



**COMPANY
NAME**

TITAN AG SERVICES, INC.

PROGRAM

**INJURY AND ILLNESS
PREVENTION PROGRAM**

TABLE OF CONTENTS

- I. Statement of Safety Policy
- II. Responsibility
- III. Compliance
- IV. Communication
- V. Hazard Assessments
 - a. Protection from Wildfire Smoke
- VI. Accident/ Exposure Investigation
- VII. Hazard Correction
- VIII. Training and Instruction
- IX. Employee access to the IIPP Program
- X. Record Keeping

Attachments

- A. Supervisors List
- B. Disciplinary Action Form
- C. Hazard Assessment/Correction Form- Reported
- D. Accident/Exposure Investigation Report
- E. Hazard Assessment/Correction Form- When Observed/ Field Inspections

I. STATEMENT OF SAFETY POLICY:

The health, safety and well- being of our employees and visitors are of prime importance to the success of our business. It is our goal at ___*TITAN AG SERVICES, INC.*___ to provide a safe and healthful environment for all employees and visitors.

In addition to the Safety Coordinator, each of us has a duty to recognize report and act on unsafe or unhealthy situations before they lead to injury or illness. You have a responsibility to yourself, your family, and fellow employees.

Signature: _____ (Owner/CEO/President)

Name: _____

Title: _____

Date: _____

II. RESPONSIBILITY

TITAN AG SERVICES, INC. has assigned the responsibility for planning, directing, monitoring and controlling the safety program to **ENEREYDA IBARRA SANCHEZ.**

The Safety Coordinator is responsible for:

1. Ensuring that supervisors/foremen are trained in work place safety and are familiar with the safety and health hazards to which employees, under their immediate direction or control may be exposed to, as well as applicable laws, regulations and safety rules and policies.
2. Conducting inspections on a scheduled basis. Enforcing good housekeeping and taking prompt corrective action to eliminate workplace hazards.
3. Following up on the status of safety recommendations developed internally or externally, and ensuring completion.
4. Issuing authority to the supervisors/foremen relating to safety issues and providing cooperation and support to them in all matters relating to safety.
5. Reviewing supervisor's incident investigation reports to ensure all causal factors have been identified, and that appropriate corrective actions are recommended and implemented.
6. Reviewing and providing incident data to supervisors and management, including senior management.
7. Giving proper and prompt attention to safety recommendations requiring top management approval.
8. Ensuring that personal protective equipment is provided and available for jobs or tasks that require it.
9. Assessing all safety considerations when introducing a new process, procedure, machine or material into the workplace, or when new requirements are applicable.
10. Supporting the supervisors and encourage recognition of employees for actions that promote safe working conditions and behaviors.
11. Reviewing the safety performance of the company.

SUPERVISOR/FOREMEN

The supervisor's role is instrumental for the successful implementation of the safety program. Supervisors must effectively execute the following responsibilities:

1. Familiarize himself/herself with the safety program and ensure its effective implementation.
2. Become knowledgeable of hazards and injury potential in the company.
3. Become knowledgeable of applicable safety regulations, codes, orders, etc.
4. Recognize employees for actions that promote safe working conditions and behaviors.

5. Enforce all company safety policies, rules and procedures.
6. Solicit and respond to employee suggestions and concerns.
7. Assess all safety considerations when introducing a new process, procedure, machine, equipment or new hazardous material into the operations. Consult with the Safety Program Coordinator prior to these changes.
8. Ensure employees receive appropriate training prior to assignment of duties. This includes complete safety training, including general safety rules, to new and transferred employees, as well as training regarding specific job hazards.
9. Schedule regular employee tailgate or other safety talks on any current safety issues and maintain documentation of this and other education and training.
10. Conduct scheduled safety inspections using an inspection checklist. Take corrective action to eliminate or control an unsafe condition or work practice immediately if within your area of authority.
11. Investigate all incidents resulting in employee injury and property damage. Ensure that appropriate action is taken to prevent recurrence.
12. Ensure all injuries, no matter how minor, are treated immediately. Report all injuries to the person responsible for reporting claims to the workers' compensation insurance carrier.

A list of all our Supervisors and Foreman will be identified in: **Attachment: A**

EMPLOYEE RESPONSIBILITY

Ultimately, all employees are responsible for their own safety. In order to work safely, each employee must:

1. Work in accordance with the safety rules and regulations.
2. Wear appropriate safety equipment or attire as required by the job.
3. Report ALL injuries, unsafe conditions and practices immediately to the supervisor/foremen.
4. Participate fully in incident investigations.
5. Become familiar with the safety program and apply it to tasks being performed.
6. Cooperate with supervisors' training efforts and become fully knowledgeable of job hazards.
7. Ask questions if unclear about the way to perform a duty. Do not attempt to perform any job or operate any machinery without proper training.
8. Contribute ideas or suggestions for improvement of the safety program.
9. Attend Safety Meetings, meetings are scheduled per needed basis.

III. COMPLIANCE

ENEREYDA IBARRA SANCHEZ is responsible for ensuring that all safety and health policies and procedures are clearly communicated and understood by all employees. Supervisors and foremen are expected to enforce the rules fairly and uniformly. All employees are responsible for using safe work practices, for following all directives, policies and procedures, and for assisting in maintaining a safe work environment. The following is our system of ensuring that all employees comply with the rules and maintain a safe work environment includes:

1. Evaluating the safety performance of all employees.
2. Recognizing employees who perform safe and healthful work practices.
3. Providing training to employees whose safety performance is deficient.
4. Disciplining employees for failure to comply with safe and healthful work practices.

An offense or violation deemed to be of extreme severity by supervisor or manager may be grounds for immediate termination. This may occur regardless of the order in which the offense or violation was committed.

- | | |
|---------------------------------|---------------------------|
| 1. First offense or violation: | Verbal Warning |
| 2. Second offense or violation: | Written Warning |
| 3. Third offense or violation: | Suspension |
| 4. Fourth offense or violation: | Termination of Employment |

The form to be used as progressive disciplinary is in: **Attachment: B**

IV. COMMUNICATION

All supervisors and foremen are responsible for communicating with all employees about occupational safety and health in a form readily understandable by all workers. Our communication systems encourage all workers to inform their supervisor and foremen about workplace hazards without fear of reprisal.

Upon hiring, management will identify any workers with special communication needs. Management will ensure that such a worker understands the safety and health requirements before being assigned to duties exposing them to workplace hazards.

Our communication system includes one or more of the following items:

- New worker orientation including a discussion of safety and health policies and procedures.
- Review of our IIP Program.
- Workplace safety and health training programs.
- Regularly scheduled safety meetings.
- Effective communication of safety and health concerns between workers and supervisors, including translation where appropriate.
- Posted or distributed safety information.
- A system for workers to anonymously inform management about workplace hazards.

