



# 2020 MDFC FARMERS COOPERATIVE CONTRACTOR ICM HANDBOOK

Safety & Food Safety Policy

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## **SAFETY POLICY STATEMENT**

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MDFC places the safety and well-being of its employees, contractors and visitors above all other considerations. It is the policy of MDFC to provide and maintain a safe and healthful work environment.

We require that all personnel working at this establishment follow the Company Safety and Food Safety rules and regulations. The Safety Manager at MDFC will have the final say in all matters related to safety and food safety on the MDFC property.

The General Superintendent or the Job Site Supervisor for each contractor on site is responsible for assuring that all personnel, under their control, abide by the rules and regulations set forth in this policy. All incidents and near-miss incidents shall be reported to the MDFC safety department.

MDFC is committed to complying with the National Standards of Safety and Food Safety as defined in published information contained in the Federal Occupational Safety and Health Act (OSHA), Good Manufacturing Practices (GMP), Food and Drug Administration (FDA), Safe Quality Food Institute (SQF), American Institute of Baking (AIB) and all applicable state and federal laws.

Any questions or concerns that you may have about the contents of this Policy should be directed to:

Safety Manager, Jake Hodny (701) 671-7785

## CONTRACTOR SECURITY AND ENTRY TO FACILITY

MDFC is a food processing facility that limits access to the plant and grounds by means of a security system and ID card protocol.

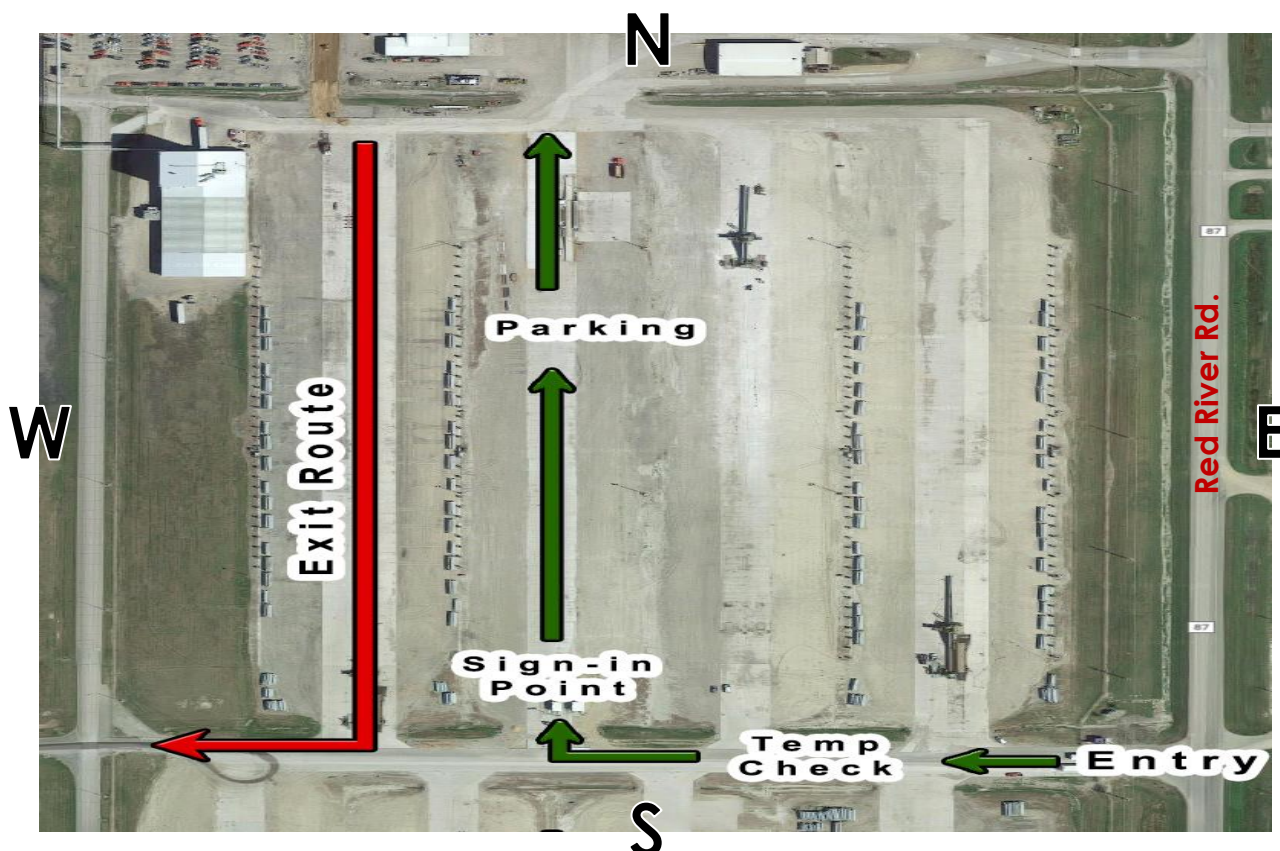
Please be aware of the additional safety precautions that will be taken as you arrive to our facility. We advise you to come early on your first visit. All contractors will enter on Red River Road, which is on the east side of our facility where you will find additional signage posted, showing entrance.

### Upon arrival the following steps will be taken:

1. Pass through the contractor entrance located east of the facility on Red River Road.
2. Temperature of all passengers will be taken along with health screening questions.
  - a. Contractors that are determined to be at risk will be directed off site.
3. Proceed to sign-in point. Use the provided QR code to make sign-in.
4. Proceed to parking area identified on the map.

Contractors will be issued identification badges with the employee's name, company and other information. The badges are made by pre-registering and can be printed prior to arrival or saved on your mobile device. The badges are valid for through the duration of your scheduled work. All contractors must enter the facility through the designated entrance and sign out when leaving. If a card is not presented, access will be denied.

The map below illustrates entrance, temperature checkpoint, sign-in building, designated parking, and exit route.





## PRECAUTIONARY RULES

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Please be advised that no individual who has traveled outside of the tri-state (ND, SD, MN) area, in the last 14 days, will be allowed access to our facility.

Contractors are required to supply their own bathroom and washroom facilities. Breaks must be taken in your own designated company area. Practice physical distancing to the best of your ability at all times, including during break periods. Contractors are not allowed to use MDFC facilities and break areas. Smoking is only allowed in your contractor's designated smoking area, as approved by MDFC.

All contractors will also need to register and complete a Medical Questionnaire prior to being allowed entrance to our facility. Registration will be completed via website, which is accessible on a PC or mobile device.

