

JT Timber Falling, Inc.

SAFETY & HEALTH RULES

These safety rules are designed to provide you with knowledge of the recognized and established safe practices and procedures that apply to many of the work situations you may encounter while employed with JT Timber Falling, Inc. It would be impossible to cover every work situation. At JT Timber Falling, Inc., we believe that all workers can prevent themselves from getting hurt. The experts say at least 80% of workplace accidents are caused by unsafe acts on the part of employees – not by unsafe conditions. It is up to you to be aware of your work environment and follow safe work practices. If you are in doubt about the safety of any condition, practice, or procedure, consult Jim Trumble for guidance.

GENERAL RULES:

1. **ACCIDENT REPORTING:** Report all accidents or near misses to Jim immediately.
2. **SAFETY MEETINGS:** Safety meetings will be held monthly at least once per quarter at the shop. Occasional safety meetings with job specific focused topics will occasionally be held with just those employees the topic pertains to out on the job site.
3. Employees are encouraged to suggest topics to be covered. Bring possible topics to the attention of Jim or Lanny.
4. **HAZARD REPORTING:** Notify Jim Trumble immediately of any unsafe condition and/or practice.
5. **ALCOHOL, ILLEGAL DRUGS, PRESCRIPTION DRUGS, AND OVER THE COUNTER MEDICATIONS:** No illegal drugs or alcohol will be allowed on the worksite. Employees must notify Jim of any prescription drugs or over the counter medication that might affect their judgment. This means that if you have a prescription or are taking any over the counter medication that warns about driving or operating heavy machinery, you must report it to Jim Trumble. Do not operate any chain saw or heavy equipment if you are taking any medications whose container label indicates that the medication may cause drowsiness, dizziness or other adverse side effects.

5a. DRUG AND ALCOHOL TESTING PROGRAM: The drug and alcohol testing program at JT Timber Falling, Inc. begins with the pre-employment screening test.

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All employees will be subject to random selection testing as part of a pool managed by Professional Compliance & Testing. JT Timber Falling, Inc. reserves the right to require a drug and/or alcohol test if at any time there is reasonable suspicion based on behaviors or observation that an employee is under the influence of alcohol, illegal drugs, unreported prescription drugs or over the counter medications while at work. This testing will be paid for by the company. JT Timber Falling, Inc. will require a drug and/or alcohol test if an accident or incident occurs that injures an employee or damages a machine. The above mentioned types of testing will be paid for by the company.

If any of the testing results are positive, Return to Duty testing is necessary.

(Employee pays for return to duty testing) Employees must obtain the service of a Substance Abuse Professional (SAP) and abide by his or her recommendation at the employee's expense to rehabilitate prior to returning to work. Once treatment is completed, employee must take a return to duty test. *If the Return to Duty test is negative*, employee may, upon release from the SAP and approval from JT Timber Falling, Inc. return to previous duties. If the Return to Duty test is positive, *Follow-up testing* is required. (Employee pays for follow-up testing) If it is determined that an employee is in need of assistance in resolving misuse, the employee understands that they are subject to unannounced follow-up testing as directed through a cooperative effort between the SAP and JT Timber Falling, Inc. A *minimum* of 6 follow-up tests must take place during the first 12 consecutive months after treatment is completed. Follow-up testing may continue for up to 5 years.

- 6. DRIVING:** Employees must be listed on our vehicle insurance policy to drive a company vehicle. While driving a company vehicle or driving your own vehicle for company business, obey all traffic laws and signs at all times. Wear your seatbelt at all times. Do not allow non-employee passengers to ride in company vehicles unless a passenger seat with seatbelt is available *and* permission from your supervisor has been obtained. Do not drive faster than the posted speed limits. Do not use vehicles for any purpose other than what the vehicle was designed to do.

