address any problems identified and a timely explanation of why particular actions were or were not taken. An example of an "employee reporting and communication" form can be provided to you as part of this safety program. You may tailor it to your particular needs.

III. Hazard Prevention and Control

General Safety Guidelines

1. Follow the established safe job procedures. You are to perform only those jobs you have been assigned and properly instructed to perform.
2. Wear the protective equipment required for your job as established by your supervisor through job instruction. It is your responsibility to see that protective equipment should be in good repair. Damaged equipment should be reported to your supervisor immediately.
3. Report unsafe acts or unsafe conditions to your supervisor without delay.
4. Report all accidents to your supervisor immediately whether anyone is hurt or not. In cases of injury, get first aid as soon as possible.
5. Keep all mechanical safeguards in position during operation.
6. Put main switch in "off" position whenever making adjustments, when setting up jobs or when machine is to remain idle for any length of time. Don't allow machinery to operate unattended.
7. Use only the machinery, equipment and tools you are qualified and authorized to use by the supervisor.
8. **Horseplay**, such as scuffling, practical jokes, or throwing articles at each other will not be tolerated.
9. No employee is permitted to make repairs on any electrical device or equipment unless authorized to do so. **Electrical equipment is not to be tampered with in any way.**
10. **Machine master switches are to be tagged or locked open when major repair, oiling and greasing or maintenance is being performed.**
11. The covers on **switch boxes and fuse stations are to be kept closed at all times.**
12. All employees are requested to **walk - not run while they are within** the work area.
13. No employee will be permitted to remove any guard installed over the point of operation, power transmission, or moving parts without permission from the supervisor and then only after proper safety procedures have been followed.
14. Compressed air should never be used for cleaning clothes, cooling or practical jokes. **Violation of this rule can result in serious injury or death.**
15. Fire extinguishers, sprinklers or fire exits are not to be blocked by supplies, stock or parts at any time.
16. No worker will be permitted to use flammable solvents in an open container. **Flammables must be stored and handled in approved safety containers.**
17. First aid will be administered only by the First Aid Department or specifically authorized personnel. Under no circumstances shall any employee attempt to remove foreign objects from the eyes or ears of a fellow employee.
18. Riding hand trucks and hitching rides on forklifts is prohibited.
19. The use of any tools, machinery or equipment for the personal use of any employee, whether on company time or shall not be permitted.
20. Only qualified maintenance persons authorized by supervision are permitted to repair machinery and equipment.
21. Safety equipment such as brushes, safety glasses, shields, safety shoes, etc., shall be used whenever the operation or job requires them.

Employees who violate these safety guidelines may be subject to disciplinary action.

Fleet Safety Guidelines

1. Anyone who operates a licensed vehicle owned or controlled by their company must maintain a current drivers license as required by Federal and/or State regulations.

2. Transportation of non-employee passengers is prohibited. Use of company vehicles by non-employees or unqualified employees is prohibited, unless permission has been given by an authorized official of the company.
3. All drivers are required to inspect their vehicle at the beginning of each work day. A vehicle check list will be provided to all drivers. Vehicles must be kept clean.
4. Obey all traffic laws. All fines are the responsibility of the driver. Traffic citations are to be reported to your supervisor in writing. Repeated violations are cause for disciplinary action, which may include suspension and/or dismissal.
5. Seat belts will be worn by all occupants, at all times.
6. Consumption of alcohol or non-prescribed drugs is grounds for immediate dismissal whether reporting for work or while on the job. If anyone is taking prescribed medication which may affect their ability to perform their duties safely, they must notify their supervisor when reporting to work.
7. All incidents involving damage to company property, property of others, personal injury of employee or to others must be reported to the manager immediately. Failure to report any accident involving a company vehicle is grounds for termination.
8. No radar equipment will be permitted in any company vehicle.
9. Courtesy should be extended to other motorists. The vehicle and you are a rolling billboard for your company.
10. All drivers should use good DEFENSIVE DRIVING TECHNIQUES while operating company vehicles.
11. Any employee that is in charge of a truck is also responsible for all tools and equipment assigned to that truck.
12. All vehicles should be equipped with an appropriate fire extinguisher and a first aid kit and all required DOT and OSHA safety items as outlined separately.

Employees who violate these safety guidelines may be subject to disciplinary action.

Seat Belt Use Policy

NKC Tire Group values the lives and safety of our employees. Wearing a seat belt helps reduce the risk of serious injury or death in motor vehicle accidents. Accordingly, the policy of **NKC Tire Group** is employees and passengers are required to wear a seat belt when driving or riding in any motor vehicle on company business.

Safety Incentive

Maintaining interest in safety may often be accomplished with an effective incentive program. As such, the NKC Tire Group has a safety incentive where it will double the Christmas bonus (up to \$250) if the employee is not involved in any kind of safety incident or customer service related matter.

IV. Safety and Health Planning

Employee Education and Training

Education and training are the foundations of a Loss Control Program. If the hazards are not known, prevention can not be practiced. New employees must be trained. Continuing education is a fact of today's business world. Safety is no exception. Training is one of the main cornerstones of any Safety Program.

The primary purpose of safety training is to help employees learn how to work safely and to reduce mishaps while performing their specific function.

Safety training is recommended:

1. For all new employees,
2. When new equipment, procedures, or processes have been introduced, and
3. When employee safety performances needs improved.

Instructions should be given to all employees. An overall safety and accident prevention program, including group and individual training, should also be included for specific employee work assignments. When appropriate and possible, allow employees to engage in hands on training. While lecture and discussion formats are fine, employees may not understand the procedures until they actually perform the tasks with someone there to assist them.

Subjects to consider for training:

- Company Safety Rules/Policy
- Job Orientation
- Hazard Communication
- Emergency Response
- Fleet and Transportation Safety
- Unique Operations or Activities
- Specific Employee Work Assignments
- Waste Management

Safety Meetings

Safety meetings are an effective way to implement your safety program. During a safety meeting, which are held quarterly, company policies, procedures, rules, and regulations can be communicated to employees. The use of posters, pamphlets, signs and safety films will help to promote employee involvement. These safety meetings will be documented and signed by all employees attending the session. A file will be kept on all safety activity that is communicated to the employees by the methods mentioned above.

V. Special Topics

Electrical

- When electrical equipment or lines are to be serviced, maintained or adjusted, necessary switches should be opened, locked-out and tagged-out whenever possible.
- All portable electrical tools and equipment should be grounded or double insulated type.
- Extension cords should have grounded conductors and insulation in good condition.
- Use of metal ladders is prohibited in areas where the ladder or the person using the ladder could come in contact with energized parts of equipment, fixtures or circuit conductors.
- Exposed wiring and cords with frayed or deteriorated insulation should be repaired or replaced.
- All cord, cable and raceway connections should be intact and secured. All unused openings in electrical enclosures and fittings closed with appropriate covers, plugs, or plates. Electrical enclosures such as switches, receptacles, or junction boxes should be provided with tight fitting covers or plates.
- Ground fault circuit interrupters should be installed on each temporary 15 or 20 ampere, 120 volt AC circuit at locations where construction, demolition, modifications, alterations or excavations are being performed.
- Electrical installations in hazardous dust or vapor areas should meet the National Electrical Code (NEC) for hazardous locations Class I, Division 1.
- Inspect all electrical equipment before using. Use only equipment in good condition.
- Start and end electrical equipment with switch in "OFF" position. Do not leave the switch in the "ON" position and use the plug to turn the equipment on and off.
- Installation work should be in compliance with the National Electric Code Standards, OSHA, local building codes and ordinances. This work should be performed by a qualified and fully licensed electrician.
- Fixtures, appliances and equipment used should be listed or labeled by Underwriters Laboratories or another nationally accepted testing organization.

Eye Protection

In all operations where striking and struck tools are used, or where the cutting action of a tool causes particles to fly, eye protection (American National Standards Institute Z87.1- *Practice for Occupational and Educational Eye and Face Protection*) is needed by the user of the tool and by others who may be exposed to flying particles.

- Protective equipment, including personal protective equipment for eyes and face, shall be provided, used, and maintained in a sanitary and reliable condition. This protection should be provided whenever it is necessary by reason of hazards of processes or entrainment, chemical hazards, radiological hazards, or mechanical irritants encountered in a manner capable of causing injury or impairment in the function of any part of the body through absorption, inhalation or physical contact.
- Where employees provide their own protective equipment, the employer shall be responsible to assure its adequacy, including proper maintenance, and sanitation of such equipment.
- Protective eye and face equipment shall be required where there is a reasonable probability of injury that can be prevented by such equipment. In such cases, employers shall make conveniently available a type of protector suitable for the work to be performed, and employees

shall use such protectors.

- Persons whose vision requires the use of corrective lenses in spectacles, and who are required by this standard to wear eye protection, shall wear goggles or spectacles of the following types: spectacles whose protective lenses provide optical protection or goggles that can be worn over corrective lenses mounted behind the protective lenses.
- Safety goggles or face shields should be worn when woodworking or cutting tools, such as chisels, brace bits, planes, scrapers, and saws are used and there is a chance of particles falling or flying into the eyes.
- Eye protection should be worn when working with grinders, buffing wheels and scratch brushes.
- Jobs such as cutting wire and cable, hand drilling, removing nails, chipping concrete, shoveling material or working under objects where particles of materials may fall require eye protection.
- Wear eye protection, keep it clean and fit for use, wear the right protection for the job.

First Aid for Eye Injuries

All Employees Should Know:

- Location of the eyewash stations, sinks, and lens cleaning stations and how to use them
- What to do in an eye emergency until help arrives.

The following is a list of basic first aid procedures for various types of eye injuries. Be aware of your organization's first aid procedures and policies which may differ from those listed.

Small particles, specks or dust

- Don't rub the eye. Hold eye open and flush with water at nearest eyewash station. Can also try pulling upper lid out and down over lower lid, causing the eye to tear and particle to wash out.

Blow to the eye

- Apply an ice cold compress for 15 minutes in order to reduce pain and swelling. Have a doctor examine the eye as soon as possible to make sure there is no internal injury.

Chemical splash

- Flush immediately with water at nearest eyewash station or shower for at least 15 minutes. Do not rub or squeeze eye shut. Seek medical attention immediately.

Object embedded in eye

- Do not try to remove the object. Cover both eyes to help prevent movement of injured eye. If object is large and protruding, cover it with a paper cup or something similar. Seek medical attention.

Light burns

- Symptoms include redness, swelling, light sensitivity and a gritty feeling in the eyes. Symptoms may not be apparent until 3-12 hours after injury. Keep eyes closed and seek medical attention immediately.

Fire Extinguishers

- A fire extinguisher, rated not less than 2A 10B:C, should be provided for each 3,000 square feet of the protected building area or major fraction thereof. Travel distance from any point of the protected area to the nearest fire extinguisher shall not exceed 75 feet.
- One or more fire extinguishers should be provided for each floor. In multi-story buildings, at least one fire extinguisher should be posted adjacent to the stairway.
- Fire extinguishers should be conspicuously located and readily accessible at all times. They should be periodically inspected and maintained in operating condition.