Below are the local medical care facilities, should a contractor be determined to be at risk and is directed off site:

- **Sanford Health Clinic**
  - 332 2<sup>nd</sup> Ave N., Wahpeton ND 58075
  - (701) 642-7000
- **Essentia Health Clinic**
  - 275 11<sup>th</sup> St. S., Wahpeton ND 58075
  - (701) 642-2000
- **St. Francis Hospital**
  - 2400 St. Francis Dr., Breckenridge MN 56520
  - (218) 643-3000

### Observe the following safe practices:

- Stay home if you are sick
- Reduce, as far as possible, physical contact between workers
  - Allow workers to wear masks over their nose and mouth to prevent them from spreading the virus.
  - Where work trailers are used, all workers should maintain social distancing while inside the trailers.
  - Practice physical distancing keeping 6 feet away from fellow workers.
  - Observe marked boundaries I.E. storeroom markings on the floor.
  - Make arrangements to have supplies delivered instead of going to storeroom door or have one designated parts runner.
  - Keep in-person meetings (including toolbox talks and safety meetings) as short as possible, limit the number of workers in attendance, and use social distancing practices.

- Cover coughs and sneezes
  - Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.
  - Throw used tissues in the trash.
  - Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.
- Clean AND disinfect frequently touched surfaces, daily.
- Stagger breaks to limit crowds
- Wash your hands at the start of your shift, before eating or drinking, after touching shared items, after using the washroom, and before leaving the site.
- Do not share communication devices, PPE, cigarettes.
- Do not spit on-site.
- Do not touch your face and wear gloves when needed.
- Encourage workers to report any safety and health concerns.
- Train workers on how to properly put on, use/wear, and take off protective clothing and equipment
- To the extent tools or equipment must be shared, provide and instruct workers to use alcohol-based wipes to clean tools before and after use.

## CONTRACTOR VEHICLES

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All contractor vehicles brought onto MDFC property that are used for earth moving, material handling, lifting and hauling, excavating or site clearing will be equipped with the following accessories which will be maintained in working order at all times:

- Service brakes
- Emergency brake or parking brakes
- An adequate audible alarm for backup use when the operators view is obstructed unless an observer is posted to signal the operator that it is safe to do so
- Headlights and taillights when used in low light conditions
- Roll over protection systems
- Horn



- Fire extinguisher
- Any vehicle or piece of equipment used in an area where sugar is processed or stored must be maintained in a clean condition.

Only trained personnel may operate equipment for a contractor. MDFC/MDFC may request documentation to verify OSHA recognized forklift or any other heavy equipment certification.

### **10 MPH MAXIMUM SPEED LIMIT ON MDFC PROPERTY.**

Contractor vehicles used at the job site will not be issued access cards unless prior approval has been granted through the Safety Manager. If the vehicle needs to be at the job site, all contractors must call in at the east truck entrance gate telephone, or stop at the Security Building to request access through one of the gates which will be opened by Security staff.

## **GENERAL SAFETY RULES**

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General safety rules are to be observed by ALL MDFC employees who are working, contractors providing services and individuals visiting the MDFC facility.

### **RESPONSIBILITIES:**

- Horse play is strictly prohibited.
- Be alert. Report any unsafe conditions to your supervisor immediately.
- Report all injuries or near miss accidents immediately. In the event of an injury or other emergency that requires immediate attention, call 2222 to contact MDFC Central Control room or Security Guard so assistance may be sent. Give relevant information about the emergency to the person answering the phone.
- Comply with all signs, postings and signals throughout the plant.
- Proper Personal Protective Equipment will be worn at all times. Type 1, Class E hard hat, approved steel toe safety shoes, safety glasses with side shields and hearing protection.
- All protective equipment will be worn when needed and all equipment will be in safe working condition. Safety equipment that doesn't work or does not meet the full requirements of the job is dangerous.
- Smoking is **only permitted** in your contractor designated area as approved by MDFC only and use proper containers to dispose of smoking materials.
- Cell phones are not allowed in production areas and can only be used during breaks in designated break areas. No pictures are allowed.
- Do not wear loose fitting or otherwise damaged clothing that could become entangled in machinery. Long hair that may be exposed to these hazards shall be contained by a hairnet.





- Dangerous areas must be marked with barrier tape around the perimeter. This is the responsibility of the crew supervisor. MDFC/MDFC supplies adhesive labels in RED and YELLOW that must be applied to the tape perimeter. The label will be signed and dated by the person who put the tape in place. A description of the hazard also needs to be noted on the label. Use RED barrier tape to designate "DANGER" and YELLOW barrier tape to designate "WARNING". Do not enter any area that has been roped off with barrier tape unless instructed by the supervisor.
- Do not modify or remove any safety guards, switches, or turn off any safety switch on equipment. (Unless in Lockout-Tagout mode for repair or maintenance)
- Replace all safety guards or railings following repairs or maintenance to equipment.
- When utilizing air pressure to clean anything, reduce the air pressure below 30 P.S.I. Wear proper Personal Protective Equipment.
- Keep your work area clean. Keep aisles, walkways, stairs, catwalks and floor in work areas free of tools, hoses, extension cords, cables and other objects.
- Operate motor vehicles or any motorized equipment in a safe manner to prevent injuries to self or others.
- Utilize Lockout-Tagout to isolate all energy sources before working on any equipment.
- Do not energize (plug in) any equipment unless the switch is in the "OFF" position.
- Wear safety vests or high visibility clothing when working outdoors or in poorly lit areas.
- Fire extinguishers will be appropriate for the type of fires that would usually occur in the areas where they are mounted. Do not block access to fire extinguishers or hang anything on the extinguisher itself.
- Do not block any safety showers/eyewash stations or exits with equipment or materials.
- Wear safety belt when operating any motor vehicle.
- Excavation and trenching must be conducted to OSHA standards. **Do not enter an un-shored excavation site.**
- Follow ALL instructions given to you by the supervisor.

All contract employees who perform services for MDFC are expected to abide by OSHA and FDA regulations for the Construction and Food Industries as well as the policies of MDFC as outlined in the above policy. If at any time a contractor or any of their employees are observed violating a safety or food safety rule or regulation, they may be discharged from the facility.





## HOUSEKEEPING AND GENERAL PLANT CONDITIONS

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- Keep your work areas clean. Keep aisles, walkways, stairs, catwalks and floors in all work areas free of tools, hoses, extension cords, cables and other objects. All such items must be stored or maintained in such a manner that it does not create a tripping hazard.
- Used welding rods, cutting and grinding disc will be palled, Not thrown on the floors
- Clean up chemical spills, oil spills, grease, slippery spots or water (if possible).
- Exits, fire extinguishers, electrical switch gear, fire alarm stations, safety showers and eye wash stations must be kept clear at all time.
- No materials will be stored or stacked overhead, or in such a manner that could create a falling hazard.
- All employees who are assigned to a work area or station are responsible for maintaining a clean, orderly work area.