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7. **LIFTING:** When you are required to lift an item, always seek mechanical means first. If an item must be lifted manually, always follow these rules:
- Always lift with the legs. Position the body so the load is centered and supported by the body before lifting and carrying.
 - Always avoid sudden jerks and pulls on a load.
8. **BACK SAFETY:**
- Always avoid twisting and turning, use your legs to position and move the torso.
 - Always move the work area closer to avoid unnecessary twisting and reaching.
 - Always avoid leaning or bending over for extended periods. If your task requires excessive leaning or bending, walk around and stretch to relieve strain.
 - Always inspect your work area for slip, trip, and fall hazards and remove the hazard if possible. If not possible, be cautious and aware of hazard.
 - Always inspect steps and stairs before climbing; use handrails whenever available.
9. **PERSONAL PROTECTIVE EQUIPMENT:** Appropriate PPE must be worn at all times by all employees. If you have any questions or need PPE, please contact management. Wear approved eye and face protection when sawing, grinding, drilling, using air tools, or performing any other task that could generate flying debris. Wear gloves when handling metal, rough wood, saw chain or saw bars, and other sharp objects. Wear hearing protection when operating a chainsaw or grinding or exposed to continuous loud noise. Wear hard hats at all times when out of your machine. Wear leg protective garments if operating a chainsaw. Woods crew must wear appropriate footwear, long sleeved shirts when out of machine, and long pants without cuffs.
10. **GRINDING:** Use the approved ANSI safety glasses and face shield. Make sure the appropriate guards are in place. Keep all flammables at least 20 feet away from grinding source.

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11. EQUIPMENT OPERATION:

- a. The machine must only be started by a designated person.
- b. The rated capacity of any machine must not be exceeded.
- c. The machine must not be operated on any slope which is greater than the maximum slope recommended by the manufacturer.
- d. The machine must only be operated from the operator's station or as otherwise recommended by the manufacturer.
- e. All operators must wear seat belts when operating dozers, skidders and all other mobile woods equipment.
- f. No employee other than the operator will ride on any mobile machine unless seating, seat belts and other protection equivalent to that provided for the operator are provided and used when the machine is traveling.
- g. No employee will ride on any load.
- h. Maintain a three-point contact when mounting and dismounting mobile woods equipment. Inspect the ground before climbing up or down. Note where feet will be placed to avoid a twist or sprain. Always check the condition of the steps, ladders, and handrails.
- i. Always dismount while facing the equipment.
- j. Close and latch gates for fall protection.
- k. Close doors to the equipment in case the outside grab bars are used as handles while climbing in or out.
- l. Do not skip steps or rungs.
- m. Do not jump off the equipment.
- n. After the machine engine is shut down, pressure or stored energy from hydraulic pneumatic storage devices must be discharged.
- o. Before the machine operator dismounts, the machine brake lock or parking brakes must be applied. Each moving element, such as but not limited to blades, buckets and shears, must be grounded.
- p. Turn gasoline powered equipment off before fueling.
- q. Do not remove any protective shields, screens or covers from the mobile woods equipment during operation.
- r. Walking and working surfaces must be kept free of any material which might contribute to slipping and falling.

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- s. Keep your hands, feet, arms and legs inside the cab when operating mobile woods equipment.
- t. Employees will keep machine cab clean and free of debris.
- u. Do not store loose items in the cab of operating mobile woods equipment.
- v. Reduce speed when turning.
- w. Know where the crew is at all times. Immediately stop operations when a crew member approaches your work area.
- x. In the event of a rollover, stay in the cab and keep you seat belt fastened until movement stops and the equipment stabilizes.

11. VEHICLES

- a. All vehicles used to transport any employee will be maintained in serviceable condition.
- b. Vehicle operators must have a valid driver's license and be included on the Company's vehicle insurance policy.
- c. Seatbelts must be used by all passengers when vehicle is moving.
- d. The rated capacity of any vehicle must not be exceeded.
- e. Flammable and combustible liquids must not be transported in the driver compartment or in any passenger occupied area of a vehicle.
- f. All drivers must observe speed limits, paying attention to changes in weather and road conditions. They must adjust speeds to accommodate changes in these conditions.

12. FUEL STORAGE AND REFUELING

- a. Do not smoke while handling fuel.
- b. Do not store starting fluid, gasoline, diesel, or oil containers on heavy equipment that is in use.