- Carbon tetrachloride and other toxic vaporizing liquid fire extinguishers are prohibited.
- Each fire extinguisher is considered professional equipment and its effectiveness in protecting property depends on knowing: What it can and cannot do how to use it, where to install it, how to maintain it, knowledge of classes or types of fires, what class or classes of fire the extinguisher is capable of extinguishing.
- Training should be provided for the use of fire extinguishers.

Classes of Fires

Class A-Fires in ordinary combustible materials (wood, paper, cloth)

Class B-Fires involving flammable liquids, gases and greases.

Class C-Fires which involve energized electrical equipment.

Class D-Fires in combustible metals.

Flammable and Combustible Liquids

A flammable liquid is defined as any liquid whose flash point, the temperature at which vapors can ignite when there is a spark, flame or static electricity, is below 100 degrees F. At higher concentrations and higher temperatures the vapors of the liquid can ignite or explode without a spark. Most flammable liquids are volatile, evaporate quickly and reach a concentration in the air that could lead to an explosion. Some highly volatile flammable liquids are gasoline, acetone and alcohol. Containers with these flammable liquids must be marked with a red label indicating the hazard. To work safely with flammable liquids the three potential hazards: temperature, concentration of vapor and ignition sources must be controlled. A combustible liquid is defined as any liquid whose flash point is at or above 100 degrees F.

- Only approved containers and portable tanks shall be used for storage and handling of flammable and combustible liquids.
- No more than 60 gallons of flammable or combustible liquids shall be stored in any one storage cabinet. No more than three storage cabinets may be located in a single storage area.
- Inside storage rooms for flammable and combustible liquids shall be of fire resistive construction, have self closing fire doors at all openings, 4 inch sills or depressed floors, a ventilation system that provides at least six air changes within the room per hour, and electrical wiring and equipment approved for Class I, Division 1 locations.
- Storage in containers outside buildings shall not exceed 1,100 gallons in any one pile or area. The storage shall be graded to divert possible spills away from building or other exposures, or shall be surrounded by a curb or dike. Storage areas shall be located at least 20 feet from any building and shall be free from weeds, debris and other combustible materials not necessary to the storage.
- **"No Smoking"** signs shall be posted in service and refueling areas.
- Drums containing Class I flammable liquids shall be grounded and bonded before and during dispensing into containers.
- All flammable and combustible liquid wastes shall be kept in fire-resistant, covered containers.
- Appropriate fire extinguishers shall be mounted within 50 feet of outside areas containing flammable liquids and within 10 feet of any inside storage area for such materials.
- Listed Safety containers shall be used for the dispensing of flammable or combustible liquids.
- All spills of flammable or combustible liquids shall be cleaned up promptly.
- All flammable or combustible liquid storage tanks shall be adequately vented to prevent the

development of excessive vacuum or pressure as a result of filling, emptying or atmosphere temperature changes.

- All flammable or combustible liquid storage tanks shall be equipped with emergency venting that will relieve excessive internal pressure caused by fire exposure.
- Flammable liquids shall be stored separately from other chemicals, especially reactive such as oxidizers.
- All containers containing a flammable or combustible liquid shall be labeled correctly and clearly.

Forklifts

Forklifts can haul and dump tubs of material, carry containers of molten metal and transport pallets of heavy products. A forklift can be adapted for almost any lifting and transporting task. Forklifts can be dangerous to people and property when operated incorrectly. Most forklift accidents result from operator error, increasing the importance of operator training. Suggested requirements for drivers are: satisfactory vision, hearing and health to perform the job safely, a mature attitude, a good vehicle driving record, a positive safety attitude, and a completion of a forklift operator training course.

- Follow manufacturer's instructions. Do not modify or extend the forks unless approved by the manufacturer.
- When carrying a load drive up a ramp or grade. Never drive down when you are carrying a load. Never make a turn while your forklift is on the ramp. Lower the forks to keep the center of gravity low.
- Always use a proper dock board when loading a vehicle from the dock. Keep the forklift away from the edge of the loading dock.
- Make sure the parking brake is set and the wheels are chocked on the vehicle being loaded.
- Place the forks all the way under the load. Space forks apart so they fit the load being lifted. This will help to maintain proper balance and prevent the load from falling. Never lift a load that appears to be unstable. Use belts to secure the load onto the forks.
- Center the forks beneath the load being lifted. Lifting an un-centered load can cause the load to fall. Tilt the uprights slightly back when raising and carrying a load.
- Do not carry any riders unless the truck is specifically designed for them. Always keep hands and feet inside. Never speed or allow unauthorized persons to drive a forklift.
- Never smoke when refueling or when checking the battery of a forklift. Always turn off the engine when refueling.
- Use a properly secured safety platform when the truck is to be used as a lifting device.
- Never carry loads that obstruct your view.
- When the forklift is parked, fully lower the forks, put the controls in neutral, turn off the engine, set the parking break and remove the key.
- When turning, reduce your speed and maneuver carefully.
- Stay a safe distance away from other forklifts. Never drive side by side.

- At blind corners, stop the forklift and sound the horn.
- Know where low clearances, pipes, sprinklers or low doorways are located.
- A complete inspection of the forklift should be made prior to any operation of the unit.

If you find anything wrong, report it to your manager.

Forklift Operator Training

Powered industrial truck (forklift) accidents cause approximately 100 fatalities and over 30,000 serious injuries annually. Many (estimated 20-25 percent) of these accidents are partially or wholly caused by inadequate training.

Employees should not be allowed to operate powered industrial trucks until they receive appropriate training and successfully pass the training.

Grinders

- Adjust the work rest and keep it within 1/8 inch of the wheel. Keep the adjustable tongue on the top side of the grinder adjusted to within 1/4 inch of the wheel.
- Side guards should cover the spindle, nut, flange and 75% of the wheel diameter.
- Bench and pedestal grinders should be permanently mounted.
- Goggles and face shields should always be worn when grinding.
- The maximum RPM rating of each abrasive wheel should be compatible with the RPM rating of the grinder. Before abrasive wheels are mounted they should be visually inspected and ring tested.
- Fixed or permanently mounted grinders should be connected to their electrical supply system with metallic conduit or other permanent wiring method and each should have an individual on and off switch.
- Dust collectors and powered exhausts should be provided on grinders used in operations that produce large amounts of dust.
- Splash guards should be mounted on grinders that use coolant to prevent the coolant from reaching the employees.
- Maintain good housekeeping around grinders.

Hand Safety

Sources of injuries:

- Burns
- Cuts
- Electrical shock
- Absorption of chemicals
- Pinching
- Crushing
- Cold
- Vibration
- Repetitive motion

- Analyze the work place for hazards to the hands. Look at each job and consider the possible hazards to the hands.
- Make sure all tools and machines are well maintained. Make sure all guards are in place.
- Employees must be properly trained in the use of the tools and machines in their area.
- Determine the proper protective equipment and make sure it is available to all employees who need it. Reinforce it by developing a company-wide hand protection policy.

Preventing hand injuries:

- Use protective gloves or other protection whenever necessary. There are gloves to protect against heat, cold, sharp objects, chemicals, electricity and a wide variety of other hazards.
- Gloves should not be worn around tools and machinery with rotating or moving parts, such as grinders, drills, lathes or milling machines.
- Watches, rings, bracelets, or other jewelry should be removed and loose fitting clothing avoided.
- Use tools and equipment **only** for the job they were designed for.
- The work place should be clean and well organized, and the tools and equipment well maintained.
- Tools and equipment should have their guards in place.

First Aid for Hand Injuries

All employees should know:

- What to do in the event of an injury until help arrives.
- Name of the person who is trained in first aid.

The following is a list of basic first aid procedures for various types of hand injuries. Each organization may have first responder procedures and policies that differ from those listed.

Bleeding

- Control bleeding by gently applying direct pressure with a dry, sterile dressing. If it becomes saturated, do not remove it. Add another dressing.
- If possible, wear latex gloves or use other methods to protect against transmission of infection.
- Do not remove any impaled objects. Immobilize the object instead.
- Seek medical attention immediately.

Fractures

- Symptoms: swelling, deformity, pain and tenderness, loss of use.
- Avoid moving the injured hand if at all possible. Check for symptoms.
- Control bleeding, but do not attempt to push protruding bones back beneath the skin.
- Seek medical attention immediately.

Amputations

- Control bleeding by applying direct pressure. Elevate extremity.
- Contact emergency medical service immediately.
- Recover and clean amputated body part by rinsing with water.
- Wrap amputated body part with sterile gauze or a dry, clean cloth, put in a waterproof container, such as a plastic bag, and place on a bed of ice. Transport to hospital with victim.

Shock

- Symptoms: cold, clammy, pale skin; quick, weak pulse; rapid, shallow breathing; nausea or vomiting.
- Contact emergency medical service immediately.
- Speak calmly to the injured employee.
- Ask the employee to lie down.
- Check for head, neck, spine and abdominal injuries.
 - If there is none, raise the employee's feet a few inches off the ground by placing a blanket or pillow under their feet.
 - If there is none, and the employee has vomited, turn the employee on their side and clear their mouth.
- Keep the employee warm, but not hot.
- To make breathing easier, loosen tight clothing.
- Keep the employee calm. Reassure them that they will be OK and that help is on the way.
- Keep other employees away if they are upsetting the victim.

Hearing Safety

- Hearing protection must be worn in areas where sound levels exceed 85 DBA.
- Wear proper ear plugs for low level noise abatement.
- Ear muff hearing protection, along with ear plugs, may be needed in high level noise areas.
- Keep hearing protection clean and fit for use.
- Check ANSI Standard S 3.19 Method for the Measurement of Real-Ear Protectors and Physical Attenuation of Earmuffs to determine the efficiency of a specific device for a given noise exposure.
- Sound absorbing materials can be used to isolate the noise source helping to prevent the spread of noise.
- Altering or enclosing equipment or using quieter work processes can reduce overall noise levels.

Vehicle Lift Maintenance

Lack of vehicle hoist maintenance can develop the potential for employee injury and can develop into a major problem, including damage to vehicles.

Suggested hoist inspection and maintenance procedures should include:

Daily:

- inspect hoist plunger for nicks
- bleed off moisture from air compressor
- check adapters/extenders for damage
- test locking latches

Weekly:

- check lift arms, axle supports, and contact pads
- check hydraulic system for leaks
- check for stress cracks or breaks in welds on superstructure
- verify presence of "rated capacity" tag
- lubricate mechanical apparatus

Monthly:

- clean grooves in arms and other structural members
- check oil level in hydraulic system
- inspect arm pin for wear
- check height sensor function
- check and tighten anchor bolts and connectors

If a hoist is damaged, operating improperly or any safety device is not functioning, the hoist should be tagged: **Out of Service - Do Not Use.**

Qualified hoist service personnel should be utilized to replace parts or perform work other than normal preventative maintenance.

Ladders

Proper Selection

- Select a ladder of proper duty rating to support combined weight of user and materials.
- Ladders are available with duty ratings of 200, 225, 250, and 300 lbs.
- Select a ladder of proper length to safely reach the desired height.