## PERSONAL PROTECTIVE EQUIPMENT

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- Hard hats, safety glasses (with shields), steel toe boots and hearing protection will be worn during employee work shift within the plant.
- When hands are exposed to hazards such as those from skin absorption of harmful substances, severe cuts or lacerations, extreme heat, chemical burns or abrasions, appropriate hand protection will be used.
- Face, eye, hand, hearing, body and respiratory protection shall be used by all employees operating / near abrasive blast equipment. The respiratory equipment will be of the positive pressure type if blasting with silica-based products.
- Full body protection (rain suit, rubber boots, rubber gloves, chemical goggles, face shield, and proper respirator) - Acid Gas/Organic Vapor respirators shall be worn when working with acids & caustics.
- Defective or damaged Personal Protective Equipment shall not be used.
- Respirator users must be fit tested and medically evaluated. Respirators will not be provided by MDFC to any contractor employee. If you have a beard, you cannot wear a respirator or work with chemicals that require a respirator to be worn because a respirator will not seal properly to protect you.

## RESPIRATORY PROTECTION

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It is the responsibility of the Contractor to supply their own people with respiratory protection when necessary. Anyone using a respirator must be medically evaluated and fit tested for the model of respirator being used. At no time will a person be allowed to wear a respirator while wearing a beard or any facial hair that would interfere with the seal of the respirator.



## LADDER SAFETY

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- Contractors shall furnish and maintain their own ladders.
- Fiberglass ladders are used exclusively at MDFCMDFC
- Extension ladders or ladder sections must be tied off to prevent slipping, prior to use.
- Ladders used in aisles, doorways or where forklift trucks operate, must be protected by barrier tape or some means to identify the presence of a ladder.
- Step ladders shall not be used as straight ladders.
- Ladders shall not be placed on boxes, barrels or other unstable objects to obtain additional height.
- Ladders should not be used as scaffold platforms or scaffold boards.
- Extension ladders should be set up so that the distance from the vertical wall to the ladder feet is one fourth the working length.
- All ladders shall be used by only one person at a time. A second employee may secure the base of the ladder and assist in the safety of the person on the ladder.
- Do not use a ladder that is broken, damaged or without slip proof feet.
- Any ladder that is defective should be immediately tagged and taken out of service. Place name, date and reason for removal from service on tag and notify supervisor.

## FALL PROTECTION

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- All employees will wear fall protection (body harness and lanyard) when working four (4) feet or higher from the working surface. Four (4) feet is the OSHA 29 CFR 1910.28 general industry regulation standard. The employer must ensure each employee on a walking/working surface 4 feet or more above a lower level is protected from falling by personal fall protection systems, such as personal fall arrest, travel restraint, or positioning systems (safety harness and lanyard).
- Fall protection will be worn in and on all types of lifts when recommended by manufacturer. Fasten the lanyard to the designated point. On lifts with no tie off point, no fall protection is required if the trunk of your body is within the safety cage. When leaning out of the cage, tie off to an effective structure with a 5000 lb. rating.
- When utilizing extension ladder, secure ladder. If you are not able to keep the trunk of your body within the ladder rails, and maintain 3 points of contact, you must use fall protection. Choose a tie off point that will allow for adequate distance to arrest a fall safely.
- When using step ladder, you must keep the trunk of your body within the ladder rails, if unable to do so fall protection must be utilized.



- Do not use the rail of any lifts as a ladder to reach work.

## HAND AND POWER TOOL SAFETY

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- Extension cords and plugs used to power hand tools, cleaning equipment, portable equipment etc., must be used in conjunction with a ground fault circuit interrupter.
- Utilize proper Personal Protective Equipment when using impact tools, such as a hammer and chisel. Eye protection, face shield, gloves and hearing protection must be worn
- Do not extend the handles on a wrench by using a pipe. Use the proper tool for the task.
- Do not use a jack, unless rated for the capacity of that particular task. Never place any body part under the load that the jack is bearing.
- All hand and power equipment, portable or otherwise, shall be inspected before each use. **\*Damaged equipment will be taken out of service immediately and tagged**, so it cannot be used. Spring tool holders for pneumatic tools must be able to retain the tool in the holder.
- Slings and chokers, cables, chains, or anything utilized to lift a load must be inspected before each use. Damaged, cut or frayed areas of nylon chokers, chains or cables, which may affect the rated capacity shall not be used.

## MDFC HAZARD COMMUNICATION PROGRAM

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The Safety Manager has overall responsibility for the Hazard Communication Program. The program will be reviewed and updated as necessary to remain in compliance with Federal OSHA. Copies of the written program may be obtained from the Safety Manager.

This program applies to all work operations at MDFC where employees, temporary employees or contractors may be exposed to hazardous chemicals under normal working conditions or during an emergency situation.

### LIST OF HAZARDOUS CHEMICALS

A list of hazardous chemicals known to be present in the workplace is maintained by and is available through the Safety Manager.

### SAFETY DATA SHEETS (SDS)

The Safety Manager will maintain the online company site for all Safety Data Sheets. If a copy of any product SDS is needed, contact one of the MDFC supervisory personnel or contact the Office of the Safety Manager.

### LABELS AND OTHER FORMS OF WARNING

It will be the policy of the company to have all containers labeled with hazard warnings. Whenever a chemical is received in the Storeroom, a label will be attached to the container that will identify the chemical and list the appropriate hazard warnings. The system used for identification will be the GHS or NFPA labeling systems.












All barrel storage areas and bulk tanks will be marked with the GHS or NFPA label below.

All portable containers will be marked with laminated GHS or NFPA tags and will list the following information:

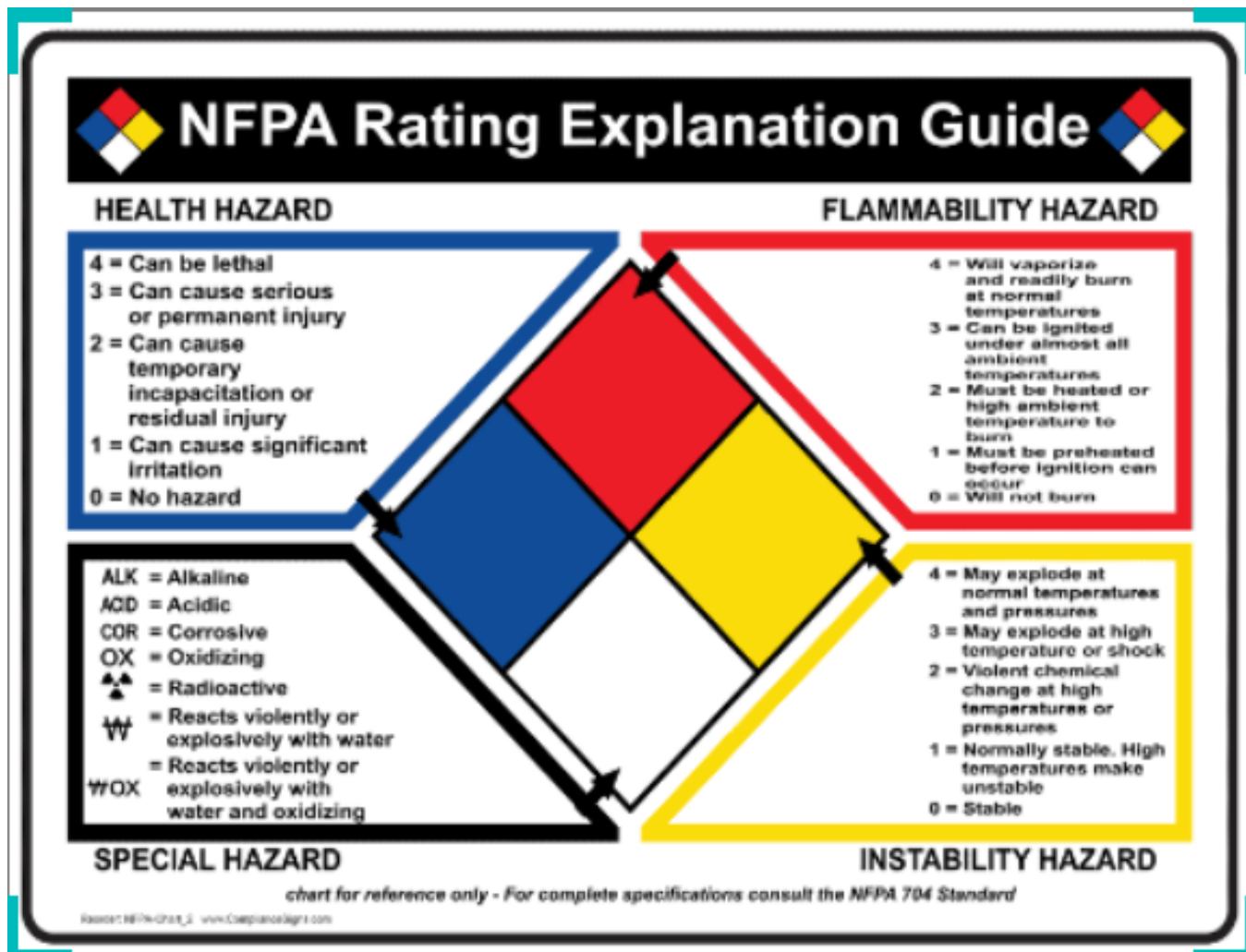
- Chemical identity
- Appropriate hazard warnings
- Required PPE needed to safely work with chemical
- First aid & emergency response information

All portable containers must be labeled stating the contents of the container. Pipes or piping systems containing hazardous chemicals should be labeled as a good safety practice but is not required by federal OSHA. Laminated labels will be kept in the Storeroom and issued whenever a portable container is checked out for use. This will ensure that all containers are labeled when in use.

The GHS rating system is 1-4 (with 1 being the most hazardous)

<p><b>Health Hazard</b></p>  <ul style="list-style-type: none"> <li>• Carcinogen</li> <li>• Mutagenicity</li> <li>• Reproductive Toxicity</li> <li>• Respiratory Sensitizer</li> <li>• Target Organ Toxicity</li> <li>• Aspiration Toxicity</li> </ul>	<p><b>Flame</b></p>  <ul style="list-style-type: none"> <li>• Flammables</li> <li>• Pyrophorics</li> <li>• Self-Heating</li> <li>• Emits Flammable Gas</li> <li>• Self-Reactives</li> <li>• Organic Peroxides</li> </ul>	<p><b>Exclamation Mark</b></p>  <ul style="list-style-type: none"> <li>• Irritant (skin and eye)</li> <li>• Skin Sensitizer</li> <li>• Acute Toxicity (harmful)</li> <li>• Narcotic Effects</li> <li>• Respiratory Tract Irritant</li> <li>• Hazardous to Ozone Layer (Non-Mandatory)</li> </ul>
<p><b>Gas Cylinder</b></p>  <ul style="list-style-type: none"> <li>• Gases Under Pressure</li> </ul>	<p><b>Corrosion</b></p>  <ul style="list-style-type: none"> <li>• Skin Corrosion/ Burns</li> <li>• Eye Damage</li> <li>• Corrosive to Metals</li> </ul>	<p><b>Exploding Bomb</b></p>  <ul style="list-style-type: none"> <li>• Explosives</li> <li>• Self-Reactives</li> <li>• Organic Peroxides</li> </ul>
<p><b>Flame Over Circle</b></p>  <ul style="list-style-type: none"> <li>• Oxidizers</li> </ul>	<p><b>Environment (Non-Mandatory)</b></p>  <ul style="list-style-type: none"> <li>• Aquatic Toxicity</li> </ul>	<p><b>Skull and Crossbones</b></p>  <ul style="list-style-type: none"> <li>• Acute Toxicity (fatal or toxic)</li> </ul>

The NFPA rating system is 0-4 (with 4 being the most hazardous) in each of the colored categories as explained below.





## CHEMICAL INVENTORY

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The Storeroom Supervisor will be responsible for insuring that all containers on the plant site are properly labeled and stored in accordance with the Safety Data Sheets. The Safety Manager will check all chemical storage areas on a routine basis to be sure all phases of the system are functional.

## OUTSIDE CONTRACTOR CHEMICALS

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If your company brings any hazardous substances on site, you must advise the Safety Manager of such and have SDS's immediately available to MDFC personnel. Consult the Safety Manager for proper storage locations for any hazardous substances. In the event of a leak or spill of any of your hazardous substances while on the MDFC site, you are required to immediately contact a MDFC management employee for further instructions.

## CHEMICAL EMERGENCY/SPILLS

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The primary goal in any chemical emergency is to secure the area by any safe means, contain the release if possible, minimize the damage being done, and remove any employees that may be endangered and properly clean chemicals up.

In the event of a release or chemical emergency, the following steps should be taken:

- Notify Safety Manager at Extension 7785 or the Safety Assistant or Shift Supervisor on duty.
- Follow the instructions of the Safety Manager for spill containment or cleanup.
- If the identity of the chemical is unknown, secure the area, notify Department Supervisor, notify Safety Manager and follow instructions.
- Use Emergency Shower-Eye Washes if necessary.

## PERMIT REQUIRED CONFINED SPACE PROGRAM

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This program has been developed to ensure that the proper procedures are followed before and during entry into the confined spaces within the MDFC facility. It is the intent of the program to protect employees from the recognized hazards such as oxygen deficient atmospheres, exposure to flammable gases, exposure to toxic gases and or threat of injury from any other hazard.

Authorized employees involved in permit required confined space entries will be fully informed of their responsibilities and requirements. All contract employees who will be working in any confined space on the property must be trained in confined entry procedures and documentation of such must be provided to the Safety Manager if requested prior to any entry being made. All confined entries involving contractors must be initiated and supervised by a MDFC supervisor. No entry will be made into any Confined Space without the authorization of the Engineering Department or Operations Department.