13. Safety Data Sheets (SDS)

- a. Copies of HAZCOM policy SDS's for all toxic and hazardous substances to which employees may be exposed will be kept in the shop and each shop truck.

14. SMOKING – All employees are prohibited from smoking in the following situations and places:

- a. While fueling.
- b. While around any flammable liquids or compressed gasses.
- c. While boosting or charging batteries.

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- d. While using starting fluids or combustible aerosol containers.
- e. In the woods during fire season. Fire season is determined by the Trinchera Ranch Forester.
- f. Inside the shop or office.

15. APPROACHING MACHINERY ON ROAD - When in a vehicle and approaching machinery working on roadway (such as delimiters, loaders, graders, etc.):

- a. Stop vehicle at least 200 feet away, and outside the strike area of the working machinery.
- b. Be sure the machine operator is aware of your presence before attempting to pass through the work area.
- c. Be sure the machine operator has given a clear signal to pass before doing so.

16. FIRE SEASON:

- a. Fire season is determined by the Trinchera Ranch Forester.
- b. No smoking in the woods.
- c. Fire watch - At least one employee per job side must stay with the equipment at the end of the day for an hour after machines are shut down to insure they are cooled off. Each machine must be checked, each area worked in must be checked.

TASK SPECIFIC RULES:

CHAIN SAWS

1. Removing or disabling anti-kickback devices is prohibited.
2. Each gasoline-powered chain saw must be equipped with a continuous pressure throttle control system which will stop the chain when pressure on the throttle is released.
3. The chain saw must be operated and adjusted in accordance with the manufacturer's instructions.
4. The chain saw must be fueled at least 10 ft. from any open flame or other source on ignition.
5. The chain saw must be started at least 10 ft. from the fueling area.
6. The chain saw must be started on the ground or where otherwise firmly supported.

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7. The chain saw must be held with the thumbs and fingers of both hands encircling the handles during operation.
8. The chain saw operator must be certain of footing before starting to cut. For example, the chain saw must not be used in a position or at a distance that could cause the operator to become off-balance, to have insecure footing, or to relinquish a firm grip on the saw.
9. Prior to felling any tree, the chain saw operator must clear away brush or other potential obstacles which might interfere with cutting the tree or using the retreat path.
10. The chain saw must not be used to cut directly overhead.
11. The chain saw must be carried in a manner that will prevent operator contact with the cutting chain and muffler.
12. The chain saw must be shut down or the chain brake must be engaged whenever a saw is carried farther than 50 ft.
13. The chain saw must be shut down or the chain brake must be engaged whenever a saw is carried less than 50 ft. if conditions such as, but not limited to, the terrain, underbrush and slippery surfaces may create a hazard for an employee.
14. The chain saw operator must make frequent inspections (more than once per day) to ensure that:
 - a. Chain saw handles and guards are in place and tight. This included having an operational chain brake.
 - b. All chain saw controls function properly. This includes having saw equipped with a safety throttle which shuts off power after pressure on the throttle is released.
 - c. The cutting chain is properly adjusted, and that the saw chain will not continue to be driven after the throttle is released.
 - d. The muffler is operative and equipped with a spark arrester.
 - e. Chain brakes and all other manufacturers' safety features remain operational.
 - f. Chain saws without all safety devices operational or in need of repair or parts or otherwise not safe for use shall immediately be tagged out and marked "out of service".

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- g. Manufacturer's instructions for operation and adjustment must be followed and worker training must include specific details in the chain saw operator's manual.
- h. Fuel for chain saws must not be used for starting fires or as a cleaning solvent.
- i. Fellers must have felling aids, including a felling lever and wedges.

FELLER BUNCHER, DELIMBER, & PROCESSOR OPERATORS

1. Do not exceed mechanical limits of machine on steep or uneven ground.
2. Avoid ditches, stream banks, overhangs, and areas of loose rock that could give way under the machine.
3. Stop operations when anyone comes within the operating radius of the machine or tree it is handling.
4. Do not carry trees high in the air. Keep the head low when traveling.
5. The operator must keep the cab, engine compartments and other work and walking surfaces clean of oil, grease, trash and flammable materials and other debris.
6. Do not service machine without placing all implements firmly on a stable surface.
7. Do not rely on hydraulics to keep implements or machine suspended while servicing.
8. Before exiting the machine, make sure all implements are grounded, set parking brake, and turn master switch off.