Inspection Before Each Use

- Inspect thoroughly for missing or damaged components. Never use a damaged ladder and never make temporary repairs.
- Inspect thoroughly for loose fasteners. Make sure all working parts are in good working order. Lubricate if necessary.
- Clean ladder of all foreign material (wet paint, mud, snow, grease, oil).
- Destroy ladder if damaged, worn, or exposed to fire or chemicals. Bring back the ladder to the shop, tag for inspection; put a note on your daily report and management will make the decision of destruction.

Consider Before Each Use

- Metal ladders conduct electricity. Keep away from electrical circuits or wires.
- Consult manufacturer for use in chemical or other corrosive environments.
- Use ladder only as outlined in instructions. Ladders are designed for one person only.
- Do not use in high winds or during a storm.
- Keep shoes clean. Leather shoes should not be used.
- Never leave ladder set-up and unattended.

Proper Setup and Use

- Use help in setting up ladder if possible.
- Do not place on unstable, loose or slippery surfaces. Do not place in front of unlocked doors. Ladders are not intended to be used on scaffolds.
- Secure base section before raising ladder to upright position. Do not raise or lower with fly section extended.
- Extend and retract fly section only from the ground when no one is on the ladder.

- Do not overextend. A minimum overlap of section is required as follows:
 - Ladder size up to and including 32 feet---3 foot overlap
 - Over 32 feet up to and including 36 feet---4 foot overlap
 - Over 36 feet up to and including 48 feet---5 foot overlap
 - Sizes over 48 feet---6 foot overlap
- Position ladder against upper support surface. Make sure ladder does not lean to the side. Ladder must make a 75 degree angle with the ground.
- Erect ladder approximately 3 feet beyond upper support point.
- Check that top and bottom of ladder are properly supported. Make sure rung locks are engaged before climbing.
- Face ladder when climbing up or down. Maintain a firm grip. Use both hands in climbing.
- Keep body centered between side rails. **Do not over reach.** Get down and move ladder as needed.
- Fly section must have safety shoes if used as a single ladder.

Proper Care and Storage

- Hang ladder on racks at intervals of 6 feet for support.
- Never paint a wooden ladder. Treat with wood preservative.
- Protect wooden ladder from exposure to the elements, but allow good ventilation. Keep away from heat and moisture.

Machine Guarding

- Guards are put on machines for one purpose.....**to protect!**
- Machines without guards or suitable safety devices in place must not be operated.
- Only authorized personnel should remove or adjust guards or safety devices.
- Be sure the main power switch for the machine is locked and tagged before removing the guard or safety devices.
- Guards isolate hazards from workers. Safety devices also save fingers, limbs and lives. They protect from distractions, impatience and accidents caused by inattention.
- A guard or safety device not secured or functioning improperly can create an additional hazard. Inspect guards or safety devices regularly and keep them in good repair.
- Manufacturer installed guards and safety devices may not be enough. Review the working purpose of your machine. If need be, install additional guards or safety devices at point-of-operations at other hazardous areas.
- Do not bypass guards or safety devices. Trying to speed up production and save time only increases the chance for serious injury. Guard or safety devices are a vital part of any safe environment.

Material Handling

- Aisles and doorways should provide adequate clearances.
- Aisles and doorways should be designated, permanently marked and kept clear to allow unhindered passage.
- Hand operated and motorized vehicles should be adequate for the load and operation.
- All dock plates and loading ramps should be constructed and maintained with sufficient strength to support the required load.
- Maintain hand operated and motorized vehicles in a safe operating condition.
- Pallets should be of the proper size and strength to the imposed load.
- Shelving should be maintained and of proper strength to support the required load.
- Hooks with safety latches should be used when hoisting materials.
- Securing chains, ropes and slings should be adequate to support the required load.
- Keep floors clean, dry and free of oil.
- Practice proper lifting techniques.
- Use hand operated or motorized vehicles to move heavy loads.
- Employees should be trained in the proper operation of material handling equipment.

Portable Hand Tools

- The correct tool should be utilized for the job and used in a correct manner.
- If a job requires excessive force or bending of the wrist creating stress, a powered tool or a differently shaped tool should be used.
- Tools should be kept in good working condition. Damaged, worn or defective tools can cause injuries and should not be used.
- Keep tools in a safe place. Do not leave tools on the floor or above work areas.
- Sharpened tools should not be carried in pockets or left in tool boxes with cutting edges exposed.
- Appropriate personal protective equipment, such as safety goggles and gloves, should be worn to protect against hazards that may be encountered while using hand tools.
- Keep impact tools, such as chisels and punches, free of mushroomed heads.
- Keep wooden handles free of splinters or cracks, and assure a tight connection between the tool head and the handle.

Power Tools

- Electric power operated tools should either be approved double insulated, be properly grounded, or used with ground fault circuit interrupters.
- Power tools should not be used until proper instruction has been given and authorization given by a supervisor.

- Guards on machinery and equipment should not be removed without authorization.
- The power tool should be off and motion stopped before the tool is set down.
- Disconnect the tool from power source before changing bits or blades, or attempting any repair or adjustment. Never leave a running tool unattended.
- Inspect electrical extension cords and other wiring to be certain they are properly insulated and grounded. Do not use frayed or damaged cords.
- A power tool must never be used with a safety guard removed.
- All fixed power driven woodworking tools should be provided with a disconnect switch that can either be locked or tagged in the off position.
- Only trained employees will be allowed to operate power actuated tools. All power actuated tools will be tested daily before use and defects discovered before and during use will be corrected. Tools will not be loaded until immediately before use.
- Never operate power actuated tools in, near or around water.

Safe Backing

- Whenever possible, avoid backing situations. Find a parking spot that will allow you to leave without backing.
- Avoid blocking the rearward, inside view with equipment and stock. Does the cargo safety cage block the view? How high is the load stacked?
- Drivers should walk completely around the vehicle, looking for dangers. Watch for overhangs too.
- When preparing to back, roll down the window and turn off the radio. The driver should check all mirrors and look over both shoulders before starting to back. Sound the horn twice to provide further warning for pedestrians. Back up s-l-o-w-l-y!
- If a second person is available, use this person to guide the backing vehicle. The guide should stand at the left rear driver's side of the vehicle (if room) and use full motion arm signals . . . not hand signals . . . to assist the driver. If the driver loses visual contact of the ground guide, backing should stop at once.
- Hold safety meetings covering safe/unsafe driving techniques and driving rules.
- Add a reward/recognition program for safe drivers.
- If a driver has trouble backing, have his/her eyes tested for depth perception.

Safe Lifting

Most back injuries are the result of improper lifting techniques. The worst lifting situations occur when the body is extended over the load. Keep the back straight to shift the weight of the load being lifted onto powerful leg muscles, thus reducing the lever effect caused when the body is extended over the load.

- Keep in good physical condition. Difficult lifting tasks should not be attempted if not accustomed to vigorous exercise.
- Think before lifting. Make certain there is adequate space and clear aisle ways. Also, plan for a place to set the load down.
- Maintain a good grip on the load by using the palms of the hands.
- Lift with the load close to the body. The closer the load is to the spine, the less force it exerts on

the back. This is one of the most important rules in lifting.

- Test the load before handling it. If it appears to be too heavy or bulky, get help or some type of mechanical aid.
- Place the feet close to the load. The feet should be far enough apart for stability, have one foot slightly ahead of the other and pointed in the direction of movement.
- Tighten stomach muscles. Abdominal muscles support the spine when lifting, offsetting the force it exerts on the back.
- Lift with your legs. The stronger leg muscles are better suited for lifting than the weaker back muscles.
- Keep the back straight, head up whether lifting or putting down the load. Avoid twisting, it can cause injury.

Think Before You Lift

Mental Lifting - Lift the load **twice**, by first lifting the load mentally.

Find a Better Way - Mechanical help can be used to avoid heavy loads, twisting motions, repetitive motions, bulky loads, vertical lifting and uneven surfaces. Pushcarts, conveyors, two wheeled carts, hoists, or forklifts are good examples of material handling devices that can be used.

Push, Don't Pull - Twice as much can be pushed than pulled, while running less risk of back injury.

Watch Your Footing - Wear proper footwear, take small steps, go slowly and clear a proper pathway free from tripping hazards.

Hand Safety When Lifting

- Inspect materials for slivers, jagged or sharp edges, burrs, rough or slippery surfaces.
- Grasp the object with a firm grip.
- Keep fingers away from pinch and shear points, especially when setting down materials.
- When handling pipe, lumber or other long objects, keep hands away from the ends to help prevent them from being pinched.
- Wipe off greasy, wet or dirty objects before trying to handle them.
- Keep hands free from oil and grease.

Security

- Protect building openings, docks, yards, and alleys with quality lighting.
- All outside doors should have double cylinder dead bolt locks.
- Utilize the bar extension lock on overhead doors, along with a case hardened padlock.
- Door hinges should not be located on outside of entrance doors, or be secured in such a manner that pins can not be removed.
- Windows should be equipped with locks, bars or wire mesh. Protect window bars and wire mesh from outside tampering.
- Security fencing should be provided for the entire open lot. Try to make it a "man proof" type of

fencing. Maintain the fence and check it regularly. Fence gates should have padlocks.

- Develop a written procedure for securing the building and yard at the end of the business day.
- Metal locking cross bars can also be added on outside doors to provide extra security.
- For life safety purposes, provide single cylinder locks, panic bars or alarmed releasing bars on outside doors.

Slips and Falls

Slips, trips and falls can happen to anyone, anytime, anywhere. No single method can be used to prevent all slips and falls.

The most common causes of slips and falls include: unsafe use of ladders, jumping on or off lift gates, slippery surfaces, inappropriate footwear, poor lighting, obstacles on walkways, inattention and haste.

- Mop floor in area of spills immediately and post a sign stating "**Wet Floor**". Never leave spills unattended.
- An oil absorbing material should be used to control small oil spills in the work place.
- During inclement weather keep rugs, mats, and floors dry. Snow and ice should be removed from all sidewalks, drives and access points used by the general public or employees. **Post wet floor signs.**
- Keep all floors, stairs, ladders, walkways, sidewalks and driveways in good repair.
- Be aware that electrical cords cause many tripping injuries.
- Good housekeeping is a must in accident prevention.
- Stairs, aisles and walkways should be clearly marked and kept free of any material.
- Look at each job and work area to consider the possible hazards.

Common Hazards

- Slippery areas
- Blocked walkways and stairs
- Ladders
- Electrical cords
- Poor lighting
- Housekeeping conditions

Preventative Measures

- Proper footwear
- Warning signs
- Non-skid surface
- Correct use of tools and ladders
- Floor mats
- Proper lighting

Split Rims

A multi-piece wheel is a vehicle wheel consisting of two or more parts, one of which is a side or locking ring holding the tire on the wheel by interlocking the components when the tire is inflated.

The wheel components can separate and release from the rim wheel with violent force. The severity is related not only to the air pressure, but also to the air volume. Accidents occur when the pressurized air contained in the tire is suddenly released, either by the bead breaking or by the bead slipping over the rim flange.