## CONFINED SPACE IDENTIFICATION

All confined spaces within the MDFC facility have been identified in this program and with a sign located at or near the entrance of the confined space. The hazard associated with the confined space is posted with a sign indicating it is a confined space. A sign or placard indicating “Confined Space-Permit Required for Entry” or “Confined Space-Do Not Enter” is used to warn and inform employees that hazards are present. These warning signs also indicate that entrance into these confined spaces will not be allowed. MDFC maintains a list of all confined spaces that is available to review if any questions arise.

## ATMOSPHERIC MONITORING

Atmospheric monitoring will be required prior to entry in confined spaces designated as permit-required for entry. The atmospheric monitoring will be done to determine the following hazards: breathable oxygen content (acceptable levels 19.5% to 23.5%), flammable gases (acceptable levels - lower than 10% of lower explosion limit), and toxic gases (acceptable levels are lower than the permissible exposure limits). The monitoring must be done in this order as specified by the Confined Space Entry Standard.

Monitoring will be done prior to entry and prior to the installation of ventilation equipment. The monitoring results taken at this time will indicate the worst-case scenario, thereby providing more useful information regarding the acceptable entry conditions.

All monitoring results will be documented on the entry permit which will be posted outside the entrance of the space being entered. This permit will be available for all entrants to view prior to their entry into a space. This posting will remain in place as long as the permit is in effect.

## PERMITS

Permits will be filled out prior to entry into the confined space to ensure that all necessary precautions will be taken to make safe entry into the confined space. All necessary precautions will be identified on the permit form. The permit form will be used for the duration of the job and must be posted at the job site while work is in progress.

## USE OF OUTSIDE CONTRACTORS FOR CONFINED ENTRY

When MDFC arranges to use the services of an outside contractor for the purposes of performing work within a permit-required confined space, MDFC shall:

- Inform the contractor that the workplace contains permit spaces and that entry is allowed only by utilizing the permit space program.
- Notify the contractor of the program elements and the hazards associated with the confined space.
- Notify the contractor of any precautions or procedures that the host employer has implemented for the protection of employees in or near permit spaces where contract personnel will be working.
- Coordinate entry operations with the contractor when both host employer personnel and contractor personnel will be working in or near permit spaces.
- Discuss with the contractor any hazards encountered or created during work within the confined space.



Before beginning work in any confined space, you will need to have the atmosphere inside of any tank or vessel checked by a MDFC certified atmospheric tester to ensure that the atmosphere is within the limits specified in the program. Do not enter any tank or vessel on MDFC property without the permission of one of the Management employees at MDFC.

## LOCKOUT/TAGOUT POLICY

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This procedure establishes the requirements for lock out or tag out of energy isolating devices. It shall be used to ensure that the machine or equipment is isolated from all potentially hazardous energy and locked or tagged out before Contractors employees perform any servicing or maintenance activities where the unexpected energization, startup or release of stored energy could cause injury. Specific procedures have been developed for the control of hazardous energy for machinery and equipment in this facility and are located in the Safety Managers office.

All equipment capable of being locked out will be locked out or tagged out to protect against accidental or inadvertent operation when such operation could cause injury to personnel. Employees or contractors will not attempt to operate any switch, valve or other energy isolating device when it is locked out or tagged out. This would include equipment that Contractor's may be in the vicinity of or working around during the process of completing a project. There are absolutely no exceptions to this rule. If assistance is needed to determine the correct energy sources to lockout, the MDFC Supervisor in charge of the area where the work is being completed must be notified. **CONTRACTORS MUST SUPPLY THEIR OWN PERSONAL LOCKS AND TAGS.**

Contractors should work closely with MDFC management to ensure all employees are aware of hazards related to the area where they are working, and all energy sources have been isolated.

If outside contractors perform servicing or maintenance that requires lockout, the Safety Manager shall take the following steps:

1. Inform the outside Contractor of our Company's lockout procedures and supply them with a copy;
2. Obtain and review a copy of the outside contractor's lockout procedures

### Shutdown Sequence – Lock/Tag, Try, Test

When it becomes necessary to lock out equipment, all parties involved (each person working on the equipment) must have a lock and tag on the energy isolation device, lockout device or group lockbox. And a lockout / Tagout checklist must be used.

If electrical equipment needs to be locked out, any MCC that can be locked will be, and only MDFC employees that have been trained in MCC access will have keys to enter the MCC. Contact an authorized employee with MCC access to enter any MCC.

Step	Description
1.	Notify - Notify all affected employees that servicing, or maintenance is required on a machine or equipment, and that the machine or equipment must be shut down and locked out to perform the servicing or maintenance.
2.	Review Lockout Procedure - The authorized employee shall refer to the company procedure to identify the type and magnitude of the energy that the machine or equipment utilizes, shall understand the hazards of the energy, and shall know the methods to control the energy.



3. Perform Machine Stop - If the machine or equipment is operating, shut it down by the normal stopping procedure (depress the stop button, open switch, close valve, etc.). Reference operating procedure for normal shutdown.
4. Isolate Energy - Follow graphical lockout-tagout procedure (when available) from top to bottom to deactivate the energy isolating device so that the machine or equipment is isolated from the energy source(s). Note: it may be necessary to dissipate the non-lockable energy sources before isolating the lockable energy sources (i.e. lower machine to lowest position before locking out).
5. Lockout Energy - Perform all lockout-tagout procedure steps from top to bottom starting with page 1. Lockout & tag out the energy isolating device(s) with assigned individual lock(s) and tag(s).
6. Dissipate Energy - Stored or residual energy (such as that in capacitors, springs, elevated machine members, rotating flywheels, hydraulic systems, and air, gas, steam, or water pressure, etc.) must be dissipated or restrained by methods such as grounding, repositioning, blocking, bleeding down, etc.
7. Attempt Restart - TRY STEP - Ensure that the equipment is disconnected from the energy source(s) by first checking that no personnel are exposed, then verify the isolation of the equipment by operating the push button or other normal operating control(s) or by testing to make certain the equipment will not operate. Note: Verify all interlocks, on/off buttons, etc. are in proper position for startup to ensure that the lockout is the only means of de-energization when attempting restart.



## RESTORE TO SERVICE SEQUENCE

When the servicing and maintenance is completed and the machine or equipment is ready to return to normal operating condition, the following steps should be taken:

Step	Description
1.	Check Machine - Check the machine or equipment and the immediate area around the machine to ensure that nonessential items such as parts and tools have been removed and that the machine or equipment components are operationally intact including replacement of guards, interlocks, etc.
2.	Check Area - Check the work area to ensure that all employees have been safely positioned or removed from the area.
3.	Verify Machine - Verify that the controls are in neutral.
4.	Remove Lockout - Remove the locks, tags and lockout devices and reenergize the machine or equipment. Reverse the order of all lockout-tagout procedure steps from bottom to top starting from the last page. Note: The removal of some forms of blocking may require reenergization of the machine before safe removal.
5.	Notify - Notify affected employees that the servicing or maintenance is completed, and the machine or equipment is ready for use.