V. HAZARD ASSESMENT

Regularly inspections will be conducted to identify and evaluate workplace hazards and shall be performed by **ENEREYDA IBARRA SANCHEZ** or an assigned Supervisor or Foreman in the areas of our workplace.

Regularly inspections are performed according to the following schedule:

- When we initially establish our IIPP Program;
- When new Substances, Infectious Diseases, Influenza Pandemics, Process, Procedures or Equipment which present potential new hazards are introduced into our workplace;
- When occupational injuries and illnesses occur;
- When we hire and/or reassign permanent or intermittent workers to processes, operations, or tasks for which a hazard evaluation has not been previously conducted; and
- Whenever workplace conditions warrant an inspection.

Regularly inspections consist of identification and evaluation of workplace hazards utilizing applicable safety inspection forms and any other effective methods to identify and evaluate workplace hazards for example;

- Documentation on a blank paper before the applicable safety inspection forms are completed

The following Form will be use to document work place Hazards and Corrections: Attachment: C

A. WILDFIRE SMOKE PROTECTION, Title 8, section 5141.1

Although there are many hazardous chemicals in wildfire smoke, the main harmful pollutant for people working in agriculture is the particulate matter, the tiny particles suspended in the air.

Health Hazard: Particulate matter can irritate the lungs and cause persistent coughing, phlegm, wheezing, or difficulty breathing. Particulate matter can also cause more serious problems, such as reduced lung function, bronchitis, worsening of asthma, heart failure, and early death. People over 65 and people who already have heart and lung problems are the most likely to suffer from serious health effects. The smallest and usually the most harmful particulate matter is called PM2.5 because it has a diameter of 2.5 micrometers or smaller.

B1. WHAT IS CONSIDERED WILDFIRE SMOKE

Wildfire smoke is a mix of gases and fine particles from burning vegetation, building materials, and other materials.

- The AQI, or Air Quality Index, is an index for reporting daily air quality. It tells you how clean or polluted your air is, and what associated health effects might be a concern for you. An AQI over 100 is unhealthy for sensitive people and an AQI over 150 is unhealthy for everyone.
- Various government agencies monitor the air at locations throughout California and report the current AQI (Air Quality Index) for those places.
- You can find current and forecasted AQI for PM2.5 at www.AirNow.gov by entering the zip code of the location where you will be working.

B2. PROCEDURE

- **ENEREYDA IBARRA SANCHEZ**, Safety Director, will be responsible for checking the air quality every hour. In his absence, the Safety Coordinator, Joel Picar, Operations Manager and Marco Torres, Field Supervisor will be responsible for monitoring the air quality.
- The person in charge will then transmit this information via text message to all affected personnel for the day.
- If the AQI for PM2.5 is 151 or more, Titan Ag, will do the following:
 - a. Provide training to employees; employees will know about what protective measures to take.
 - b. Lower employee exposure by reducing work time in areas with unfiltered air.
 - c. Provide respirators for voluntary use and encourage their use, upon employee's request. **ENEREYDA IBARRA SANCHEZ** will carry respirators in his company service truck for anyone who wishes to use one. Respirators are required when the AQI is greater than 500. If an employee refuses to use a respirator, he/she will then sign a refusal form.
 - d. Reduce the physical intensity of the work to help lower breathing and heart rates.
 - e. The foreman/supervisor will monitor each employee closely and ensure that everyone working is able to complete the shift.
 - f. Decisions will be handled on a case by case basis.

B2. THE RIGHT TO OBTAIN MEDICAL TREATMENT

- If you are experiencing symptoms that you suspect are related to the quality of the air, due to wildfire smoke, please notify your foreman/supervisor immediately.
- The foreman/supervisor will assess the situation and offer medical treatment. You may choose to refuse medical treatment, but if you wish to be seen in the near future you must submit your dwc-1 form to the foreman/supervisor.
- Titan Ag will never punish or take any reprisal against any employee seeking such treatment.

VI. ACCIDENT/ EXPOSURE INVESTIGATION

Each supervisor/foreman has an important role in conducting an accident investigation. The responsibility for conducting an accident investigation includes collecting the facts, determining the sequence of events that resulted in the accident, identify action to prevent recurrence, and provide follow-up to ensure that corrective action was effective.

Procedures for investigating workplace accidents and hazardous substance exposures include:

1. Visiting the accident scene as soon as possible;
2. Interviewing injured workers and witnesses;
3. Examining the workplace for factors associated with the accident/exposure;
4. Determining the cause of the accident/exposure;
5. Taking corrective action to prevent the accident/exposure from recurring; and

6. Recording the findings and corrective actions taken utilizing the Employee's Report of Injury/Illness and Hazard Correction Form in this IIPP manual.

**The following Form will be use to document work place accident/exposure incidents:
Attachment: D**

VII. HAZARD CORRECTION

Unsafe or unhealthy work conditions, practices or procedures shall be corrected in a timely manner based on the severity of the hazard(s). Hazards shall be corrected according to the following procedures:

- When observed or discovered; and
- When an imminent hazard exists, which cannot be immediately abated without endangering employee(s) and/or property, we will remove all exposed workers from the area except those necessary to correct the hazardous condition shall be provided with the necessary protection.

The following Form will be use to document work place Hazards and Corrections: Attachment: E

VIII. TRAINING AND INSTRUCTION

Our company is committed to instructing employees in safe and healthful work practices. To accomplish this, our company will provide training to all workers, including management, supervisor, and foremen on general and job-specific safety and health practices. Any training and instruction shall be provided as follows:

1. When the IIPP is first established;
2. To all new workers;
3. To all workers given new job assignments for which training has not previously provided;
4. Whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard;
5. Whenever the employer is made aware of a new or previously unrecognized hazard;
6. To supervisors to familiarize them with the safety and health hazards to which workers under their immediate direction and control may be exposed; and
7. To all workers with respect to hazards specific to each worker's job assignment.

Workplace safety and health training for **TITAN AG SERVICES, INC.** will include (but is not limited to):

1. Explanation of the employer's IIP Program, emergency action plan and fire prevention plan, and measures for reporting any unsafe conditions, work practices, injuries and when additional instruction is needed.
2. Use of appropriate clothing, including gloves, footwear, and personal protective equipment.
3. Prevention of musculoskeletal disorders, including proper lifting techniques.
4. Information about chemical hazards to which workers could be exposed and other hazard communication program information.

5. Availability of toilet, hand-washing and drinking water facilities.
6. Provisions for medical services and first aid including emergency procedures.

In addition, we provide specific instructions to all workers regarding hazards unique to their job assignment, to the extent that such information was not already covered in other training. The following training is conducted at a frequency dependent on the needs.