- The employees must be provided with training concerning the service aspects of split rims. This should include the contents of the OSHA Standard and information prepared by the U.S. Department of Transportation.
- Employees must demonstrate and maintain the ability to:
 - Demount tires, including deflation.
 - Inspect and identify rim wheel components.
 - Mount tires, including inflating them with in a tire cage.
 - Handle rim wheels.
 - Stand outside the trajectory during inflation.
 - Recognize defects in wheels and inflation cages.
 - Follow established safety guidelines.
- Provide and use adequate material handling equipment.
- Use automatic inflation gauge and clip-on chucks should be provided.
- A multi-piece rim/wheel matching chart should be posted in the service area for ready reference.

Welding and Cutting

- Wear proper eye safety protection during welding and cutting operations.
- Ventilation should be provided whenever welding, cutting or heating is being performed.
- Arc welding and cutting operations will be shielded by noncombustible or flame-proof shields to protect employees from direct rays.
- A suitable fire extinguisher should be readily available when welding, cutting or heating operations are being conducted.
- Always clear the area below cutting or welding operations so hot slag will not drop on hoses, cables, or employees.
- When electrode holders are left unattended, electrodes should be removed and the holder should be placed or protected so it can not make electrical contact. All arc welding and cutting cables should be completely insulated.
- Always wear required eye protection to guard against slag while chipping, grinding and dressing of welds. Always wear a welding hood to protect eyes from flash burn.
- Fuel gas and oxygen hoses must be easily distinguishable and not interchangeable. Inspect hoses daily and repair or replace if defective.
- Always store cylinders properly on a welding cart or secured to a wall with a chain.
- All tank valves should be closed when equipment is not in use.
- Do not cut or weld around gasoline tanks or attempt to weld or cut a container that has stored a flammable or combustible liquid.
- Welding or cutting equipment should not be operated unless proper training has been provided.

Hot Work

Hot work is any operation producing open flames, heat, or sparks. Some examples of hot work are cutting, grinding, brazing, welding, soldering, thawing pipe, and torch-applied roofing. Hot work introduces a potential ignition source to combustible materials. Failure to follow a hot work policy can contribute to an extreme fire loss.

Fire Prevention and Protection

- If the object to be welded, cut, or soldered cannot be moved, all movable fire hazards in the vicinity should be taken to a safe place away.
- If the object to be welded or cut cannot be moved, and all the fire hazards cannot be removed, then guards must be used to confine the heat, sparks, and slag for protecting the immovable fire hazards. Only approved welding blankets should be used to cover combustible materials.
- If hot work operations are conducted in a building protected by automatic sprinklers, verify the sprinkler system is in-service before conducting any hot work operations.
- A fire watch must be continuously present during the entire hot work activity and 30 minutes after completion. In addition, a follow up check of the work area should be done every 30 minutes for 4 hours after the welding and cutting are completed where moderate combustion may occur.
- If the requirements listed above cannot be followed, welding and cutting should not be performed.

Workplace Violence

On average, 20 employees are murdered, and 18,000 assaulted, while working each week in the United States. Experience shows 75 percent of workplace homicides occur during robberies. Almost 50 percent occur in retail trade and service industries.

Some Risk Factors for Workplace Violence

The potential for workplace-related violence is usually greater if employee's jobs involve:

- Face to face contact with the public
- Exchange of money with the public
- Delivery of passengers, goods, or services
- Working alone or in small numbers
- Working late at night or during early morning hours
- Working in high-crime areas
- Working with unstable or volatile persons
- Guarding valuable property or possessions

VI. Special Programs

Motor Vehicle Record (MVR) Policy

It is the policy of **NKC Tire Group** to obtain and review the Motor Vehicle Record (MVR) on each prospective driver* before an offer for employment is extended to the individual. Management will review the Motor Vehicle Record to ascertain the applicant or employee holds a valid license and their driving record is within the parameters set by company driving policy.

* A "driver" is someone who could not perform the duties assigned to them without driving a vehicle.

Management will conduct an annual review of each employee's driving performance, where driving is a part of his or her job. Based upon the outcome of the annual review, the driving exposure, and the losses experienced during the past year, MVRs may then be ordered and reviewed. As a company policy MVRs are checked each three years on all employees where driving is part of their job description, annually on drivers under the age of 25, and annually on drivers identified during the annual driving review. If the employee's driving record does not meet the criteria set by management, driving privileges may be revoked, or other disciplinary action may be taken.

Driving Policy

NKC Tire Group has made a commitment of safety, service, and quality to both our employees and customers. **NKC Tire Group** mandates that both our employees and non-employees operate all vehicles owned by or used by **NKC Tire Group** in a safe and economical manner. The following summarizes policy guidelines:

1. Vehicles are not to be operated unless in a safe operating condition.
2. Drivers must be physically and mentally able to drive safely.
3. Drivers must conform to all traffic laws with allowances made for adverse weather and traffic conditions.
4. Respect the rights of other drivers and pedestrians. Courtesy is contagious.
5. Drivers may not use drugs or alcohol, or be under the influence of drugs or alcohol, while operating a vehicle owned by or used by **NKC Tire Group**.

Accidents

All accidents are to be reported to management of **NKC Tire Group** within twenty-four (24) hours after the accident occurs. All accidents will be reviewed and determination made as either preventable or non-preventable. *A preventable accident is defined as an accident in which the driver failed to do everything reasonably possible to avoid it.*

MVR Standards

Motor Vehicle Records (MVRs) will periodically be checked on all employees where driving is a part of their job. The MVR will be reviewed to ascertain the employee holds a valid license and their driving record is within the parameters set by company management. MVR checks which reveal:

1. Three (3) or more traffic violations and/or at fault accidents over a three (3) year period for drivers age 25 and older, two (2) traffic violations and/or at fault accidents for drivers age 18 through 24, or one (1) traffic violation and/or at fault accident for drivers 17 and under; or
2. One or more of the following type of serious traffic convictions within the past 3 years:
 - driving while under the influence or while disabled by use of drugs;
 - refusal to take a breath analyzer test;
 - leaving the scene of an accident without reporting it;
 - homicide, assault, or criminal negligence resulting from the operation of a vehicle;
 - driving while license is suspended or revoked;
 - reckless or dangerous driving, which results in injury to a person;
 - racing; and/or
 - passing a stopped school bus;

will disqualify the employee from driving company operated vehicles, or those vehicles in the care and custody of **NKC Tire Group**.

Violations include seat belt violations, but do not include such non-moving violations as weight violations or improper or inadequately maintained equipment.

Radar Detectors

The use of radar detectors is forbidden in all vehicles owned or used by the company. Drivers using radar detectors will have their driving privileges revoked.

Passengers

Hitchhikers and passengers, other than company employees, are not permitted.

Seat Belts

All occupants must wear seat belts whenever the vehicle is in motion.

Securing Cargo

Cargo will be secured and all doors locked while en route and while the vehicles are parked.

Vehicle Usage Policy

NKC Tire Group has developed a vehicle usage policy. Company owned vehicles and/or those used by company employees will be operated in a safe and economical manner. The guidelines are:

1. Operate vehicles in a manner consistent with the Driving Policy of **NKC Tire Group**. Operating any vehicle outside outlined rules in the Driving Policy may result in forfeiture of all driving privileges;
2. All traffic or road side inspection violations received while operating the assigned vehicle will be paid by the employee;
3. Report vehicle defects and needed repairs to company management so necessary repairs can be made;
4. The employee is not to give permission for the vehicle to be driven by any other person, including family members. Specific permission must be obtained from company management for any personal use of the vehicle; and
5. Report all accidents to the manager consistent with the company "Accident Reporting Policy." Employees are responsible for reimbursing the company for all damages to the vehicle that are not covered by insurance, provided that the company accident review shows a preventable type accident.

Confined Space Entry Program

Confined Space Entry Procedure

Definition

Confined space - any area that is difficult to enter, leave, or work in, and is not intended for full-time employee occupancy. Confined spaces include, but are not limited to such areas as: storage vessels, furnaces, railroad tank cars, manholes, bulk material hoppers, water towers, autoclaves, and boilers.

Policy

The main purpose of all confined space entry standards is to protect the people working in confined spaces where toxic, explosive, and asphyxiating atmospheres may exist and from possible engulfment by loose materials.

If at **least** one (1) of the four (4) following conditions exist in the designated work area, it is considered a confined space:

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1. Contains or has the potential to contain a **hazardous atmosphere**;
2. Contains a material that has the potential for **engulfing** an entrant;
3. Has an internal configuration such that the entrant could be trapped or **asphyxiated**;
4. Contains any other recognized **serious safety or health hazard**.

All employees of **NKC Tire Group** are **prohibited** from entering a confined space without the knowledge and approval of the supervisor in charge of that confined space work area.

Anyone working within a confined space should take necessary precautions to guard against this hazard. This would include independent subcontractors as well.

Company procedure at **NKC Tire Group** requires that at **least** these minimum criteria be met prior to commencing any work:

1. Testing and continuously monitoring conditions in the permit space;
2. Stationing an attendant outside the permit space during entry and while work is being performed in the confined space. The responsibilities of the attendant are as follows, but not limited to:
 - A. Monitoring authorized entrants in the confined space;
 - B. Being familiar with the hazard(s) in the confined space and the behavioral effects of the hazard(s);
 - C. Staying in contact with entrants making sure they are not experiencing any negative effects;
 - D. Ordering entrants out of the confined space if deemed necessary;
 - E. Summoning rescuers, preventing unauthorized entry, and performing **non-entry** rescues;
 - F. Staying in position and **not** attempting any entry of the confined space, should any rescue situation occur;
 - G. **Not** performing any other duties that might divert attention away from monitoring and protecting the safety of the authorized entrants of the confined space.
3. Establishing procedures to summon rescuers and prevent unauthorized personnel from attempting any rescue;
4. Training employees to ensure initial understanding, with annual refresher training, as mandated by the standard;
5. Requiring the people involved in confined space entry know and do the following:
 1. Know the hazards they face;
 2. Recognize signs or symptoms of exposure;
 3. Understand the consequences of exposure;
 4. Know the use of any needed equipment;
 5. Have passed medical tests required to wear needed equipment;
 6. Communicate with attendants, as necessary;
 7. Exit as quickly as possible whenever ordered or altered by alarm, warning sign, prohibited condition, or other;
 8. The entry supervisor must verify that all conditions and procedures have been met before he/she signs the permit for work to begin.
6. Ventilating the confined space and monitoring the atmosphere at all times. Employees must wear all necessary personal protective equipment and follow permit procedures **every** time they enter the confined space;
7. Providing explosion proof lighting inside the confined space (12 volt or battery powered/or with ground fault interrupters);
8. Testing the atmosphere inside the confined space, before each shift change and after each work interruption, to ensure the following ranges: oxygen 19.5% to 22.0%, hydrogen sulfide 0%, and explosive vapors 0%;
9. Requiring personnel entering confined spaces to wear a safety body harness with life line

attached, to permit rapid exit or rescue;

10. Ensuring all electrical power has been locked out and tagged out, and all process lines, including sewer and drain connections have been discontinued or otherwise plugged;

12. Locking out and tagging out all power driven and agitating equipment serving the confined space;

13. Requiring that personal protective safety equipment be worn in areas other than the confined space and that equipment may include respirators, fire retardant clothing, or rubber steel-toed boots.