## PERSONNEL CHANGES

When the contractor personnel working on the equipment is leaving the site, the supervisor on shift will apply a red lock before the individuals remove their locks and tags as they are leaving the work area. (These locks are red and will only be used by the supervisors.) A Lockout Tag is required by the Supervisor who put their red lock on, so it is immediately known who applied the lock. When carryover work resumes on the following shift, each individual working on the equipment will again apply a lock and tag to the power source and follow the above procedures to be sure. Contractors should work closely with MDFC management to ensure all employees are aware of hazards related to the area where they are working, and all energy sources have been isolated.

## GROUP LOCKOUT

In order to avoid issuing multiple locks to employees in situations where multiple energy sources need to be locked out, we will utilize lock boxes to accomplish the same thing. An authorized employee (Supervisor) will check a lockbox out of the lock storage cabinet. The authorized employee will place all the required black locks and tags on the equipment being repaired or serviced.

The key will be placed into the lockbox by the authorized employee, who will then apply a red Supervisor lock and a tag identifying that authorized employee. The tag will have the location of all of the previously applied locks. During shift change a new group lockout tagout checklist must be initiated by the oncoming crew.

Each employee who will be working on the equipment will then apply their issued padlock and tag on the lockbox. Once an individual has completed their work on the locked-out piece of equipment, they will remove their lock and tag from the group lockout box. At the end of every shift, Personal locks must be removed.

Once the job is done and all personnel have removed their locks and tags from the group lockbox, the authorized employee who placed the red lock on the box and locks on the piece of equipment will be able to access the key and proceed to unlock the equipment and put it back into service.



## REMOVAL OF LOCKOUT/TAGOUT DEVICES BY OTHER THAN THE AUTHORIZED EMPLOYEE

Lockout devices shall only be removed by the person who applied them but may be removed by a management employee if the authorized employee who applied it is not available and:

1. It is verified that the employee who applied the lockout is not at the plant.
2. All reasonable efforts were made to contact the individual to inform them that their lockout device is being removed.
3. The person who originally applied the lockout is notified prior to their resuming work that the device has been removed.

Any contract employee working on a piece of equipment that is connected to an energy source will lock out the energy source by contacting the appropriate supervisory personnel at MDFC who will ensure that the correct control is locked out. **CONTRACTORS MUST SUPPLY THEIR OWN PERSONAL LOCKS AND TAGS.** When the work is completed and lockout is no longer necessary, the appropriate MDFC personnel should again be notified so that they can determine if all conditions in the policy have been met before restoring power to the piece of equipment. There are no exceptions to this policy.

## ELECTRICAL SAFETY

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MDFC motor control centers (MCC) are locked and entry can only occur by contacting a Supervisor to be let into the MCC for lockout purposes. There should always be contact with the host employer when there is a need to lockout a piece of equipment to be worked on. This assures that the correct procedures are followed.

- Follow NFPA 70E & 1910.331-335 standards for safe electrical practices.
- Use proper class and division rated equipment.
- All electrical tools must have GFCI protection.

## FIRE SAFETY

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- If a fire should start in your area, or you should observe one at another location, immediately proceed to the nearest Fire Alarm Station (**sound alarm**) or call **2222** and inform them of the exact location, possible cause, or injuries. \* If the fire is in the beginning stages and can be controlled by use of a fire extinguisher, discharge fire extinguisher at the base of fire.
- Use flammable safety cans with spring closing lids to store flammable liquids. These cans must be labeled with a GHS or NFPA label unless they are immediately used. Store these containers in designated area. If the spring-loaded top does not snap shut when released, tag it and return it to the Storeroom
- Smoking materials must be extinguished in designated containers in all smoking areas. Smoking is not allowed in any building or within 20ft of and door or window. Smoking is not allowed on any roof. Smoke only in designated areas.



- Do not store combustible material in large amounts (paper, cardboard, pallets, and paper bags).
- Do not store any combustibles or flammables under stairways or stairwells.
- Keep all emergency exits, pull boxes and fire extinguishers uncovered, debris free and unblocked.

## HOT WORK POLICY

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### GENERAL

This permit system must be used if any cutting, grinding, heating or welding is to be done in any area where there is a potential for fire or explosion. The permit is used to:

- Prevent fires and damage
- Allow for good follow-up procedures (when work carryover involves more than one shift)

### GUIDELINES

1. The guidelines in this program are designed to help reduce the potential loss of Company property from fire or explosion.
2. The primary objective is to create a safe environment for our employees whenever cutting or welding is being done in areas where combustible materials are present.
3. All MDFC employees or Contractors who perform welding or cutting operations in combustible areas will follow these procedures and understand that the recommendations in this policy are minimum standards and additional safety measures should be employed when necessary.

### CONTRACTORS

Any outside contractors working on the MDFC site will be informed of the program and will be required to follow the guidelines established.

### PROCEDURES

Hot Work Permits must always be used when cutting, welding or other hot work is being performed in any area where combustible materials are located. The following procedures will be used any time there is a need for hot work in these areas. Alternatives to Hotwork should always be considered prior to issuing a permit.

1. Flame or spark producing equipment to be used will be inspected prior to use to be sure it is in good repair.
2. Sprinklers, where provided, must be in working condition and must remain in that condition while work is being done.
3. There should be no combustible fibers, dusts, vapors, gases or liquids in the area. Tanks and equipment previously containing such materials will be cleaned and purged. The atmosphere inside the tank must be checked for combustibles by a certified atmospheric tester and verification made to its' safety prior to beginning work. The area shall be continuously monitored while work is in progress.
4. The work will be confined to the area listed on the permit.
5. The surrounding floors have been swept clean and if combustible, wet down. In addition, be aware of flammable materials around you such as belts, wires, hoses, etc.



6. Portable extinguishers or hand hoses, if available, should be in the area and ready for use while hot work is ongoing.
7. All combustible materials within a 35-foot radius of the work area have been removed or covered with a flameproof curtain or cover.
8. All floor or wall openings within a 35-foot radius have been covered.
9. Responsible personnel have been assigned to watch for dangerous sparks in the work area as well as the floors above and below.
10. Arrangements must be made for a patrol of the area, including floors above and below, during any lunch or rest period and for at least 4 hours after the work is completed.

This information must be conveyed to the oncoming Supervisor so he can effectively monitor the area after hours. \*There must be a fire watch sign-off 3 hours after hot work is complete.

