

## EHS Requirements – All Carriers

### General Procedures and Information

1. If obvious construction or large scale maintenance activities are being conducted at the facility, please remain in designated areas and do not enter the work zone to ensure your safety as well as ours.
2. Children under the age of 16 must either remain in the cab of the truck or in a designated area of the Wenger facility (e.g., lunchroom, office area, administrative area) to ensure their safety while on Wenger property. At no time shall children be permitted to roam the property unattended.
3. Access to WF manufacturing facilities is limited to team members and authorized personnel. Drivers are not permitted to enter restricted areas that specifically state *employees or team members only* unless escorted by a Wenger team member.

### Training, Certification, Permit, and License Requirements

1. When working for the Wenger Group or at a Wenger Group location, outside carriers **must** ensure that their drivers have the necessary training, certifications, permits, and licenses (e.g., vehicle, Commercial Driver's License[CDL]) to complete the work scope in accordance with Federal, state, and local regulations/requirements. This includes but is not limited to lockout/tagout, fall arrest/protection, confined space, waste handling, hazard communication, hearing conservation, driver's license, CDL, etc. Outside carriers **shall** ensure their drivers' training, certifications, permits, and licenses remain valid for the duration of the contractual agreement.

### Accident Prevention Plan

1. If an outside carrier driver is injured, no matter how slightly, it must be reported to the carrier driver's supervisor and the Wenger Group facility supervisor/team member. **Always** report the injury **BEFORE** leaving the facility (if possible). All injuries must be documented on Form SWG-110-F01- Safety Non-Conformance and Investigation Report.
2. If an accident/injury or property damage **could have** occurred, the incident **must be** reported as a "near-miss" to the carrier driver's supervisor and Wenger Group facility supervisor/team member and documented on Form SWG-110-F01 for investigative purposes.
3. All accidents/incidents and near misses **must be** reported and investigated immediately so that the cause(s) can be determined.
4. Employers must report all work-related fatalities within 8 hours of finding out about them.
5. For any inpatient hospitalization, amputation, or eye loss, employers must report the incident within 24 hours of learning about it.

### Biosecurity

1. All outside carrier drivers who have been in an Avian Influenza quarantine zone within the past 7 days as defined by USDA Animal and Plant Health Inspection Service (**APHIS**) **WILL NOT** be allowed inside the facility.
2. All outside carrier drivers **must** comply with one of the following options before being permitted to work onsite:
  - a. Have **not** been on any poultry facility (farm, hatchery, feed mill, processing plant, laboratory, etc) or swine facility, nor had contact with pet birds, "backyard" flocks within 72 hours prior to this visitation date,
  - b. Have showered and changed clothes & shoes since having contact described in "a" above, **or**
  - c. Washed hands, sanitized shoes, and are wearing coveralls and booties provided by The Wenger Group location while working onsite.

### Bloodborne Pathogens

1. In the event of an incident occurring where an individual should need first aid, contact a Wenger Group team member immediately. Use universal precautions. Contaminated areas will be treated with a 10% chlorine bleach solution (i.e., 1-part bleach to 10 parts water)

### Confined Space

1. Feed trailers, grain trailers, box trailers, tanker trailers, and refrigerated trailers are considered confined spaces at Wenger Group locations based on the OSHA definition or can become confined spaces. See the Carrier-specific sections for additional information.

### Emergency Evacuation Procedures/Evacuation Plans

1. Each facility has a specific emergency evacuation plan. These plans are posted in designated areas and will be noted upon arrival prior to beginning work. Each facility also has designated assembly areas. If you will not be in the company of WF personnel you will be instructed, in the event of an evacuation or emergency, how to properly exit the facility and where the meeting area is located. Outside carrier employees shall familiarize themselves with the alarm signals and assembly areas specific to each facility where they are performing work.