Convenience Store Program

Safety Training Checklist for Convenience Store Employees

The following subjects should be addressed during training of new employees:

1. The business's Safety Policy and Safety Rules. Copies should be provided to new employees.

2. Supervision of Gasoline Dispensing Operations.

Be sure to cover the following:

- Controlling ignition hazards during vehicle fueling (no smoking, shut off engines, cell phones, static electricity, etc.)
- Preventing filling of unacceptable portable containers
- Emergency response procedures (how to operate the emergency pump shutoff controls, fire department phone number)
- How to respond to small fuel spills (placing absorbent material on spilled fuel)
- How to use a fire extinguisher

3. Robbery Deterrence and Response

4. How to Lift Safely

5. Preventing Slips, Trips, or Falls

6. Preventing Hand Injuries (using box cutters, knives, or other cutting tools)

7. Employee "Right to Know" (Hazard Communication)

8. Preventing Exposure to Bloodborne Pathogens (procedures for cleaning restrooms, clean up and disposal of blood other body fluids)

9. Lockout/Tagout

10. Using Personal Protective Equipment

11. Activating and Automatic Fire Extinguishing System (if cooking is performed)

12. Fire Extinguishers (type of extinguishers, procedures for use, etc.)

Convenience Store Robbery Deterrence

Management Guidelines

Retailers who have been robbed are not surprised to learn that police call robbery the fastest growing crime in America. The greatest increase has been in retail stores. Robbery is a violent crime. The robber always uses force or the threat of force, and the victims are often hurt. A weapon is used in sixty-five percent of store holdups.

Employee Training

The best defenses against robbery are well trained employees following good operating procedures. The following guidelines can help to reduce the possibility of a robbery occurring.

- All employees should be instructed in proper procedures to follow during a robbery.
- Instruct employees to move about in the store while there are no customers. Robbers prefer brief encounters and it would take time to move back to the register.
- Greet each person who comes into the store. A robber does not want to be identified! This also reduces the possibility of a robber loitering in the store.
- Insist all employees do not keep or bring any personal weapons on company property.
- Instruct all employees to **never** discuss robbery prevention procedures or policy with customers, relatives, or friends.
- Limit the amount of money in the cash register. Studies have shown that keeping less than \$100 in the register reduces the possibility of a robbery. Some companies have a maximum of \$100 in the register during the day, then \$50 after dark.
- Restrict all outside activities to daytime only! This includes "sticking" the underground fuel tanks, removing trash, and cleaning the dispenser islands.
- While stocking the cooler vault **be alert** for persons entering the store.
- After closing the store, all employees should walk out together.
- Employees on "late night" duty should always park in front of the store, if possible. Discourage parking at the side or behind the store, as those areas are typically darker and more remote.
- Make sure all employees understand the proper operation of any security equipment located in your store. This includes panic alarms, surveillance camera recorders, time-delayed safes, and bullet resistant glass enclosures.

Convenience Store

Robbery Reaction Procedures

During a Robbery

Obey the Robber

- Try to remain calm.
- Be polite and accommodating as possible.
- Cooperate. If you do not understand what you are being told to do,

Ask

- Answer questions truthfully.
- Do not volunteer any unnecessary information.
- Do everything possible to keep the robbery as short as possible.

Tell the Robber

- If there are any other people in the store and if you are expecting anyone.
- If you are going to make any kind of move.

Do Not Resist

- Don't act aggressive or challenging, or agitate the robber.

- Don't stare or maintain constant eye contact with the robber.
- Don't question the presence of a weapon, even if it is not visible.
- Don't use weapons.
- Don't chase the robber.
- Don't use alarms until the robber has gone.

Be Observant

- Pay attention to the robber's appearance. (age, race, sex, build, scars, mannerisms)
- Use the exit door measuring gauge to estimate the height of the robber.

After a Robbery

After the Robber Leaves

- Lock the door immediately.
- Telephone the police.
- Call store management.
- Ask any witnesses to wait for the police.
- Protect the scene of the crime. Do not touch any notes, money, documents; counter tops or other surfaces the robber may have touched.
- Do not conduct any business. Admit **only** law enforcement personnel, medical personnel, and company management to the store.

Drug and Alcohol Program - Transportation

Drug and Alcohol Program - Transportation

NKC Tire Group has a policy on the misuse of alcohol and use of controlled substances. All drivers and employees required to have a commercial driver license (CDL), and operate a commercial motor vehicle are affected by this policy and program. Participation is a requirement of employment.

This policy extends to employees in safety-sensitive functions that include driving and making decisions or actions that affect the safe operation of a commercial motor vehicle such as preparing a commercial motor vehicle for safe use.

Each affected employee is subject to the provisions of this program during all periods of the work day. This means all time from the time a driver begins to work or is required to be ready to work until the time he/she is relieved from work and all responsibilities for performing work.

Any affected employee found to be in violation of this policy will be restricted from driving or from performing a safety-sensitive function and subject to disciplinary action, which may include termination.

Prohibited Conduct - Alcohol

An employee/driver is not permitted to continue working under any of the prohibited conduct which is listed below.

Alcohol concentration: A driver is not allowed to report for duty or remain on duty requiring the performance of safety-sensitive functions while having an alcohol concentration of 0.04 or

greater. A driver having an alcohol concentration of 0.02 or greater, but less than 0.04, is not permitted to continue to perform safety-sensitive functions until 24 hours following the administration of an alcohol test. At the discretion of the company, disciplinary actions to include termination may result when the alcohol concentration of 0.02 or greater is found.

- On-duty use: A driver is not allowed to use alcohol while performing safety-sensitive functions.
- Pre-duty use: A driver is not allowed to perform safety-sensitive functions within four hours after using alcohol.
- Following an accident: No driver required to take a post-accident alcohol test is permitted to use alcohol for eight hours following the accident, or until he/she undergoes a post-accident alcohol test, whichever occurs first.

Prohibited Conduct - Controlled Substances

An employee/driver is not permitted to report for work or remain at work that requires performing safety-sensitive functions when using any controlled substance, except when the use is at the instruction of a physician who has advised that the substance does not adversely affect the ability to safely operate a commercial motor vehicle.

An employee/driver is not permitted to report for work, remain at work or perform a safety-sensitive function, if they test positive or have adulterated or substituted a test specimen for controlled substances.

Required Testing

All testing is conducted according to Part 40 of the Department of Transportation rules. While we are not required to do so, the company will generally pay for the required tests.

The circumstances under which a CDL driver will be tested for alcohol and/or controlled substances include:

- Pre-Employment: This test is required and negative results must be received before the company allows a person to drive a commercial vehicle or perform a safety sensitive function. The pre-employment test is only required for controlled substances although alcohol testing might be included.
- Post-Accident: This applies to all CDL drivers involved in a fatal motor vehicle crash. The test must also be conducted on all CDL drivers who are cited for moving violations arising in a crash that requires a vehicle being towed, or an injury requiring medical attention away from the scene. The alcohol test must be done within 8 hours and the controlled substances test must be done within 32 hours of the crash. If a test is not completed within the required time after an accident, the company will prepare and maintain file with a record stating the reasons the test was not done.
- Random Testing: A random unannounced test can be done just before, during, or just after performance of safety-sensitive functions. A driver is randomly selected for testing from a "pool" of drivers. The number of random tests conducted is 10% for alcohol testing and 50% for drug testing. Once notified of selection for testing, a driver must proceed immediately to accomplish the test.
- Reasonable Suspicion Testing: Required when a trained supervisor/employer has reasonable suspicion to believe that the driver has used alcohol and/or controlled substances.
- Return-to-Duty and Follow-Up: These unannounced tests must be conducted if an individual who has violated the prohibited alcohol conduct standards returns to performing safety-sensitive duties. At least 6 tests are done in the first 12 months if a driver is permitted to return to work.

Alcohol Testing Procedure

Screening tests will be conducted using saliva devices or breath testing using testing devices approved by the National Highway Traffic Safety Administration.

The alcohol test will be done by contract services, or by a service through a consortium of member companies.

Drug Testing Procedure

Drug testing is conducted by analyzing a driver's urine specimen. The analysis is performed at laboratories certified and monitored by the Department of Health and Human Services. The employee provides a urine specimen in a location that affords privacy. Direct observation by the collection administrator is required if the purpose is for a follow-up or return to duty test. The "collector" seals and labels the specimen, completes a Federal Drug Testing and Control Form, and prepares the specimen and accompanying paperwork for shipment to a drug-testing laboratory.

The drug testing rules require that drug testing procedures for commercial motor vehicle drivers include split specimen procedures. Each urine specimen is subdivided into two bottles labeled as a "primary" and a "split" specimen. Both bottles are sent to a laboratory. Only the primary specimen is opened and used for the urinalysis. The split specimen bottle remains sealed and is stored at the laboratory. If the analysis of the primary specimen confirms the presence of illegal, controlled substances, the driver has 72 hours to request the split specimen be sent to another approved laboratory for analysis. This split specimen procedure essentially provides an opportunity for a "second opinion".

All urine specimens are analyzed for the following drugs:

- Marijuana (THC metabolite)
- Cocaine
- Amphetamines (Amphetamine, Methamphetamine, MDMA (Ecstasy), MDA & MDEA)
- Opiates (including Codeine, Morphine, 6-AM (Heroin metabolite))
- Phencyclidine (PCP)

The testing process ensures that over-the-counter medications or preparations are not reported as positive results.

Medical Review

All drug test results are reviewed and interpreted by a physician (Medical Review Officer-MRO) before they are reported to the employer. If the laboratory reports a positive result to the MRO, the MRO contacts the driver (in person or by telephone) and conducts an interview to determine if there is an alternative medical explanation for the drugs found in the driver's urine specimen. If the driver provides appropriate documentation and the MRO determines that it is a legitimate medical use of the prohibited drug, the drug test result is reported as negative to the employer.

Confidentiality

Test results and other confidential information may be released only to the company and a substance abuse professional. Testing results and records are maintained under strict confidentiality by the company, the drug-testing laboratory, and the medical review officer. Any other release is only done with the affected employee's written consent. There are limited exceptions to this confidentiality provision such as for litigation or administrative proceedings arising from a positive drug test.

Refusal to Test

As a condition of employment, employee/drivers must submit to alcohol or controlled substances testing when required by this policy. Anyone refusing to submit to a required test is not permitted to perform safety-sensitive functions, and subject to disciplinary action including termination.

The kinds of behavior that constitute a refusal to submit to a test include:

- Refusal to take the test;
- Inability to provide sufficient quantities of breath, saliva, or urine to be tested without a valid medical explanation;
- Tampering with or attempting to adulterate the specimen;
- Interfering with the collection procedure;
- Not immediately reporting to the collection site;
- Failing to remain at the collection site until the collection process is complete;
- Having a test result reported as adulterated or substituted; or
- Leaving the scene of an accident without a valid reason before the tests have been conducted.