- **General Safety Rules**
- **Tools and Machines**
- **Equipment and Vehicle Safety**
- **Chemical Field Worker Safety**
- **Fire Prevention**
- **Back Injury Prevention**
- **Personal Protective Equipment**
- **Heat Illness Prevention**
- **Safe Work Practices**

IX. EMPLOYEE ACCESS TO THE IIPP

Our employees have the right to examine and receive a copy of our IIPP. The program is always accessible and located in the company binders in the field. TITAN AG will provide the information in a reasonable time, place, and manner, but in no event later than five (5) business days after the request for access is received from the employee or designated representative. This will be accomplished by the following;

EMPLOYEE

1. Whenever an employee requests a copy of the program, TITAN AG will provide the requester a printed copy of the program, unless the employee agrees to receive an electronic copy of the program.
2. **ENEREYDA IBARRA SANCHEZ** will be informed by the foreman and/or supervisor of the request, and he will then be responsible to provide a copy of the program to the requester. Upon receipt, the requester will need to read and sign the acknowledgement of receipt form.
3. An electronic copy will be provided once the employee provides a correct email address. Upon receipt, the employee will need to sign the acknowledgement of receipt form.

DESIGNATED REPRESENTATIVE

1. If the employee designates a representative, he/she must provide a written authorization in order to make someone their “designated representative”. Titan AG, will provide them with the necessary authorization document upon request.
2. Once authorization form is received, the authorized representative must provide an ID in order to obtain a copy of the company’s IIPP.
3. **ENEREYDA IBARRA SANCHEZ** will be responsible to provide a copy of the program to the authorized representative. Upon receipt, the authorized representative will need to read and sign the acknowledgement of receipt form.
4. If the employee prefers an electronic copy, steps 1 & 2 still apply. Titan AG will need a good working email address to proceed. Upon receipt, the authorized representative will need to sign the

acknowledgment of receipt form.

- Any copy provided to an employee or their designated representative will not include any of the records of the steps taken to implement and maintain the written IIPP.
- One printed copy of the program will be provided free of charge. If the employee or designated representative requests additional copies of the program within one (1) year of the previous request and the program has not been updated with new information since the prior copy was provided, we may charge reasonable, non-discriminatory reproduction costs for the additional copies.
- This process will be documented using;
 - FORM - TIIPP#01

X. RECORD KEEPING

ENEREYDA IBARRA SANCHEZ will ensure that all CAL/OSHA Records and Reports of the Injury and Illness Prevention programs are completed and maintained as required. The safety coordinator will also notify employees as to the location of such records/reports for the purpose of inspection. The following is a list of such records/reports:

- Safety Trainings Records
- Disciplinary Action Records
- Inspection Reports
- Accident Investigation Report
- Cal/OSHA Log 300 (Log and Summary of Occupational Injuries and Illnesses)
- Safety Data Sheets (SDS)
- Employee Medical and Exposure Records
- Employee Injury or Illness Reports

TITAN AG SERVICES, INC.

ACKNOWLEDGE OF RECEIPT AND REVIEW OF THE INJURY AND
ILLNESS PREVENTION PROGRAM

TO EACH EMPLOYEE:

Attached is a copy of our Injury and Illness Prevention Program. These guidelines are provided for your safety and to comply with the law.

It is the responsibility of TITAN AG SERVICES, INC. and/or his authorized program administrator to provide and review this program with each employee. It is the employee's responsibility to understand and comply with this code.

The attached copy of our Injury and Illness Prevention Program is for you to keep. Please sign and date below and return only this page to your supervisor or the Human Resource Office.

I have read and understand the **Injury and Illness Prevention Program.**

Employees Name / Authorized Representative

Date

Signature

Attachment A
TITAN AG SERVICES, INC.
Supervisor/Foreman List

	Name	Phone Number	Title
	TERRI PICAR	661-344-2055	FLC
	JOEL PICAR	661-201-6750	RANCH MANAGER
	MARCO TORRES	661-978-5870	HEAD SUPERVISOR
	ENEREYDA IBARRA	661-446-3346	SAFETY COORDINATOR
	VICTOR GONZALEZ	559-920-0041	SAFETY/HR ASSISTANT
	PEDRO TOBON	661-978-6533	SUPERVISOR
	PEDRO GALVEZ	661-316-9741	SUPERVISOR
	ALBERTO CAMARENA	661-375-9069	SUPERVISOR
	ARTURO CHAIDEZ	661-709-5832	SUPERVISOR
	OLIVER PICAR	661-709-5996	TITAN/MSF
	FERNANDO CAMARENA	661-709-1279	SUPERVISOR
	VALERIANO MEDINA	661-978-9323	HEAD SUPERVISOR/MSF
	LUCIO ALAMO	661-714-7430	SUPERVISOR
	NELSON PICAR	661-709-7296	MECHANIC
	PEDRO FLORES	661-474-0238	SANITATION
	REMMY BALDOZ	661-709-8509	SUPERVISOR
	REY ROCETES	661-316-9740	SUPERVISOR
	RODOLFO INIGUEZ	661-709-1363	SUPERVISOR
	ANTONIO VALENCIA	559-920-6559	FOREMAN
	ARTURO PEREZ	661-201-8796	FOREMAN
	BLAS ROBLEDO	559-352-6304	FOREMAN
	CARLOS ROMERO	559-361-1220	FOREMAN
	DAVID AYALA	559-756-9649	FOREMAN
	ELENA IBARRA	661-586-4678	FOREMAN
	ELOY GAMBOA	661-474-9314	FOREMAN
	ELVIRA PARRAMO	559-333-3252	FOREMAN
	ENRIQUE MOLINA	559-303-5938	FOREMAN
	ERIKA MEZA	559-303-5938	FOREMAN
	FRANCISCO MORENO	661-428-1226	FOREMAN
	GABRIEL HERNANDEZ	559-223-8417	FOREMAN
	J. GAUDENCIO HERNANDEZ	559-586-1489	FOREMAN
	GENARO SALAS	559-793-8620	FOREMAN

Attachment A

TITAN AG SERVICES, INC.