### RESTRICTED AREAS

A Hot Work Permit will be required in the following areas:

1. Sugar Drying Rooms
2. Remelt Room
3. Sugar Bins
4. Sugar Loading
5. Pulp Dryer
6. Anamet and IDI Buildings
7. Coal Unloading Building
8. Coal Tramways
9. Top 2 Floors of the Boiler House
10. Pulp Pellet Storage Area (includes areas outside the silos where dry pulp is present).
11. Sugar Packaging Building and Warehouse
12. Oil Storage Room
13. Sulfur System from Unloading to the Furnaces

### AUTHORIZED PERSONNEL

The following MDFC personnel will be authorized to sign the permit:

1. VP of Operations
2. Director of Operations
3. Production Manager
4. Maintenance Manager
5. Mechanical Engineers
6. Production/Maintenance Supervisors

The name of the contractor employee who is supervising the job must be on the permit. That individual will be responsible for ensuring that all of the restrictions specified on the permit are completed and work can progress in the area specified on the permit.

**The permits are available through your MDFC factory management contact.**





## WELDING SAFETY

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- Welding, cutting or brazing may only be performed by qualified employees.
- Any welding, cutting or brazing within the plant, requires a PRE-HOT WORK CHECKLIST & HOT WORK PERMIT the area to be surveyed by a designated management employee. A Hot Work Permit must be issued before work begins in certain areas. **SEE HOT WORK PERMIT POLICY**
- Flash and spark barrier screens must be positioned around the welder to prevent flashes or sparks from injuring/damaging the vision of fellow employees.
- Welders will wear proper Personal Protective Equipment and ensure it is in safe condition. (Shield, safety glasses, gloves, respiratory protection, and any other protective equipment).
- A fire extinguisher must be on site, charged, and readily available prior to any welding or cutting tasks being performed.
- All cylinders will be stored so that they may not fall over (secure to structure that will support bottles completely with no chance of falling over if struck)
- All cylinders will be stored at least 20 feet from any combustible materials, such as petroleum products, and away from any sources of heat or ignition.
- All pressurized cylinders shall not be stored near oil or grease. All regulators, hoses, valves and couplings shall remain free from any grease or oil.
- Cylinder valves must be closed before moving and after work is completed.
- Electrode welders must not be stored with an electrode rod in the positive holder. Terminals of the electrical welding leads must be protected by rubber insulating boots.

## SEVERE WEATHER OR NATURAL DISASTER EMERGENCY

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Under certain circumstances, alteration or cancellation of operations at MDFC may be necessary.

The following procedure will be in effect during Campaign or Inter-Campaign Period.

- The company maintains emergency weather radios at various locations to alert personnel to approaching emergency weather conditions. If severe weather is in the immediate area, steps will be taken to notify employees of the approaching weather by sounding the siren.
- VP of Operations, Director of Operations or Shift Supervisors are authorized to sound the siren.
- When you hear the wailing sound of the siren, (will sound for approximately two minutes) take cover in the areas designated as storm shelters. (See below). Emergency shelters are marked with red signs with white lettering to identify the "EMERGENCY SHELTER". If unclear of shelter locations, follow a company employee to safety.



- Remain in the storm shelters until the ALL CLEAR signal is given.
- The ALL CLEAR signal will be 2 short blasts on the siren separated by a distinct pause.
- The Contractor Supervisor will designate an area that all employees will report after an ALL CLEAR signal is given.
- SUPERVISORS - Account for all employees from their department. Contact Safety Manager immediately if employees are unaccounted for!
- If employees must leave the plant site prior to the regular scheduled shift, employees must check out with their supervisor so an active employee roster can be maintained.
- STAY CALM - Listen to instructions.
- DO NOT LEAVE YOUR SHELTER.
- DO NOT TAKE A POSITION NEAR WINDOWS OR UNSECURED EQUIPMENT.
- YOU WILL BE NOTIFIED IF THERE IS TO BE AN EVACUATION OR PLANT SHUTDOWN.
- **DO NOT RELEASE ANY INFORMATION** - To Include: Family Members, Newspapers, Radio, or TV. MDFC's Communications Director will perform this.

## **SUGGESTED EMERGENCY SHELTER AREAS**

### **MAIN BUILDING**

- First Floor Mechanics Lunchroom
- First Floor under New Diffusion Tower
- West end of Machine shop

### **SUGAR LOADING**

- Tunnel to Sugar Silo #3

### **DRYER AND PELLET LOADING**

- Lime Kiln Control Room
- Tunnel to Railcar Rock Unloading

### **LIME KILN**

- Lime Kiln Control Room
- Tunnel to Railcar Rock Unloading

### **NEW BOILER HOUSE**

- Anamet Equipment Room (West Room) or Main Building locations

### **WASH HOUSE**

- Wash House bathroom or Factory Main Building locations



#### **AG GARAGE & FACTORY GARAGE**

- Grease Pit in Factory Garage
- Plenum Culverts Beet Storage Bldg. #7

#### **LOADER GARAGE**

- Plenum Culverts Beet Storage Bldg. #7
- Wash House Area or Main Factory Areas

#### **MAIN OFFICE**

- Vault or Bottom Floor Storage Room (no outside walls)