Treatment

When you have violated DOT drug and alcohol regulations, you have violated a condition of employment. You cannot again perform any DOT safety-sensitive duties for any employer until you complete a Substance Abuse Professional's evaluation, referral, and education/treatment process. The company will provide a listing of Substance Abuse Professionals available to you, however, the company is generally under no obligation to pay for any of their services to include an evaluation or any subsequent recommended education or treatment for a person who has violated a DOT drug and alcohol regulation.

Education

Alcohol and controlled substances can affect a person's physical response, impair mental functions, and can result in serious health consequences. Fact sheets are available concerning the effects of alcohol and controlled substances use on an individual's health, work, and personal life, along with signs and symptoms of an alcohol or a controlled substances problem.

The company encourages appropriate interventions when an alcohol or a controlled substances problem is suspected. All employees and co-workers have the ability to communicate their concerns to a supervisor or manager. Supervisors of commercial drivers and transportation safety sensitive employees are provided special training to recognize when a person should be referred for testing based on a reasonable suspicion according to the signs and symptoms of alcohol misuse and or controlled substance use.

Scott Samway is designated by the company to answer your questions about the drug and alcohol program.

Emergency Action Plan Program

I. Purpose

The purpose of this Emergency Action Plan is to protect the employees of **NKC Tire Group** from serious injury, property loss, or loss of life in the event of a major disaster. A major disaster constitutes any one (1) of the following: fire, tornado, earthquake, bomb threat, or hazardous chemical spill.

In the event of any disaster listed, this Emergency Action Plan describes the responsibilities and actions to be taken to protect all employees.

II. General Procedures

In the event of a disaster, the warning may come from any one (1) of the following sources: commercial radio or television, civil defense radio, in-plant automatic sprinkler system, in-plant alarm, messenger, or police.

A. Notification of Early Warning

A person receiving notification of a possible disaster, or an in-plant emergency should immediately notify their immediate supervisor. The type of disaster or emergency situation should then be conveyed to all employees with the use of the plant emergency alarm system.

B. In any emergency situation, the ranking member of management present shall have final authority to coordinate procedures, and amend, modify, or supersede any provisions of this plan in order to ensure employee safety.

- C. Utility Controls
All maintenance personnel will know the location and operation of main controls for shutting off the gas, electricity, and water leading into the building.
- D. News Information
Information to any source of news media will only be released at the discretion of the plant manager.

III. Tornado

In the event of a tornado or a severe weather warning, the following procedure should be put into effect by the supervisor or ECC:

- A. Listen for latest advisories on radio.
- B. Post outlooks for outside observation.
- C. If necessary, initiate emergency shutdown procedures.
- D. Move personnel into designated safe assembly areas with the building.
- E. Open any door or window where possible to equalize pressure.
- F. After tornado passes, restore calm and check for injuries.

IV. Fire Prevention and Workplace Hazards

- A. It is the responsibility of all employees to prevent any type of fire in the building. Listed below is a list of general items to take into consideration to accomplish this objective:
 - 1. Extinguish all cigarettes in their proper place.
 - 2. Do not have open flame around any type of chemicals, paints, solvents, or flammables.
 - 3. Make sure all hand held torches are extinguished when not in use.
 - 4. Do not put any type of hot object, such as cigarette butts, in trash cans.
- B. Listing of Some Workplace Hazards
 - 1. Flammable substances:
 - a. Paint and paint solvents
 - b. Mineral spirits
 - c. Alcohol
 - d. Propane tanks for forklift trucks
 - e. Oxygen and acetylene tanks
 - f. Hydraulic oil
 - g. Grease
 - 2. Welding Operations
 - a. All welding operations will be done in a confined area unless, otherwise instructed by the maintenance manager. A fire extinguisher will be immediately available in case of an emergency.

V. Control of Workplace Hazards

- A. All flammable and combustible materials will be stored in a designated area or flammable storage area.
- B. Good housekeeping will be the responsibility of **all** employees.
 - 1. Waste materials are to be discarded in their proper places.
 - 2. Operators are to pick up and sweep any debris on or around their machine on a shift to shift basis.
 - 3. All aisles and exits will be kept clear.
 - 4. All painted areas to fire extinguishers will be kept clear for access.

5. All employees will know evacuation routes and exits to proceed to when instructed, if an emergency situation develops.
6. All employees will be instructed on NKC Tire Group Emergency Action Plan.
7. Emergency telephone numbers will be posted at the main receptionist desk, offices of ECC members, and first-line supervisors.
8. Each first-line supervisor will be responsible for their shift employees to handle, store, and maintain hazardous materials properly.

VI. Maintenance of Fire Equipment and Systems

A. Maintenance Manager Responsibilities

1. To have monitoring company run checks of the water sprinkler system if applicable
2. Managers will conduct inspection of fire extinguishers.
3. An outside safety firm will run annual checks on all fire extinguisher equipment.

Fleet Management Program

Driving Policy

NKC Tire Group has made a commitment of safety, service, and quality to both our employees and customers. **NKC Tire Group** mandates that both our employees and non-employees operate all vehicles owned by or used by **NKC Tire Group** in a safe and economical manner. The following summarizes policy guidelines:

1. Vehicles are not to be operated unless in a safe operating condition.
2. Drivers must be physically and mentally able to drive safely.
3. Drivers must conform to all traffic laws with allowances made for adverse weather and traffic conditions.
4. Respect the rights of other drivers and pedestrians. Courtesy is contagious.
5. Drivers may not use drugs or alcohol, or be under the influence of drugs or alcohol, while operating a vehicle owned by or used by **NKC Tire Group**.
6. Drivers driving a commercial motor vehicle (ie service truck, pickup with trailer) are to obtain and keep current a medical card.
7. Drivers are to complete the daily vehicle inspection card and annual inspection sticker must be obtained and placed on vehicle.
8. Service truck drivers are to complete service truck safety inventory checklist prior to going on a service call.
9. Employees whose job responsibilities include regular or occasional driving and who are issued a cell phone for business use or use a personal phone are expected to refrain from using their phone while driving. Safety must come before all other concerns. Regardless of the circumstances, including slow or stopped traffic, employees must pull off to the side of the road and safely stop the vehicle before placing or accepting a call or making/reading a text. Employees whose job responsibilities do not specifically include driving as an essential function, but who are issued a cell phone for business use, are also expected to abide by the provisions above. Under no circumstances are employees allowed to place themselves at risk to fulfill business needs. Employees who are charged with traffic violations resulting from the use of their phone while driving will be solely responsible for all liabilities that result from such actions. Violations of this policy will be subject to the highest forms of discipline, including termination.

Accidents

All accidents are to be reported to management of **NKC Tire Group** within twenty-four (24) hours after the accident occurs. All accidents will be reviewed and determination made as either preventable or non-preventable. *A preventable accident is defined as an accident in which the driver failed to do everything reasonably possible to avoid it.*

MVR Standards

Motor Vehicle Records (MVRs) will periodically be checked on all employees where driving is a part of their job. The MVR will be reviewed to ascertain the employee holds a valid license and their driving record is within the parameters set by company management. MVR checks which reveal:

1. Three (3) or more traffic violations and/or at fault accidents over a three (3) year period for drivers age 25 and older, two (2) traffic violations and/or at fault accidents for drivers between ages of 18 and 25, or one (1) traffic violation and/or at fault accident for drivers 17 and under; or
2. One or more of the following type of serious traffic convictions within the past 3 years:
 - driving while under the influence or while disabled by use of drugs;
 - refusal to take a breath analyzer test;
 - leaving the scene of an accident without reporting it;
 - homicide, assault, or criminal negligence resulting from the operation of a vehicle;
 - driving while license is suspended or revoked;
 - reckless or dangerous driving, which results in injury to a person;
 - racing;
 - passing a stopped school bus and/or;
 - possession of a controlled substance;

will disqualify the employee from driving company operated vehicles, or those vehicles in the care and custody of **NKC Tire Group**.

Violations include seat belt violations, but do not include such non-moving violations as weight violations or improper or inadequately maintained equipment.

Radar Detectors

The use of radar detectors is forbidden in all vehicles owned or used by **NKC Tire Group**. Drivers using radar detectors will have their driving privileges revoked.

Passengers

Unless specifically authorized in writing, a driver is not permitted to have any other person ride along in a commercial vehicle unless the other person is an employee of **NKC Tire Group** or is assigned to that vehicle by the company. Such authorization is also required if a driver wants to have a non-employee family member ride along in the commercial motor vehicle.

Seat Belts

All occupants must wear seat belts whenever the vehicle is in motion.

Securing Cargo

Cargo will be secured and all doors locked while en route and while the vehicles are parked.

Hazard Communication Program

Chemical Inventory

Under OSHA regulations employers must develop a list of the hazardous chemicals workers may be exposed to during normal work procedures or in the case of emergencies such as leaks and spills. This hazard information is then required to appear on the label of each container. Then check your list against the Safety Data Sheets (SDS previously known as MSDS, Material Safety Data Sheet) forms you have received from your suppliers. If there are hazardous chemicals in your work place for which you do not have an SDS, you must write to the manufacturer, importer or supplier to obtain the missing SDS.

Consumer products- Are exempt from some aspects of the Standard, such as labeling and SDS requirements, if they are used in a similar manner to normal consumer use and if exposure does not exceed normal consumer exposure. For example, if an employee occasionally uses a glass cleaner on a window or computer screen, the cleaner would be exempt. If the employee routinely uses the glass cleaner, such as maintenance or custodial work, then the cleaner would not be exempt.

Sealed containers- For work situations where employees handle chemicals in sealed containers which are not opened under normal work conditions (such as marine cargo handling, warehousing and retail sales) certain exemptions to the Standard also apply.

Warning Label Requirements

Manufacturers, importers and distributors must provide hazard information on each container label. Employers are required to make sure each label remains clearly readable while it's in your work place. If a hazardous substance is transferred to a smaller container, that container should have a label with the same information as the original container. A label is not required if the smaller container is intended only for the immediate use during the work shift by the employee who transfers the hazardous chemicals. Hazardous substance container labels must have the following information located together:

- *Product identifier*
- *Signal word "Danger" or "Warning"*
- *Hazard statement(s)*
- *Pictogram(s)*
- *Precautionary statement(s) for prevention, response, storage*
- *Name, address, and telephone number of the chemical manufacturer, importer, or other responsible party*

Safety Data Sheets

Safety Data Sheets (SDS) are forms which contain detailed information about a specific chemical. You are required to have an SDS for every hazardous chemical in the work place. If you are missing SDS or if you receive any new hazardous chemical without an SDS, you must write to the supplier requesting current SDS.

All employees must have ready access to SDS for those chemicals. The SDS must be located close to where the employee may be exposed to the chemical. All employees must know the location of the SDS and how to read them. Since SDS are a valuable source of information in the event of an emergency, keep an extra copy of all SDS in a separate and secure location.