Supervisor/Foreman List

Name	Phone Number	Title
GRISELDA LEON	559-544-9580	FOREMAN
HUMBERTO PEREZ	661-203-5190	FOREMAN
JANET BEDOLLA	559-756-2045	FOREMAN
JESUS ANDRADE	559-756-9176	FOREMAN
JESUS DELGADO	559-737-3034	FOREMAN
JORGE GUERRERO	661-805-1331	FOREMAN
JORGE REYES	805-727-0176	FOREMAN
JOSE COVARRUBIAS	661-330-9350	FOREMAN
JOSE LUIS MARCELO	559-202-9914	FOREMAN
JUANA SANTIAGO	559-975-0207	FOREMAN
JUVENTINO INIGUEZ	661-344-6249	FOREMAN
LETICIA PADILLA ARIAS	661-709-1406	FOREMAN
LUIS TOBON	559-788-7078	FOREMAN
LUCIO CEBALLOS	559-788-8802	FOREMAN
MACARIO MARTINEZ	559-936-6084	FOREMAN
MARIA IBARRA	559-560-8663	FOREMAN
MARIBEL CONTRERAS	559-331-5452	FOREMAN
MIGUEL MORALES	559-719-0317	FOREMAN
PIOQUINTO DUARTE	559-679-3418	FOREMAN
RICARDO IBARRA	661-344-2422	FOREMAN
RODRIGO REAL	559-339-9938	FOREMAN
MARIA HERNANDEZ	559-719-0538	FOREMAN
ROSA VELASCO	559-909-6185	FOREMAN
ROSALIO VALENCIA	559-719-9457	FOREMAN
SANTIAGO INIGUEZ	661-344-6162	FOREMAN
SANDRA AYALA	559-361-4160	FOREMAN
SARA LEMUS	559-300-9531	FOREMAN
SOCORRO LEMUS	559-217-9385	FOREMAN
TERESA MARTINEZ	559-719-9945	FOREMAN
TERESA OROSCO	559-300-4463	FOREMAN
VERONICA VELASCO	661-667-8789	FOREMAN

Attachment A

TITAN AG SERVICES, INC.

Supervisor/Foreman List

	Name	Phone Number	Title
	DANIEL ALTAMIRANO	559-350-6690	FOREMAN
	MARCOS OROZCO	559-748-2856	FOREMAN
	JUAN MARCELO	559-563-1353	FOREMAN
	WILSON HERNANDEZ	559-631-7531	FOREMAN
	ANA CAUDILLO	559-586-3511	FOREMAN
	JORGE MUÑOZ	559-350-1325	FOREMAN
	MARTIN BALTAZAR	559-991-7222	FOREMAN
	JOSEFINA ZEPEDA	559-759-8029	FOREMAN
	DAVID REYES	559-568-5828	FOREMAN
	MARIA DEL CARMEN VERGARA	559-538-0154	FOREMAN
	NORMA MADERO	559-719-5461	FOREMAN
	JOSE LUIS POMPA	559-462-9774	FOREMAN
	ELIDA SALAS	661-454-9617	FOREMAN
	SARA DUEÑAS	559-333-3326	FOREMAN
	CRISTINA ROBLES	661-474-9317	FOREMAN

Attachment B

TITAN AG SERVICES, INC.

Disciplinary Action Form

We consider that safety of our employees to very important. Therefore, to prevent accidents, it is our policy to strictly enforce company safety rules. Infractions of safety rules will result in the following.

1st Infraction----- Verbal 3rd Infraction----- Suspension
2nd Infraction----- Written Notice 4th Infraction----- Termination



NOTICE OF DISCIPLINE (noticia de disciplina)

EMPLOYEE (Empleado) _____ DATE _____

CREW (Cuadrilla) _____ TYPE OF WORK (tipo de trabajo) _____

FORM OF DISCIPLINE (tipo de disciplina) WARNING (advertencia) SUSPENSION (suspension) DISCHARGE (despedida)

REASON FOR DISCIPLINE (razon por disciplina) _____

WITNESS(ES) (Testigos) _____

IN THE EVENT OF A WARNING OR SUSPENSION (en caso de advertencia or suspension)
IF IMPROVEMENT IS NOT SHOWN YOU WILL BE SUBJECT TO SUSPENSION O DISCHARGE WHICHEVER IS APPROPRIATE
(si mejoramiento de disciplina no es demostrado eres sujeto a suspension o despedida)

FOREMAN SIGNATURE (firma de MAYORDOMO)

SUPERVISOR SIGNATURE (firma de supervisor)

EMPLOYEE SIGNATURE (firma de EMPLEADO)

White Personnel Yellow Supervisor Pink Employee

Attachment C

TITAN AG SERVICES, INC.

HAZARD ASSESMENT FORM

This reporting system is designed to assist any employees working for TITAN AG SERVICES, INC. with reporting any hazardous condition that may be found. This report will be reviewed without negative recourse from management.

PROCEDURE TO FOLLOW:

1. Employee must report Hazardous Condition to the Crew boss
2. Crew boss will report to the Supervisor
3. Supervisor will report to the Safety Coordinator

DATE OF REPORT: _____ DATE IDENTIFIED: _____ BLK ID #: _____

FM/SUPERVISOR: _____ SUPERVISOR REPORTING: _____

LOCATION: _____ ROW #: _____

HAZARDOUS CONDITION: _____

HAZARD CORRECTION

BY: _____ DATE CORRECTED: _____

UNSAFE CONDITIOINS THAT WERE CORRECTED: _____

BLK ID #: _____ ROW #: _____

COMMENTS?

Attachment D

TITAN AG SERVICES, INC.

Accident/Exposure Investigation Report

1. Name: _____ Foreman: _____

2. Date of Accident/Illness: _____

3. Time of Accident: _____

4. Location: _____ Blk ID: _____ Row #: _____

5. Accident/Exposure Description: _____

6. Workers/Witnesses Involved: _____

7. Preventive Action Recommendations: _____

8. Corrective Actions Taken: _____

9. Completed by: _____

10. Date: _____

See notes on the back page →

Attachment D

TITAN AG SERVICES, INC.

Accident/Exposure Investigation Report

Date: _____

Notes: _____

Attachment E

TITAN AG SERVICES, INC Hazard Assessment/Correction Form

Comments:
Non- Compliance:

Foreman:	Date:
Supervisor:	Date:
Auditor/ Inspected:	Date:
Approved:	Date:

HAZARD ASSESMENT

This reporting system is designed to assist all employees with hazards associated with all job tasks conducted to evaluate workplace hazards and eliminate the risk of workplace accidents. Periodic inspections are performed by management, in addition when new substance, process, procedures or equipment which present potential new hazards are introduced into our workplace.

Date of Report: _____

NO HAZARD

Hazardous Condition: _____

Unsafe Conditions that were corrected: _____

Date of Corrective Action: _____

By: _____

SEE ATTACHED PICTURES

General Safety Rules

TITAN AG SERVICES, INC. strives to provide a safe, healthful work environment. But safety begins with YOU.

You are responsible for reporting any hazards to your supervisor immediately and following safe work procedures. Any violation of safety rules will result in disciplinary action. The following list of safety rules is not complete. Your manager will provide you with additional information and training as necessary.