### Emergency Spill Response

1. In the event of a fuel, oil, antifreeze, ingredients (Nutrify), egg products (Dutchland), or other substance spills that are released from your truck or trailer to the environment at a Wenger Group location, you must notify a team member at that location immediately. Shut off your equipment. Do not move your vehicle until the on-site Supervisor or designee has determined the extent of the spilled material and you are permitted to do so. Spill response absorbents are available on site and you will be instructed on the proper method for cleanup and disposal of material. On-site personnel will need to gather information from you once the spill has been cleaned up.
2. You are **not** permitted to conduct any truck or trailer repairs on Wenger property that could result in liquids being released to the environment.

**General Waste Management**

1. You must notify a team member or location supervisor to get information on the proper disposal of any wastes you have generated from spill response cleanup when performing work for The Wenger Group. You can also contact The Wenger Group Director of Project Management & Environment for waste disposal requirements.
2. OUTSIDE CARRIERS SHALL NOT DISPOSE OF ANY LIQUID MATERIALS OR WASTE IN DRAINS. ALL LIQUIDS MUST BE HANDLED PROPERLY FOR DISPOSAL ACCORDING TO LOCAL, STATE, AND FEDERAL GUIDELINES.

**Hazard Communication**

1. Safety Data Sheets (SDS) **must be** supplied for all hazardous substances brought on site and forwarded to the facility supervisor, Safety Administrative Assistant, and/or the Safety Compliance Coordinator. SDSs for hazardous substances used and/or stored at company locations are available for review online or may be provided by a team member at the facility upon request.

**Hot Work Permit**

1. If you or a contractor need to conduct hot work repairs such as welding, brazing, grinding, cutting, etc. for truck or trailer repairs while on Wenger property, you **must** obtain a hot work permit and authorization from the facility supervisor. All work must be conducted in accordance with OSHA regulations and The Wenger Group Fire Prevention Written Plan (SWG-140). You **shall** ensure that hot work is conducted by properly trained personnel only.

**Personal Protective Equipment**

1. You shall wear all personnel protective equipment (PPE) assigned by your company as well as the following PPE while working for The Wenger Group.
2. Hearing protection **must be** worn at all designated areas identified by signage, the facility supervisor, and required by project work tasks. Pneumatic drivers are required to wear hearing protection when unloading product. Hearing protection is available at Wenger locations and provided upon request.
3. Hard hats are required in designated areas when overhead hazards are present (e.g., during construction activities) or when there is exposure to falling objects.
4. Emergency eye/face wash stations are available at most of the facilities. Showers are available at some locations.

**Railroad Car Operations****1. All Locations**

- a. Railroad car operations are conducted at the Hempfield, Massey, Mount Joy, Muncy, Rheems, and Shippensburg.
- b. Always use extreme caution and stay alert when moving vehicles or working in the vicinity of railcar operations at our facilities due to the risk of severe injury or death.

**2. Rheems Mill**

- a. Due to traffic congestion and limited access at the Rheems Mill, **always** enter the parking lot slowly.
- b. When railroad cars are being moved, the red light at the rear and on the peak of the drive-thru loadout will be flashing and barriers (e.g., orange cones or barricades) and signage will be posted. Never park your vehicle within four feet of the railroad tracks.
- c. **Never** cross any portion of the railroad tracks or be within 4 feet of either track rail when there is a red flashing light and barriers and signage have been placed unless a team member allows you to cross.
- d. When either situation is observed, contact authorized WF personnel for instructions. **All vehicles must stop and wait for cones to be removed AND light to be turned off.**

**3. Shippensburg Mill**

- a. A red flashing light is located on the rail unloading building. When this light is flashing, rail car movement is taking place.
- b. All vehicles **must** stop and wait for the light to be turned off before crossing tracks unless directed by mill personnel.

**Adulterated Product**

1. Carrier agrees to contact Wenger Group if the product it is hauling is potentially adulterated.

**EHS Requirements – DF Carriers****Confined Space**

1. DF outside carrier drivers are permitted to work in box and refrigerated trailers when the conditions of a confined space are not met under OSHA regulations (i.e., the back doors are open).