The SDS must include at least the following section numbers and headings, and associated information under each heading, in the order listed:

- *Section 1, Identification*
- *Section 2, Hazard(s) identification*
- *Section 3, Composition/information on ingredients*
- *Section 4, First-aid measures*
- *Section 5, Fire-fighting measures*
- *Section 6, Accidental release measures*
- *Section 7, Handling and storage*
- *Section 8, Exposure controls/personal protection*
- *Section 9, Physical and chemical properties*
- *Section 10, Stability and reactivity*
- *Section 11, Toxicological information*
- *Section 12, Ecological information*
- *Section 13, Disposal considerations*
- *Section 14, Transport information*
- *Section 15, Regulatory information*
- *Section 16, Other information*

Employee Training Steps

1.	<i>The standard</i>	Inform employees about the existence and the requirements of the Hazard Communication Standard.
2.	<i>Hazardous substances</i>	Inform them about which hazardous chemicals they might be exposed to while working. Show them your list of hazardous substances.
3.	<i>Hazards</i>	Explain the physical and health hazards associated with these chemicals. Identify which hazards they are most likely to encounter in their specific work sites. Also explain the hazards of non-routine jobs such as cleaning storage tanks, containers and pipes.
4.	<i>Detection</i>	Explain the methods that can be used to detect the presence or release of hazardous chemicals such as odor color and appearance.
5.	<i>Safety precautions</i>	Explain the proper safety precautions for handling and storage of each chemical, including protective clothing and equipment.
6.	<i>Protective procedures</i>	Point out the things you are doing to provide protection such as proper ventilation, engineering changes or using substances that less hazardous. Those using a respirator should also be included in your respiratory protection program.
7.	<i>Emergency procedures</i>	Explain emergency procedures, cleanup and disposal.
8.	<i>Labels</i>	Make sure the employees know and understand the labeling system, and to replace damaged labels.
9.	<i>SDS forms</i>	Explain the SDS forms and where they are located. Employees must know how to read and interpret them and obtain copies.
10.	<i>Review hazard communication program</i>	Review the details. Where will the program be located? Explain the employee responsibilities and their part in taking training seriously.
11.	<i>Documentation of training</i>	Have each employee sign a statement listing the date, who performed the training and what the training consisted of.
12.	<i>Who must receive training</i>	Those employees who will be exposed to the hazardous substances. All new employees. When new chemicals are introduced into the work place. Annual refresher training is required in some states.
13.	<i>Employee involvement</i>	Encourage a positive atmosphere. The program is designed to protect their health and safety. The "Right to Know" Law provides them with life-saving knowledge.

Written Hazard Communication Program Employee Right to Know

NKC Tire Group has developed a program to establish procedures for working with and handling hazardous chemical substances. This program supports compliance with the Occupational Safety and Health Administration (OSHA) Hazard Communication Standard as found in 29 CFR 1910.1200. This program is maintained within your workplace and applies to all company employees.

The written Hazard Communication Program will includes:

1. Container labeling.
2. Safety Data Sheets (SDS).
3. Employee training.

The following program outlines the steps that will help accomplish this objective.

1. Container Labeling

It is the policy of **NKC Tire Group** that no container of hazardous substances will be released for use until the following information is verified:

- Containers are clearly labeled as to the contents.
- Appropriate hazard warnings are noted.
- The name and address of the manufacturer can be identified.

The responsibility has been assigned to the Hazard Communication Coordinator. To help ensure that employees are aware of the hazards of material used in their work areas, it is our policy to label all secondary containers. There are limited exceptions when the contents will be used immediately by the employee who transfers the hazardous chemicals from a labeled container.

The supervisor in each department will help ensure that all secondary containers are labeled with either an extra copy of the original manufacturer's label or with generic labels which have a block for identity and blocks for the hazard warning.

2. Safety Data Sheets (SDS)

Copies of SDS for hazardous substances to which employees may be exposed are kept (*insert a location specified by management*). The Hazard Coordinator will be responsible for obtaining and maintaining the data sheet system for **NKC Tire Group**.

The Coordinator will review incoming data sheets for new and significant health/safety information. The Hazard Coordinator will see that any new information is passed on to the affected employees.

SDS will be reviewed for completeness by the Hazard Coordinator. If a SDS is missing or obviously incomplete, a new SDS will be requested from the manufacturer or supplier. SDS's are available to employees in their work area for review during each work shift. If a SDS is not available or a new hazardous substance is in use and does not have a SDS, please contact your supervisor immediately.

3. Employee Information and Training

Employees will be expected to attend a health and safety orientation set up by the Personnel Manager, for information and training on the following:

- An overview of the requirements contained in the Hazard Communication Regulation, including their rights under the Regulation.
- Location and availability of the written Hazard Communication Program and SDS.
- How to lessen or prevent exposure to these hazardous substances through usage of control, work practices and personal protective equipment
- Steps **NKC Tire Group** has taken to lessen or prevent exposure to these substances.
- How to read labels and review SDS to obtain appropriate hazard information.

Safety meetings will be held when new hazardous substances are introduced. Your supervisor will review the above items as they relate to the new material in your work area.

4. Hazardous Substances

NKC Tire Group maintains a list of hazardous chemicals present. Information about the hazardous chemicals and substances can be found in the SDS books.

5. Hazardous Non-Routine Tasks

Employees might be required to perform non-routine tasks involving hazardous substances. Prior to starting work on such projects, each affected employee will be given information by their supervisor about hazards to which they may be exposed during this activity.

This information will include:

- Specific hazards.
- Protective/safety measures which must be utilized.
- Measures **NKC Tire Group** has taken to help lessen the hazards including ventilation, respirators, presence of another employee and emergency procedures.

6. Informing Contractors

To help ensure that outside contractors work safely in our place of business, it is the responsibility of the Coordinator to provide contractors the following information:

- Hazardous substances to which they may be exposed while on the job site.
- Precautions the contractors may take to help lessen the possibility of exposure by usage of appropriate protective measures.

Lockout / Tagout Program

Purpose

The purpose of the Lockout/Tagout program at **NKC Tire Group** is for employee safety. It is designed to protect individuals who might be involved in, or affected by, the servicing or maintenance of machines and equipment, from injuries resulting from unintended machine motion or unintended release of energy.

Scope

This program covers all such equipment servicing and/or maintenance activities on **NKC Tire Group** property and shall include the work of outside contractors to the degree described here after. Also, certain routine adjusting, cleaning or setup activities performed by employees may be subject to these procedures.

Management

The **Safety Director** shall have the responsibility for the overall management of the Lockout/Tagout Program, including providing for the training of **NKC Tire Group** personnel, periodic program revisions as they may become necessary, and annual inspections to determine the effectiveness of the procedure. The safety director shall maintain a list of trained, authorized individuals. Supervisors shall ascertain that only authorized persons who have received proper training are initiating Lockout/Tagout procedures. They shall make sure that adequate communication between affected persons takes place when Lockout/Tagout is being used.

Definitions

Lockout is the procedure of blocking the source of energy to a machine or piece of equipment, and keeping it out, in order to perform maintenance or repairs. Lockout is accomplished by placement of a lockout device at the power source of equipment so that the equipment powered by that source can not be operated until lockout device is removed.

Tagout is the procedure of placing a tag on the power source. It is a special tag which acts as a warning to others the dangers of starting up the equipment. It is not a physical restraint. Tags must be applied by hand and clearly state that the equipment being controlled can not be operated until tag is removed.

Energy Sources on which lockout/tagout must be used to protect individuals from the release of hazardous energy include but not limited to the following.

- Electrical
- Mechanical
- Pneumatic
- Fluid and gases
- Hydraulic
- Thermal
- Water under pressure
- Gravity

Authorized person means any employee who has undergone the training prescribed herein for users of Lockout/Tagout.

Training

All employees shall be trained in the recognition of, and compliance with, the warning system.

Authorized employees training shall consist of the following:

- Explanation of the rules.
- How to use the Procedure and who to notify.
- Identification of machinery energy sources at **NKC Tire Group**.

All necessary lockout devices and warnings tags will be issued after training is completed.

Lockout / Tagout Rules

1. If an outside contractor is called in to perform work at **NKC Tire Group**, it shall be the responsibility of the company supervisor involved to advise the contractor of any locks or tags which might affect the contractor or his employees. Whenever a company supervisor actively directs the work of any such workers, it shall be the responsibility of that supervisor to apply lockout/tagout procedures if they are necessary. If an outside contractor creates a hazardous condition for **NKC Tire Group** employees by failure to observe or execute proper lockout/tagout procedures, it shall be immediately reported to the safety director or company supervisor.
2. Lockout/Tagout shall be applied when maintaining or servicing any powered equipment or machinery, whether mechanical, electrical, pneumatic, natural gas, water pressure, hydraulic, thermal, or gravity.
3. The supervisor and/or the mechanic working on the equipment shall direct the Lockout/Tagout procedure. In the event there is more than one person working on the equipment, each shall put his/her lock and/or tag on the equipment, as directed by the procedure.
4. If work on equipment which has been locked out tagged is to continue to another shift, the supervisor shall notify any persons on subsequent shifts who might be affected.
5. Each authorized employee using this program shall be issued a lock and key for their use only. Only that person who applied his lock or lockout device may remove it.
6. Certain personnel will be issued locks and/or lockout devices when it becomes evident that routine maintenance, setup or adjustments to their equipment subjects them to hazard from unexpected start up or energy.
7. It shall be the responsibility of the person initiating the lockout/tagout procedure to inform the area supervisor when the machine or equipment is taken out of commission and when it is put back into commission.
8. Each person's lockout equipment (lock, lockout device, or tag) shall have their name affixed to it for easy identification.
9. If it becomes necessary to disable machinery/equipment for tagout by means of blocking hydraulic, electrical, pneumatic or other such systems, only persons qualified to work on those systems shall initiate the tagout procedure.
10. Supervisors shall enforce these lockout/tagout procedures and rules. Violations of these rules are considered serious and must be followed with disciplinary action.

Preparation for Lockout or Tagout

Make a survey to located and identify all isolating devices to be certain which switch(s), valve(s) or other energy isolating devices apply to the equipment to be locked or tagged out. More than one energy source (electrical, mechanical, others) may be involved.

Sequence of Lockout or Tagout System Procedure

1. Notify all affected employees that a lockout or tagout system is going to be utilized and the reason

therefore. The authorized employee shall know the type and magnitude of energy that the machine or equipment utilizes and shall understand the hazards thereof.

2. If the machine or equipment is operating, shut it down by normal stopping procedures (depress stop button, open toggle switch).
3. Operate the switch, valve, or other energy isolating device(s) so that the equipment is isolated from its energy source(s). Stored energy (such as that in springs, elevated machine members, rotating flywheels, hydraulic systems, and air, gas, steam, or water pressure) must be dissipated or restrained by methods such as repositioning, blocking, or bleeding down.
4. Lock out and/or tag out the energy isolating devices with assigned individual lock(s) or tag(s). Note: When tagout alone is used (without lockout) energy sources must be disabled (removed fuses or circuit breakers, close valves and remove handles, disconnect wires) so that the same level of safety is achieved as would be achieved with lockout.
5. After ensuring that no personnel are exposed, and as a check on having disconnected the energy sources, operate the push button or other normal operating controls to make certain the equipment will not operate.