1. All injuries, no matter how minor, must be reported to management immediately.
2. Each worker should develop a daily routine of checking his/her job area, equipment, and/or machinery for any potential hazards or deficiencies.
3. All new hazards should be brought to the attention of the foreman.
4. All defective tools, equipment, machinery and/or dangerous work conditions should be brought to the attention of the foreman.
5. Each worker should wear all required personal protective devices.
6. Do not use equipment and machinery that have defective safety devices.
7. Familiarize with the location of first aid equipment.
8. Anyone known to be under the influence of intoxicating liquor or drugs will not be allowed on the job in that condition. Furthermore, the use of alcohol or other illegal drugs in the work place will be cause for termination of employment.
9. Horseplay, scuffling, and other acts which tend to have an adverse influence on the safety or well- being of the workers are prohibited.
10. Workers should not handle or tamper with any equipment or machinery that is not within the scope of their duties or job unless they have received instructions from their foreman/supervisor.
11. Do not throw bottles or trash on the fields.
12. Machinery should not be repaired or adjusted while in operation, nor should oiling of moving parts be attempted except on equipment that is designed or fitted with safeguards.
13. Operation of tractors and heavy equipment should be handled with special care where there is a possibility of overturning in dangerous areas like edges of deep hills, cut banks, and steep slopes.
14. Removal of "Danger Do-Not-Operate" tags or locks on any machinery by unauthorized personnel are prohibited.
15. When using any type of equipment, make sure you are at least ten (10) feet away from power lines.
16. The company will permit no one on the job site that has in his or her possession firearms, ammunition or articles of a similar nature unless he has a signed permit.
17. Running is absolutely prohibited for any employee involved in harvesting and harvesting-related operations. Wet fields are slippery, watch your steps.
18. Footwear must be appropriate for outdoor work. Sandals, shoes with heels over one (1") inch high, open-toe shoes and shoes with smooth soles are prohibited.
19. If you are unsure of how to do a job, ask your supervisor.
20. Wash thoroughly before meals, especially after handling materials that may be hazardous to your health.

TITAN AG SERVICES, INC.

Field Safety Training Program/ Programa de Entrenamiento Para La Seguridad En El Campo

Shoot thinning, Suckering, Removing Leaves, Tipping, Girdling, Tuck In, Closing & Opening Wire/ Desbrote, Desoje, Tipeo, Rosca, Metiendo Guía, Cerrando y Abriendo Alambre

1. Watch your surroundings at all times, watch your step be sure your pathway is clear and footing is secured and stable at all times, avoid body positions that cause you to be unbalance 2. Wear appropriate clothing (PPE); Long Sleeve Shirt, Boots (Recommended), Hat, Pants 3. Stepping Stool: place stool on even surfaces, make sure there are NO cracks, or damaged parts, DO NOT overstretch this will cause the stool to tilt over 4. Hand Scissors: use a carrying case, never place Knife or Scissors in your pockets, hanging from the wire, and make sure your knife or scissors are in good conditions 5. Irrigation Hose: Place one hand on the cross arm wire before crossing over, Make sure both feet cross over the hose before removing your hands off the cross arm wire 6. Powerlines: Identify powerlines near your job site, Make sure you and your equipment are 10ft away from nearest powerline, and Make sure you keep your distance of 10ft if power line comes down 7. Drugs/ Alcohol are PROHIBITED 8. Immediately report work related accidents or injuries to your Foreman/ Supervisor 9. Warm ups at the start of each work day

1. Observe a su alrededor en todo momento, observe sus pasos, asegúrese de que su camino esté despejado y la posición de los pies esté asegurada y estable en todo momento, evite las posiciones del cuerpo que lo desequilibran 2. Use ropa adecuada (PPE); Camisa de manga larga, botas (recomendado), gorro, pantalón 3. Taburete: coloque el taburete en superficies planas, asegúrese de que NO haya grietas ni piezas dañadas, NO se estire demasiado esto hará que el taburete se incline 4. Tijeras de mano: use un estuche de transporte, nunca coloque el cuchillo o las tijeras en los bolsillos o cuelgue del alambre, asegúrese de que el cuchillo o las tijeras estén en buenas condiciones 5. Manguera de irrigación: coloque una mano en el alambre de la cruceta antes de cruzar, asegúrese de que ambos pies se crucen sobre la manguera antes de retirar las manos del alambre de la cruceta 6. Líneas eléctricas: identifique las líneas eléctricas cerca de su lugar de trabajo, asegúrese de que usted y su equipo estén a una distancia de 10 pies de la línea eléctrica más cercana, asegúrese de mantener una distancia de 10 pies si baja la línea eléctrica 7. Las drogas / alcohol están PROHIBIDAS 8. Reporte inmediatamente accidentes o lesiones relacionadas con el trabajo a su capataz / supervisor 9. Calentamientos al comienzo de cada día laboral

Planting Vineyard, The use of Shovels, Installing Twine, Training Vineyard/ Plantar Vina, Uso de la Pala, Instalar Hilo, Trineo de Vina

1. Watch your surroundings at all times, watch your step be sure your pathway is clear and footing is secured and stable at all times, avoid body positions that cause you to be unbalance 2. Wear appropriate clothing (PPE); Long Sleeve Shirt, Boots (Recommended), Hat, Pants 3. Installing Bamboo; Push down with metal bar, keep your back vertical when you push down, Carry a maximum of 30 bamboos at a time 4. Installing Twine: as you pull the twine grab tight from one end and pull, don't roll your hand, avoid any distractions when you cut twine 5. Shovel: Know your ground target before digging, keep your back vertical as you apply pressure, lift with your knees, always carry shovel with blade pointing down next to your side, never carry shovel on your shoulder 6. Hand Scissors: use a carrying case, never place Knife or Scissors in your pockets, hanging from the wire, and make sure your knife or scissors are in good conditions 7. Irrigation Hose: Place one hand on the cross arm wire before crossing over, Make sure both feet cross over the hose before removing your hands off the cross arm wire 8. Powerlines: Identify powerlines near your job site, Make sure you and your equipment are 10ft away from nearest powerline, and Make sure you keep your distance of 10ft if power line comes down 9. Drugs/ Alcohol are PROHIBITED 10. Immediately report work related accidents or injuries to your Foreman/ Supervisor 11. Warm ups at the start of each work day

1. Observe a su alrededor en todo momento, observe sus pasos, asegúrese de que su camino esté despejado y la posición de los pies esté asegurada y estable en todo momento, evite las posiciones del cuerpo que lo desequilibran. 2. Use ropa adecuada (PPE); Camisa de manga larga, botas (recomendado), gorro, pantalones 3. Instalación de bambú; Empuje hacia abajo con la barra de metal, mantenga la espalda vertical cuando empuja hacia abajo, lleve un máximo de 30 bambúes a la vez 4. Instalación del cordel: al tirar del cordel, tómelo de un extremo y tire, no haga rodar la mano, evite distracciones al cortar el cordel 5. Pala: conozca su objetivo en el suelo antes de excavar, mantenga la espalda vertical mientras ejerce presión, levante con las rodillas, siempre lleve la pala con la hoja apuntando hacia abajo a un lado, nunca lleve la pala en el hombro 6. Tijeras de mano: use un estuche de transporte, nunca coloque el cuchillo o las tijeras en los bolsillos, cuelgue del cable, asegúrese de que su cuchillo o tijeras estén en buenas condiciones Manguera de irrigación: coloque una mano en el cable de la cruceta antes de cruzar, asegúrese de ambos pies cruzan la manguera antes de retirar las manos del cable de la cruceta 8. Líneas eléctricas: identifique las líneas eléctricas cerca de su lugar de trabajo, asegúrese de que usted y su equipo estén a una distancia de 10 pies de la línea eléctrica más cercana, asegúrese de mantener una distancia de 10 pies si la línea eléctrica viene abajo 9. Drogas / Alcohol están PROHIBIDAS 10. Reporte de inmediato los accidentes o lesiones relacionadas con el trabajo a su supervisor / capataz 11. Calentamientos al comienzo de cada día laboral