**Fall Protection**

1. You are not permitted to work on top of your trailers while conducting work for The Wenger Group unless you meet OSHA fall protection regulations.

**Sign In**

1. All DF outside carrier drivers are required to read this policy and sign in on Form SWG-230-F02 at least once per calendar year and upon any change or update to this document. This document is kept with form SWG-230-F02 on the door of the EMS Warehouse Supervisor's office and will be made available for review and drivers are responsible for reading it. Include your name, company you work for, cell phone number, and your signature when signing in. This allows our Team Members to communicate relevant safety procedures to you.

## EHS Requirements – NT Carriers

### **Confined Space**

1. NT Drivers shall never enter a filled grain/ingredient trailer or tanker trailer while conducting work for The Wenger Group due to the possibility of a confined space hazard being created (i.e., engulfment). The only time entering your grain/ingredient trailer while working for the Wenger Group is permitted is if the trailer is empty and you are sweeping it out. Tanker drivers shall never enter their trailer while conducting work for the Wenger Group.

### **Emergency Spill Response**

1. If you are unloading or loading liquid ingredients at a Wenger Group facility, there are drip pans available at the facility that must be placed under hookups at the truck and the building for unloading/loading to prevent spills. The facility ingredient receiving personnel will make this drip pan available to you prior to unloading/loading. Liquid suppliers must stay with their vehicle and be attentive and engaged while unloading in the event there is a leak or equipment failure (e.g., a hose coupling disconnects). All spills shall be reported to a team member, immediately. Outside carrier drivers shall be responsible for assisting in spill clean-up with guidance from team members at each facility. Spill kits and absorbents are available at various locations on site and proper disposal of spilled materials must be followed.

### **Fall Protection**

1. You are not permitted to work on top of your trailers while conducting work for The Wenger Group unless you meet OSHA fall protection regulations.

### **Sign In**

1. All NT carrier drivers and other suppliers (e.g., farmers, haulers contracted by farmers, etc.) are required to read this policy when making deliveries to Wenger Group locations. This policy will be made available for review in the receiving areas and drivers and other suppliers are responsible for reading, understanding, and complying with Wenger Group policies. Completion of the signature block on the receiving receipt will document completion of this process.

### **Tarping Trailers**

1. All trucks must be tarped prior to leaving our ingredient and grain receiving areas. This helps contain residual grain or ingredient in the truck after unloading and prevents dust from causing a nuisance in our community.

## EHS Requirements – WF Carriers

### **Confined Space**

1. Feed drivers **shall** never enter a feed trailer at any time while conducting work for Wenger Group.

### **Emergency Spill Response**

1. Any feed spilled on the ground at offsite locations shall be put into bags and brought back to the mill to be weighed so that the customer can be credited for that amount. If the spill is a quantity greater than what can be transported in bags, contact the Wenger Feeds Logistics Supervisor/Logistics Planners to determine what needs to be done. You are responsible for the clean-up of feed spills and shall report the spill to a Wenger Feeds Transportation Supervisor and Logistic Supervisor/Logistic Planners.

### **Fall Protection**

1. You must follow OSHA fall protection regulations and Wenger Feeds safety procedures (SWG-211- Fall Arrest and Hard Hat Policy) while working for the Wenger Group as a feed carrier. You must use the body harnesses and fall arrest system in the loadouts. Any unsafe acts must be reported immediately and may result in severe disciplinary actions.

### **General Waste Management**

1. You can contact the Transportation Supervisor, Logistic Supervisor, or Logistic Planner for managing feed spills wastes.

### **Personal Protective Equipment**

1. Hardhats, fall arrest harnesses, and fall protection are required in the loadouts when accessing the top of the trailer. If your trailer has handrails, you are required to use them when accessing the top of your trailer at offsite locations.

**Upon review of the above, please complete Carrier EHS Requirements Compliance Checklist (SWG-233-F06) for each Driver.**