Note: Return operating control(s) to "Neutral" or "Off" position after the test.

6. The equipment is now locked or tagged out.

Restoring Machines or Equipment to Normal Production Operations

1. After the servicing and/or maintenance is complete and equipment is ready for normal production operations, check the area around the machines or equipment to ensure that no one is exposed.
2. After all tools have been removed from the machine or equipment, guards have been reinstalled and employees are in the clear, remove all lockout or tagout devices. Operate the energy isolating devices to restore energy to the machine or equipment.

Procedures Involving More Than One Person

In the preceding steps, if more than one individual is required to lockout or tagout equipment, each shall place their own personal lockout device or tagout device on the energy isolating device(s). When an energy isolating device cannot accept multiple locks or tags, a multiple lockout or tagout device (hasp) may be used. Each employee will then use their own lock to secure the multiple lockout device. As each person no longer needs to maintain their lockout protection, that person will remove their lock from the device.

Basic Rules for Using Lockout or Tagout System Procedure

All equipment shall be locked out or tagged out to protect against accidental or inadvertent operation when such operation could cause injury to personnel. Do not attempt to operate any switch, valve, or other isolating device where it is locked or tagged out.

Personal Protective Equipment Program

I. Purpose

The objective of the Personal Protective Equipment (PPE) Program is to protect employees from the risk of injury by creating a barrier against workplace hazards. Personal protective equipment is not a substitute for good engineering or administrative controls, or good work practices, but should be used in conjunction with these controls to ensure the safety and health of employees. Personal protective equipment will be provided, used, and maintained when it has been determined that its use is required, and that such use will lessen the likelihood of occupational injury and/or illness.

II. Scope

This program addresses only minimum requirements of eye, face, head, foot, hand and/or dermal protection. Separate programs exist for respiratory and hearing protection, since the need for participation in these programs is established through industrial hygiene monitoring.

III. Hazard Assessment and Equipment Selection

NKC Tire Group will, in compliance with Occupational Safety and Health Administration (OSHA) Personal Protective Equipment standards, as found in 29 CFR 1910.132 through 1910.138, conduct inspections of all workplaces to determine the need for PPE and to help in selecting the proper PPE for each task performed.

Management of **NKC Tire Group**, in conjunction with supervisors, will evaluate each work area to identify sources of hazards, including impact, penetration, compression, chemical, heat, dust, electrical sources, material handling, and light radiation. A certificate will be completed for each work location listing the findings of the inspection and the specific PPE needed for that location. Each survey will be documented, using the Certification of Hazard Assessment Form, identifying the workplace surveyed, the person conducting the survey, findings of potential hazards, and the date of the survey.

Once the hazards of a workplace have been identified, management of **NKC Tire Group** will determine the suitability of the PPE currently available. New or additional PPE will be selected by management, supervisors, and employees that ensure the level of protection greater than the minimum required to protect the employees from identified hazards. Care will be taken to recognize the possibility of multiple and simultaneous exposure to a variety of hazards. Adequate protection against the highest level of each of the hazards will be provided or recommended for purchase.

IV. Responsibilities

Management is responsible for the development, implementation, and administration of the Personal Protective Equipment Program. This includes:

- Conducting workplace hazard assessments to determine the presence of hazards that necessitate the use of PPE.
- Conducting periodic workplace reassessments as requested by supervisors and/or as determined by management.
- Maintaining records of hazard assessments.
- Providing training and technical assistance to supervisors on the proper use, care, and cleaning of approved PPE.
- Providing guidance to the supervisor for the selection and purchase of approved PPE.
- Periodically reevaluating the suitability of previously selected PPE.
- Reviewing, updating, and evaluating the overall effectiveness of the PPE Program.

Supervisors have the primary responsibility for implementation of the PPE Program in their work area. This involves:

- Providing appropriate PPE and making it available to employees.
- Ensuring employees are trained on the proper use, care, and cleaning of PPE.
- Maintaining records on PPE assignments and training.
- Supervising staff to ensure the PPE Program elements are followed and the employees properly use and care for PPE.
- Seeking assistance from management to evaluate hazards.
- Notifying management when new hazards are introduced or when processes are added or changed.
- Ensuring defective or damaged equipment is immediately replaced.

Employees, as users, are responsible for following the requirements of the PPE Program. This involves:

- Wearing the PPE as required.
- Attending required training sessions.
- Informing the supervisor of the need to repair or replace PPE.

V. Protective Devices

All PPE will be of safe design and construction for the work to be performed and will be maintained in a sanitary and reliable condition. Only those items of protective clothing and equipment that meet ANSI (American National Standards Institute) or NIOSH (National Institute of Safety & Health) standards will be procured or accepted for use. Newly purchased PPE must conform to the updated ANSI standards which have been incorporated into the OSHA PPE regulations, as found in 29 CFR 1910.132 through 1910.138.

Careful consideration will be given to comfort and fit in order to ensure the PPE will be used. Protective devices are generally available in a variety of sizes. Care will be taken to ensure the right size is selected.

Eye and Face Protection

Prevention of eye injuries requires all persons who may be in eye hazard areas wear protective eyewear. This includes employees, visitors, contractors, or others passing through an identified eye hazard area. The supervisor of each identified eye hazard area will have a sufficient quantity of goggles and/or plastic eye protectors, which afford the maximum amount of protection possible. If the personnel wear personal glasses they will be provided with a suitable eye protector to wear over them. OSHA regulations require each affected employee who wears prescription lenses while engaged in operations involving eye hazards will wear eye protection that either incorporates the prescription into its design or wear eye protection worn over the prescription lenses without disturbing the proper position of the prescription lenses or the protective lenses. Personnel requiring prescription safety glasses should contact the main office to have their request for prescription safety glasses processed.

Suitable protectors will be used when employees are exposed to hazards from flying particles, molten metal, acids or caustic liquids, chemical liquids, gases or vapors, bioaerosols, or potentially injurious light radiation.

- Wearers of contact lenses must also wear appropriate eye and face protection devices in a hazardous environment.
- Side protectors will also be used when there is a hazard from flying objects.
- Goggles and face shields will be used when there is a hazard from chemical splash.
- Face shields will only be worn over primary eye protection (safety glasses or goggles).
- For those employees who wear prescription lenses, eye protectors will either incorporate the prescription in the design or fit properly over the prescription lenses.
- Protectors will be marked to identify the manufacturer.
- Equipment fitted with appropriate filter lenses will be used to protect against light radiation. Tinted or shaded lenses are not filter lenses unless they are marked or identified as such.

Emergency eyewash facilities, meeting the requirements of ANSI Z358.1, will be provided in all areas where the eyes of an employee will be exposed to corrosive materials. All emergency eyewash facilities will be located where they are easily accessible in an emergency.

Head Protection

Head protection will be furnished to, and used by all employees and contractors engaged in construction work, and in all work areas identified as required during the hazard assessment of that particular work area. Head protection will be worn when hazards from falling or fixed objects, or electrical shock are present.

Foot Protection

Safety shoes will be worn where identified as required during the hazard assessment of each particular work area.

- Safety shoes or boots, with impact protection, are required to be worn in work areas where carrying or handling materials such as packages, objects, parts or heavy loads, which could be dropped; and for other activities where objects might fall onto the feet.
- Safety shoes or boots, with compression protection, are required for work activities involving skid trucks (manual materials handling cars) or other activities in which materials or equipment could potentially roll over the feet of an employee.
- Safety shoes or boots, with puncture protection, are required where sharp objects such as nails, wire, tacks, screws, large staples, or scrap metal can be stepped on by employees.

Hand Protection

Suitable gloves will be worn when hazards from chemicals, cuts, lacerations, abrasions, punctures, burns, biologicals, or harmful temperature extremes are present. Glove selection will be based on performance characteristics of the gloves, conditions, duration of use, and hazards present.

In selecting gloves for use during chemical exposure the first consideration will be the exact nature of substances encountered. Read the instructions and warnings found on chemical containers and/or Safety Data Sheets (SDS) prior to working with any chemical. Recommended glove types are usually listed in the section for personal protective equipment.

Cleaning and Maintenance

All PPE will be kept clean and properly maintained. Cleaning is particularly important for eye and face protection, where dirty or fogged lenses could impair vision. PPE should be inspected, cleaned, and maintained at regular intervals so the PPE provides the requisite protection. Personal protective equipment should not be shared between employees until it has been properly cleaned and sanitized. PPE will be distributed for individual use whenever possible.

Training

Any employee who is required to wear PPE will receive training in the proper use and care of the PPE. Initial training will be from instructional materials provided with the PPE by the manufacturer of the product. Periodic retraining will be offered to employees and supervisors as needed. Training will include, but not necessarily be limited to, the following subjects:

- When it is necessary for PPE to be worn.
- What PPE is necessary.
- How to properly don, doff, adjust, and wear PPE.
- The limitations of PPE.
- The proper care, maintenance, useful life, and disposal of the PPE.

After completion of the training employees will be required to demonstrate they understand the components of the Personal Protective Equipment Program, and how to use PPE properly, or they will be retrained.

Fuel Tanks

- Good housekeeping is the foundation for a safe work environment and is everyone's responsibility. Return tools and equipment to their proper place, clean spills, and remove trash. Access to electrical controls, electrical panels, and fire extinguishers must be maintained at all times.
- Report unsafe conditions to the supervisor. (Leaking valves or piping deteriorated or damaged walking and climbing surfaces, electrical system malfunctions, and missing or discharged fire extinguishers).
- Smoking is prohibited at the bulk plants and terminals, except in designated areas. Smoking is prohibited during loading and unloading operations and within twenty-five feet of bulk trucks and transports.
- To help prevent roll away when making deliveries always set the parking brake; on sloping terrain use chock blocks.
- When loading through open domes, the driver will always use the static bonding cable. Stay on the loading rack or on top of the vehicle to monitor the loading and unloading operation.
- When loading and unloading is completed close and lock all valves with dust covers put in place, and store hoses stored.
- Report all spills to the supervisor immediately by telephone, then in writing.
- Water in gasoline and diesel fuel is an ongoing problem. Report any conditions that might contribute to product contamination.

- Mark all truck compartments with contents to help avoid filling errors.
- Do not mix any products. Think before opening valves. Avoid accidents, overfills, spills, and product mixtures.
- Obtain company approval prior to any premises construction or repair.

Return-to-Work & Light Duty Job Policy

If you become ill or injured as a result of a job related accident, you will be missed by other employees working in your department. Employees have a responsibility to return to work at the earliest possible time, commensurate with your health and safety.

We will actively seek to return disabled employees covered by workers compensation to productive work as quickly as possible, in cooperation with the employee's physician or health care provider.

If necessary, a temporary job may be provided for you that is within your physical capabilities, consistent with company needs. Even working at partial capacity will assist your fellow employees in completing the work. Efforts will be made to return you to your previous job, when possible.