HARVEST (Grape, Blueberry)/ COSECHA (Uva, Blueberry)

1. Watch your surroundings at all times, watch your step be sure your pathway is clear and footing is secured and stable at all times, avoid body positions that cause you to be unbalance 2. Wear appropriate clothing (PPE); Long Sleeve Shirt, Boots (Recommended), Hat, Pants 3. Hand Scissors: use a carrying case, never place Knife or Scissors in your pockets, hanging from the wire, and make sure your knife or scissors are in good conditions 4. Wheel Barrow: Always push barrow straight from you/ never pull behind you, 4 tubs is the maximum amount on the wheel barrow, place your clippers inside your grape pan 5. Proper Lifting Technique: Stand close to the load, squat down bending at knees, get a firm grasp of the object before lifting, never twist your body, must be able to lift over 20lbs, Packers are only allowed to carry ONE box at a time 6. Irrigation Hose: Place one hand on the cross arm wire before crossing over, Make sure both feet cross over the hose before removing your hands off the cross arm wire 7. Powerlines: Identify powerlines near your job site, Make sure you and your equipment are 10ft away from nearest powerline, and Make sure you keep your distance of 10ft if power line comes down 8. Drugs/ Alcohol are PROHIBITED 9. Immediately report work related accidents or injuries to your Foreman/ Supervisor 10. Warm ups at the start of each work day

1. Observe a su alrededor en todo momento, observe sus pasos, asegúrese de que su camino esté despejado y la posición de los pies esté asegurada y estable en todo momento, evite las posiciones del cuerpo que causan desequilibrios 2. Use ropa adecuada (PPE); Camisa de manga larga, botas (recomendado), gorro, pantalones 3. Tijeras de mano: use un estuche de transporte, nunca coloque el cuchillo o las tijeras en los bolsillos, cuelgue del cable y asegúrese de que el cuchillo o las tijeras estén en buenas condiciones. 4. Carretilla: siempre empuje la carretilla directamente hacia enfrente de usted / nunca tire hacia atrás, 4 bandejas es la cantidad máxima en la carretilla, coloque las tijeras dentro de su bandeja 5. Técnica de levantamiento adecuada: Párese cerca de la carga, agáchese doblando las rodillas, agarre firmemente el objeto antes de levantarlo, nunca retuerza su cuerpo, debe poder levantar más de 20 libras, los Empacadores solo pueden llevar UNA caja a la vez 6. Manguera de irrigación: coloque una mano en el cable del brazo cruzado antes de cruzar, Asegúrese de que ambos pies crucen la manguera antes de retirar las manos del cable del brazo cruzado 7. Líneas eléctricas: identifique las líneas eléctricas cerca de su lugar de trabajo, asegúrese de que usted y su equipo estén a una distancia de 10 pies de la línea eléctrica más cercana, y asegúrese de mantener su distancia de 10 pies si la línea eléctrica cae 8. Drogas / El alcohol está PROHIBIDO 9. Reporte inmediatamente los accidentes o lesiones relacionadas con el trabajo a su supervisor / capataz 10. Calentamientos al comienzo de cada día laboral

Pruning & Tying Vineyard/ Poda y Amarrando Vina

1. PPE required before entering work will be a. Long sleeve shirt b. Hat c. shoes/boots d. pants e. Eye protection (safety glasses). 2. Keep your blades sharp at all times (helps reduce excessive use of strength when you cut the cane) 3. Watch your surroundings at all times, that includes but not limited to; (branches, holes, and rocks on the ground) 4. No horse playing/ no running in the field 5. PULLING INSTRUCTIONS: Pull with force and face down with same direction as you pull 6. Always carry loppers next to your side pointing down while grabbing the center of the handle. NEVER place loppers on your shoulders/ nor back pocket of your pants. If you are not using your loppers please place them on the ground (never hang them on the cordon wire) 7. Keep both hands-on lopper when cutting. Cut with evenly force on both hands. It is recommended to cut diagonally to use less force 8. If you cross over the irrigation hose, make sure to position one hand on the cordon wire and keep your eyes on your feet to avoid getting tangled as you cross over. 8. Take in considerations weather conditions that includes but not limited to; fog, wet streets, rain 9. Do not start work until you have been trained and authorized to do so by your foreman or supervisor 10. The use of drugs and alcohol is PROHIBITED at work 11. Immediately report any work-related accidents or injury to your foreman or supervisor 12. Each employee is required to do our daily warmups at the start of each work day

1. El PPE requerido antes de ingresar al trabajo será a. Camisa de manga larga b. Sombrero c. zapatos / botas d. pantalones e. Protección ocular (gafas de seguridad). 2. Mantenga sus cuchillas afiladas en todo momento (ayuda a reducir el uso excesivo de fuerza cuando corta la guía) 3. Observe su entorno en todo momento, lo que incluye, entre otros; (ramas, hoyos y rocas en el suelo) 4. No juegue ni corra en el campo 5. INSTRUCCIONES DE EXTRACCIÓN: Jale con fuerza y mire hacia abajo en la misma dirección que jala 6. Lleve siempre tijeras a su lado apuntando hacia abajo mientras agarra el centro de la agarradera. NUNCA coloque las tijeras en sus hombros / ni en el bolsillo trasero de sus pantalones. Si no está utilizando sus tijeras, colóquelas en el suelo (nunca las cuelgue del alambre). 7. Mantenga ambas manos firmes al cortar. Corte con fuerza y con ambas manos. Se recomienda cortar en diagonal para usar menos fuerza 8. Si cruza sobre la manguera de riego, asegúrese de colocar una mano en el cordón y mantenga los ojos en los pies para evitar enredarse al cruzar. 8. Tenga en cuenta las condiciones climáticas que incluyen, pero no se limitan a; niebla, calles mojadas, lluvia 9. No comience a trabajar hasta que haya sido entrenado y autorizado por su capataz o supervisor 10. El uso de drogas y alcohol está PROHIBIDO en el trabajo 11. Informe inmediatamente cualquier accidente o lesión relacionada con el trabajo a su capataz o supervisor 12. Se requiere que cada empleado haga nuestros calentamientos diarios al comienzo de cada día de trabajo.