CHANGING DELIMBER AND PROCESSOR CHAINS, BLADES, TEETH

1. The lock out/tag out procedure must be followed. The cutting head must be grounded in feasible.
2. If the saw or blade to be sharpened cannot be changed with the cutting head on the ground, the cutting head must be chocked or otherwise supported so as to prevent the head from moving should the hydraulic system fail.
3. Before exiting the machine, make sure all implements are grounded, set parking brake, and turn master switch off.

DOZERS & GRADERS

1. Raise the blade high enough to clear obstructions such as stumps, logs, and rocks.

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2. Reduce the dozer's speed when driving on adverse terrain such as ridges, rock piles, and ditches.
3. Before exiting the machine, ground the blade, set parking brake, and turn master switch off.

SKIDDERS

1. Raise the blade high enough to clear obstructions such as stumps, logs and rocks.
2. When skidding a load, carry the load as close to the skidder as possible.
3. When traveling down hill, carry the load lower to assist in braking.
4. When operating a skidder on hills reduce speed and avoid obstacles such as stumps and rocks.
5. When skidding on steep terrain always back up hill from bottom of road.
6. Travel up and down, not side hill. When you need to move to another skid trail, move up or down to a road to travel to new location. Never attempt to turn around on steep side hills.
7. Before exiting the skidder ground the blade, lower the grapple, set parking brake, and turn master switch off.

LOG LOADER (INCLUDING SELF-LOADER)

1. Set the truck parking brake before starting the loader. Lower all outriggers before starting to load.
2. Set the loader up on as firm and level ground as possible.
3. Do not grapple a load within 40 feet of any power line or its support.
4. If you should contact a high wire, try to swing the boom away without downing the wires. If not, warn others not to touch the truck or the loader and stay in the loader until the power lines have been de-energized.
5. Only one person is allowed on the loader while it is operating. Stop operations once someone enters the loader's operating radius.
6. Do not let anyone get under the boom or the load.
7. Do not let anyone trim the load while you are actively loading.
8. When loading is complete, place the boom in the cradle or place it on the ground and turn the master switch off before exiting for the day.
9. Do not leave the loader unattended while the engine is running.

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10. When unloading with the self-loader, make sure unloaded logs are stable and safe.

SKID STEER LOADERS

1. Carry the load low for stability.
2. Back up slopes. Do not drive forward up slopes.
3. Do not leave the boom raised when it is not in operation.
4. Before exiting the skid steer, ground the blade, set parking brake, and turn master switch off.

DRIVERS – LOADING OPERATIONS

1. Load the logs so that they are balanced, centered and stable before the wrappers are attached.
2. Secure the logs on the truck using binders and wrappers.
3. Do not remove wrappers from the truck unless the unloading vehicle has grasped, stabilized or restrained any logs that could roll or fall.
4. Remove protruding limbs before moving the load.
5. Before throwing the wrappers over the load, ensure that no one is standing on the other side of the truck.
6. Chain up when needed.

EMPLOYEE POSITION: OFFICE WORKER

1. Do not stand on furniture to reach high places; always use a ladder or step stool.
2. Close all drawers to file cabinets after use to prevent tripping or bumping hazards.

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Acknowledgement of Receipt of Safety and Health Rules

I, (print name) _____ have read and understand these safety rules. I have been given opportunity to ask questions about or request clarification of the safety and health rules. I agree to follow all safety rules at all times and understand any violation can result in disciplinary action including termination of employment.

I have also read and had an opportunity to ask questions about JT Timber Falling, Inc.'s alcohol and drug policy and expectations in section 5a. I understand, agree to, and will comply with JT Timber Falling, Inc.'s Drug and Alcohol testing program.

I understand if a safety rule violation results in a work-related injury or illness, workers' compensation benefits by law, can be reduced by 50 percent.

Employee Signature: _____ Date: _____

Employer Signature: _____ Date: _____