#### **SUGAR PACKAGING BUILDING**

- First Floor Grinding Room

#### **TARE LAB**

- Brei Saw Pit

#### **BEET STORAGE BUILDINGS**

- Plenum Culverts Bldg. #7

#### **WASTE WATER SYSTEMS**

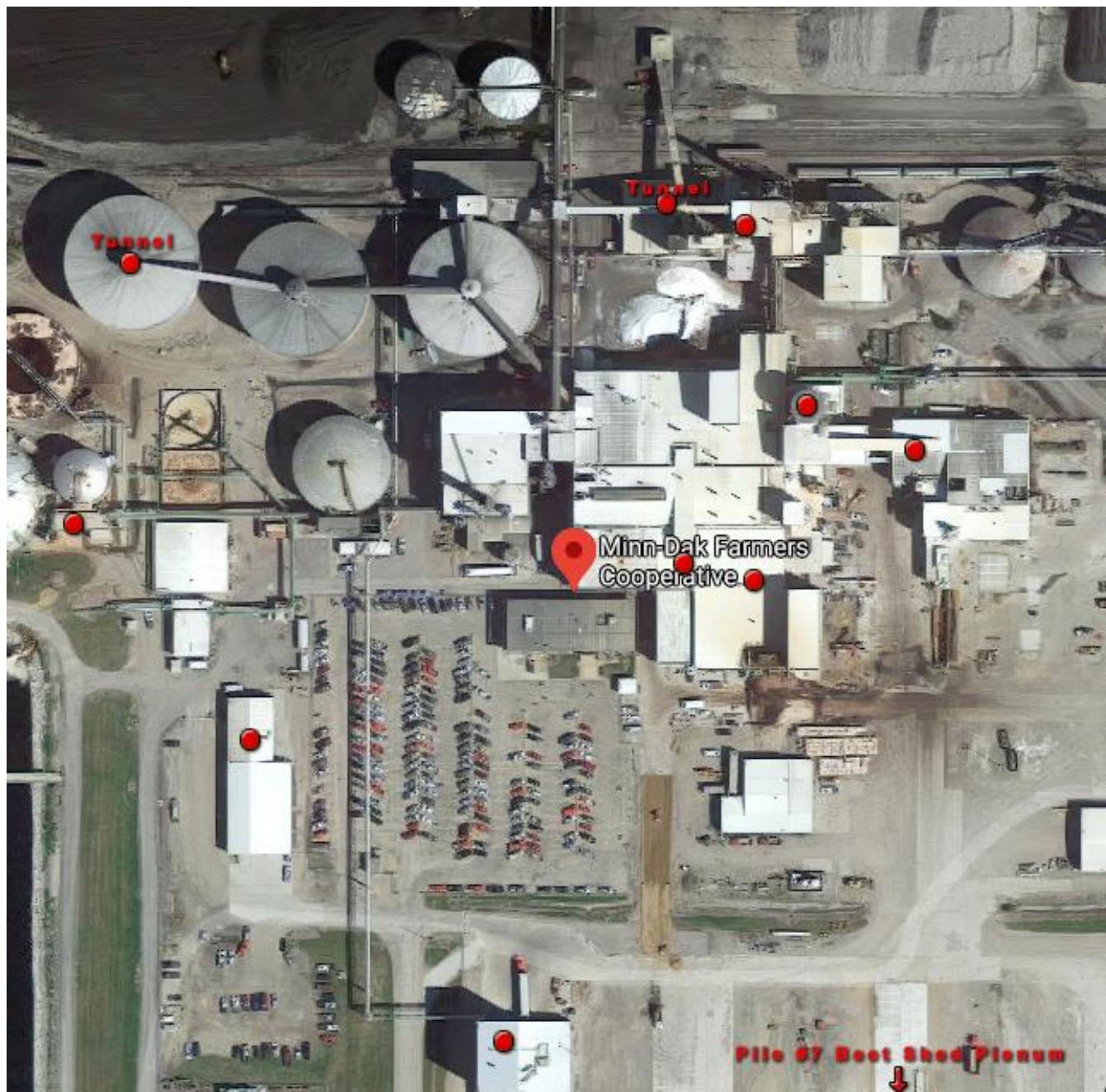
- Anamet Equipment Room (West Room)

#### **TRUCK GARAGE**

- Truck Maintenance Pit

#### **PROCESS LAB**

- Any Main Factory Location





### Contractor Safety and Housekeeping Inspection

Contractor \_\_\_\_\_

Supervisor \_\_\_\_\_

Date \_\_\_\_\_

Weekly Inspection

Inspection at completion of contracted job

Contractors hired to perform services at MDFC will maintain their work areas in an orderly, safe, and food safe manner. Inspection forms are to be completed and turned in to engineering or maintenance on a weekly basis or when jobs are completed. Check each item listed when supervisor has verified ongoing compliance by employees or that issues have been corrected. GMP policies are listed on the back of this sheet. Review them with your employees on a regular basis.

Compliance Item	Specific Project				
All employees have reviewed Contractor Safety and Food Safety Policy	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
All employees wearing and using required personal protective equipment	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
All employees following all policies and requirements to prevent product contamination	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
Company policies listed on reverse of this sheet should be used as guidelines.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
Lockout devices have been removed and equipment ready for service (if job is completed)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
All barricades or barrier tapes have been completely removed from area (if job is completed)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
All safety guards and railings have been replaced to correct locations	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
Any required burn permits completed and returned to MDFC management	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
Fire extinguishers returned to designated locations	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA



Pest control devices returned to designated positions and doors closed	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
Access is clear to all exits, eye wash stations, fire extinguishers, and fire alarm stations	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
Work area is clear of all tools, hoses, extension cords, cutting and welding equipment, pallets, packing materials, and any other job related waste or materials	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
All tools, new parts, used parts, and packaging materials have been reconciled	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
Work area is thoroughly organized, cleaned, and swept. All materials stored away from walls and elevated off floor to allow for proper sanitation and pest control.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA





## GOOD MANUFACTURING PRACTICES AND FOOD SAFETY FOR CONTRACT SERVICE PROVIDERS

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All contractors hired to perform services on MDFC property will at all times abide by the standards defined in the Code of Regulations by Part 110-Current Good Manufacturing Practices in Manufacturing, Packaging or Holding Human Food.

### **When entering or working in any area where sugar is handled or stored:**

1. Individuals entering must not be sick, have open lesions, or any other source of microbial contamination. Only blue metal detectable bandages are allowed to be worn in restricted GMP areas.
2. Only metal detectable ear plugs are allowed to be worn in restricted GMP areas.
3. Clothing and gloves must be clean in good condition.
4. Shoes must be clean. Shoe cleaning stations are positioned at entrances.
5. Hairnets and beard nets are required in restricted GMP areas. All exposed head and facial hair must be effectively covered.
6. All personnel working in direct contact with final product, sugar contract surfaces and sugar packaging shall wash hands with soap and water. Wash hands after using the restroom, breaks, smoking, eating, drinking, using a handkerchief and handling wash down hoses or contaminated material.
7. No false fingernails or fingernail polish is allowed.
8. MDFC management must approve all chemicals and cleaning supplies prior to use.
9. All containers and supplies must be properly labeled.
10. No loose items are allowed in shirt pockets.
11. No wood or wooden handled tools are allowed in sugar handling areas.
12. Items containing allergens are not allowed in restricted GMP areas. This includes eggs, dairy, tree nuts, peanuts, soy products, shellfish, fish and wheat.
13. Eating, drinking and chewing gum are not allowed in restricted GMP areas. Eating is allowed only in designated eating areas. Sunflower seeds are not allowed on the premises.
14. All personal items including cell phones, medications and tobacco products are not allowed in restricted GMP areas.
15. Keep doors closed when not in use.
16. The use of tobacco products (including chew) is not allowed inside any MDFC building. You must be in designated smoking area only and all butts disposed in butt receptacles only.
17. Jewelry is not allowed in GMP restricted areas. This includes piercings, watches, rings with settings and studs on clothing. A plain wedding band without settings is allowed.
18. Glass items are not allowed in the factory or processing and final product areas.
19. All tools coming in contact with sugar or sugar handling equipment must be clean and sanitized before use.
20. Maintenance equipment and vehicles must be clean if brought into buildings.
21. All tools and parts must be reconciled when a job is completed. MDFC management must be contacted upon completion of a job to inspect the project before contract employees leave the site.
22. Contractors are responsible for cleaning up the area after projects are complete. The project lead must inspect the area after projects are complete to ensure there is no risk to final products.
23. To ensure necessary precautions are taken and documentation is completed when working in final product areas, contractors must work with and be supervised by an assigned MDFC employee.





## GMP Areas

- White Centrifuge Machines
- Sugar Granulator Room
- Sugar Loading
- Sugar Packaging
- Pellet Silos or areas where pellets are exposed
- Pellet Loading
- Molasses Loading
- Betaine Loading
- CSB Loading