Removing & Installing Plastic / Quitando & Poniendo Plástico

1. PPE required before entering work will be a. Long sleeve shirt b. Hat c. shoes/boots d. pants e. Eye protection 2. STEPPING STOOL: Make sure ground is even before setting stepping stool. Make sure there isn't any cracks or broken pieces on your stool. DO NOT over reach, this will cause your stool to tilt 3. Scissors: Never place scissors in your pockets and/or hanging from the cordon wire. Keep your scissors sharp at all times 4. If you cross over the irrigation hose, make sure to position one hand on the cordon wire and keep your eyes on your feet to avoid getting tangled as you cross over 5. To lift the roll of plastic, make sure to use the buddy method (at least 3 people). Make sure to use proper lifting techniques 6. The use of drugs and alcohol is PROHIBITED at work 7. Immediately report any work-related accidents or injury to your foreman or supervisor 8. Each employee is required to do our daily warmups at the start of each work day.

1. El PPE requerido antes de ingresar al trabajo será a. Camisa de manga larga b. Sombrero c. zapatos / botas d. pantalones e. Protección de los ojos 2. Banquito: Asegúrese de que el suelo esté nivelado antes de colocar el banquito. Asegúrese de que no haya grietas ni piezas rotas en su banquito. NO sobrepase, esto hará que su banquito se incline 3. Tijeras: nunca coloque tijeras en sus bolsillos y / o cuelgue del cordón de alambre. Mantenga sus tijeras afiladas en todo momento 4. Si cruza sobre la manguera de riego, asegúrese de colocar una mano sobre el cordón y mantenga los ojos en los pies para evitar enredarse al cruzar 5. Para levantar el rollo de plástico, asegúrese de utilizar el método de compañero (al menos 3 personas). Asegúrese de usar técnicas de levantamiento adecuadas 6. El uso de drogas y alcohol está PROHIBIDO en el trabajo 7. Informe inmediatamente cualquier accidente o lesión relacionada con el trabajo a su capataz o supervisor 8. Se requiere que cada empleado realice nuestros calentamientos diarios al comienzo de cada día de trabajo.

Packing House / Empaque

1. Watch your surroundings at all times that includes but not limited to; Forklifts, empty boxes, grape tubs, packed boxes, wet ground, watch your fingers from getting caught in the conveyor belt 2. Stackers: Lift 1 box at a time. Always pick up plastic from the un-wrapped pallet. Cut the top strap only when you begin to load the conveyor belt with tubs. You must be able to lift over 30 pounds and manage to lift over 300 boxes on a regular 8 hour shift 3. Packers: you must be able to lift over 30 pounds for an average work day of 8 hours 4. All scales must be placed on the rack at the end of the work day 5. Each employee is responsible of having their own area clean 6. First aid kit is located next to the entrance door 7. The use of drugs and alcohol is PROHIBITED at work 8. Immediately report any work-related accidents or injury to your foreman or supervisor 9. Each employee is required to do our daily warmups at the start of each work day.

1. Observe su entorno en todo momento que incluye, pero no se limita a; Forklift, cajas vacías, tinas de uva, cajas empacadas, suelo mojado, observe sus dedos de que no sean atrapados en la cinta transportadora 2. Staquiadores: levante 1 caja a la vez. Siempre recoja el plástico de la paleta nueva. Corte la correa superior solo cuando comience a cargar la cinta transportadora con cajas llenas de uva. Debe poder levantar más de 30 libras y lograr levantar más de 300 cajas en un turno regular de 8 horas 3. Empacadores: debe poder levantar más de 30 libras durante un día de trabajo promedio de 8 horas 4. Todas las pesas deben colocarse en el estante al final del día de trabajo 5. Cada empleado es responsable de tener su propia área limpia 6. El botiquín de primeros auxilios se encuentra al lado de la puerta de entrada 7. El uso de drogas y alcohol está PROHIBIDO en el trabajo 8. Informe inmediatamente cualquier accidente o lesión relacionada con el trabajo de su capataz o supervisor 9. Se requiere que cada empleado realice nuestros calentamientos diarios al comienzo de cada día de trabajo.

TITAN AG SERVICES, INC.

Heat Illness Prevention Policy and Emergency Procedures

Heat-Illness Prevention Policy

During certain times of the year, employees may work in hot temperatures and be exposed to the risk of heat stress and illness. To protect employees from heat-related illness, the company has established a heat-illness prevention program, which consist of these items:

Supervisors and Foreman monitor employees for signs of heat illness, especially during the first few days of hot work seasons. Employees also need to be especially aware of signs of heat stress during those times until they have become acclimatized to the heat. Acclimatization is the process whereby a person gradually adapts to work in the heat when exposed to it. Acclimatization peaks in most people within 4 to 14 days of regular work for at least 2 hours per day in the heat.

Employees should wear clothing appropriate for the work they are performing following these guidelines:

1. Wear light colored clothing of a fabric that is permeable to the air and loose fitting, such as cotton. Many synthetic materials do not provide adequate ventilation.
2. Generally, less clothing is desirable in hot environments, except when the air temperature exceeds 95 degrees Fahrenheit or when a person is standing next to a radiant heat source or exposed to the sun; in those instances, covering exposed skin is beneficial to reducing heat stress and sunburn.
3. Wear proper working boots, Sandals and or open toe shoes may not be worn in the work place.

At the start of each season, employees, foreman and supervisors working outdoors are trained in these heat illness prevention subjects:

1. Environmental risk factors for heat illness (see definition below);
2. Personal risk factors for heat illness (see definition below);
3. The company procedures for complying with California's Heat Illness prevention standard;
4. The importance of frequent consumption of small quantities of water;
5. The importance of acclimatization;
6. The different types of heat illness and the common signs and symptoms of heat illness;
7. The importance of immediately reporting to the company, directly or through the employee's supervisor, symptoms or signs of heat illness in themselves or in co-workers;
8. Procedures for responding to symptoms of possible heat illness, including how emergency medical services will be provided should they become necessary;
9. Procedures for contacting emergency medical services, and if necessary, for transporting employees to a point where a provider of emergency medical services can reach them;
10. Procedures for ensuring that clear and precise directions to the work site will be given to emergency responders.

Supervisors and Foreman are also trained on:

1. The company's Heat Illness Prevention Policy;
2. The company's Heat Illness Emergency Procedures

“Environmental risk factors for heat illness” means working conditions that create the possibility that heat illness could occur, including air temperature, relative humidity, radiant heat from the sun and other sources, conductive heat sources such as the ground, air movement, workload severity and duration, protective clothing and personal protective equipment work by employees.

“Personal risk factor for heat illness” means factors such as an employee’s age, degree of acclimatization, health, water consumption, alcohol consumption, caffeine consumption, and use of prescription medications that affect the body’s water retention or other physiological responses to heat.

An employee suffering from heat illness or believing he or she needs a recovery period to prevent heat illness may for at least 5 minutes, rest in a shaded area that is either open to the air or as ventilation or cooling.

Cool drinking water is always readily available to employees. Employees should drink water frequently- as much as one quart per hour.

Heat-Illness Emergency Procedures

The company arranges for emergency medical services at the start of each production season. The phone number for emergency medical responders is given to supervisors along with a means to contact them if necessary. Supervisors inform their subordinates of the company’s procedures for providing emergency medical assistance.

Foreman are responsible for monitoring their subordinates, especially during hot work days, for signs of heat stress and illness. Employees also must be especially aware of signs of heat illness.

BEFORE THE DAY’S WORK BEGINS, EACH FOREMAN IS TO:

1. Always have a means to communicate with emergency medical services;
2. Know the location where employees are working, including the address or highway coordinates, ensuring that emergency medical providers will receive good directions to the work site.
3. When working in remote areas, ensure that at least one person is trained in First Aid per 20 employees.
4. Check on each employee periodically for signs of heat illness.

PROVISION OF WATER:

- Foreman will frequently monitor the water containers every hour to make sure there is sufficient quantity for all employees to drink and replenish as necessary.
- Foreman will remind employees to drink water frequently during the work shift
- Water containers will be laced as close as possible to the workers

ACCESS TO SHADE/ RECOVERY PERIOD:

- Employees suffering from heat illness or believing a preventative recovery period is needed will be provided access to shade so they can recover
- If necessary, the crew boss will set up umbrellas and/ or canopies to have shade available for the sick employee

HEAT ILLNESS SYMPTOMS:

1. General discomfort, loss of coordination and stamina
2. Weakness, poor concentration, irritability, muscle pain and cramping
3. Fatigue, blurry vision, headache, dizziness, nausea, vomiting, confusion, and unconsciousness

PROCEDURES TO FOLLOW WHEN AN EMPLOYEE IS EXHIBITTING SYMPTOMS OF HEAT ILLNESS:

1. Have the employee rest in a shaded area
2. Have the employee drink fluids, preferably water
3. Apply cool, wet cloths, such as towels or sheets, or splash cold water on the body
4. Massage legs and arms
5. Let the employee rest in a comfortable position, and watch carefully for changes in their condition
6. Advise your supervisor as soon as possible about the situation or call for help

PROCEDURES TO FOLLOW WHEN AN EMPLOYEE IS EXHIBITING SEVERE HEAT ILLNESS SYMPTOMS SUCH A NAUSEA, VOMITING, CONFUSION OR UNCONSCIOUSNESS:

1. Get the employee to a shaded area
2. If the employee is conscious have the employee drink fluids, preferably water
3. Reduce body temperature by loosening or removing clothing and shoes
4. Apply cool, wet cloths, such as towels or sheets, or splash cold water on the body and fan vigorously
5. If the sick employee vomits, stop giving fluids. Position the victim on the side. Make sure all vomit is cleared from the mouth and nose to prevent choking. Watch for breathing problems. Keep the victim lying down.
6. Immediately call for emergency medical assistance. While waiting or during transport elevate the legs about 12 inches
7. In case of an emergency, if the victim is in an area where the terrain may be difficult to access, the crew boss or supervisor will drive the victim to a more accessible area for emergency services to have access to the victim.

FOOD SAFETY POLICY

Doc# FSP1	Title: Food Safety Hygiene & Health Policy	Date Created: 04/08/15
Rev# 2	Prepared By: JOHN DELAPENA	Date Revised: 6/10/20

1. Eat or chew candies, chewing gum, tobacco, or any other food is not allowed in the production area. Leave your personal belongings and food in the break area.
2. Do not place any items in your upper shirt or jacket pocket. They may fall into the processing line.
3. No spitting in any area of the facility, field production area, and follow directions of supervisors at all times.
4. Smoking allowed only in designated areas, NO smokeless tobacco or vapor products in any farming areas.
5. Employees are only allowed in designated work areas and never in restricted areas unless accompanied by a supervisor.
6. No glass containers allowed in the production area and refrigerating chambers.
7. Employees must wash their hands for at least 20 seconds before and after eating, going to the bathroom, use a tissue, smoking, handling utensils or dirty items and managing money.
8. You must cover your mouth and nose if you cough or sneeze in the production area.
9. Personal Hygiene that must be practice includes bathing, washing your hair, change of linen every day, and keeping your hands and nails clean daily.
10. NO, dangling jewelry, no facial piercings, and no excessive jewelry is allowed in the production area.
 - a. Jewelry is not permitted with the exception of a plain wedding band (no stones).
11. Nail polish and acrylic nails are not allowed in the production area.
12. All food handlers must wear hairnets, use clean clothes every day.
13. Hairnets are required for any facial hair than a mustache, which does not extend below the corners of the mouth
14. Any employee who has or seems to have an illness, open injury, including; boils, sores or infected wounds, what possibly could contaminate the surfaces in contact with food or materials or the product of packing is not allowed in the production area.
15. Each employee of the company should report the following at the start of the day: any case of illness, injuries, open, including boils, sores or infected wounds. In addition the following signs or symptoms should be reported to your supervisor immediately: fever, nausea or vomiting, abdominal cramps/pain, diarrhea, sore throat with fever or active bleeding, jaundice, skin lesion with puss.(Supervisor may ask you to seek medical examination before returning to work. This may result in leaving work or a transfer to a duty which results in less contact with food or food contact surfaces).
16. Cuts or scrapes that cause loss of blood must be reported to the supervisor immediately. All products that have been in contact with blood, or may have been in contact with blood during an incident, should be destroyed. All equipment that comes in contact with blood during this incident must be cleaned and disinfected
17. All employees must receive training in the food hygiene safety for workers. The information is provided and is documented for all new employees during the first day of work.
18. Do not come to work under the influence of drugs or alcohol, or with a hangover, zero tolerance.
19. All visitors must follow all hygiene and health requirements, and follow all GAP listed above while in the production area. **All personal items such as (Cell Phones, Ear Phones, Music Players) are not allowed in the production area.**
20. Infants/Toddlers are not allowed in the growing area.
21. Any part of the crop or packaging that comes into contact with any bodily fluids, dropped on the ground or floor must be disposed of properly and reported to the supervisor immediately.
22. Any part of the crop or packaging that appears to have been affected by animal intrusion, for example animal damage, fecal material, nearby animal tracks is not to be harvested and must be reported to the supervisor and documented using the NUOCA MS01 form.
23. Disease Control:
 - a. Exclusions will occur when an employee has been diagnosed by a health practitioner with any of the following diseases:
 1. Norovirus
 2. Hepatitis A
 3. Shigella spp.
 4. Enterohemorrhagic
 5. Salmonella Typhi
 - b. The supervisor will ask you to seek medical examination and clearance prior to returning to work.
24. Any evidence of black widow spiders or webbing on or near grape vines, product or harvest equipment must be reported to a supervisor and NOT to be harvested.