



Blarney Castle Oil Co - General Safety Policies and Procedures

This General Safety Policies and Procedures Plan summarizes information regarding safety policies and procedures at Blarney Castle Oil Co. Risk Management, is responsible for implementing and updating this plan. The plan is kept by Risk Management and housed in Shared Folders under Safety and should be kept in all Safety Captain Handbooks.

Company Philosophy Statement

Principles to Guide Us, These key principles define the character of our Company, and guide our thoughts, actions, policies and decisions:

- Quality: Doing the job right the first time.
- Customer: Our focus will be on customer service and quality.
- Ownership: We will work with an attitude of ownership in the Company.
- **Safety: We never compromise on safety, and are committed to keeping Blarney Castle Oil Co a safe and healthy place to work.**
- Leadership: We should make continual investments in the quality of our leadership.
- Sense of Urgency: We should approach our tasks and areas of responsibility with a sense of urgency that results in timely decision making and performance.
- Code of Conduct: We adhere to the highest standards of integrity, fairness, ethics and legal conduct.
- Commitment to Employees: Our work environment should foster self-esteem, generate a winning attitude and develop highly motivated employees.
- Diversity: We believe individual differences provide strength.
- Trust and Mutual Respect: We must actively listen to each other and be open to new ideas and changes.
- Participation: We believe decision-making should occur at the appropriate level within the organization.
- Teamwork and Individuality: We value both team and individual contributions.
- Mutual Learning: We are committed to continuous learning in which all of us are both student and teacher.
- Socially and Environmentally Conscious: We are committed to being socially and environmentally responsible and involved.
- Personal Life: We value the balance between work and personal lives.

Our growth is, and will continue to be, the result of a constant commitment to: high-quality products, customer satisfaction, innovation, safety and employee involvement and empowerment.

Our organization has embraced a safety culture which includes monthly employee safety training, monitored adherence to DOT regulations for our transport fleet, and a management lead Safety Team. The Safety Team meets quarterly to review recent incidents, re-evaluate current procedures, assess safety equipment, make recommendations, and implement enhancements to our commitment to safety. We have Safety Captains assigned to each of our locations. The Safety Captains are responsible to communicate monthly safety topics, conduct safety audits and train new and existing employees on our procedures.



The Company complies with appropriate safety and security laws and regulations such as those established by:

- The Occupational Safety and Health Act (OSHA),
- The Michigan Occupational Safety and Health Act (MIOSHA),
- The EPA (Environmental Protection Agency),
- The DOT (Department of Transportation), and
- All other applicable federal, state, and local safety and health regulations.

Written Safety Plans In Place

Blarney Castle Oil Co constantly strives to provide a safe environment for our employees. We have put into place a number of safety procedures that provide guidance and direction to our employees. The topics covered in our procedures include but are not limited to the following:

- Robbery and Theft Protection
- Hazard Communication
- Store, Cooler and Backroom Safety
- Spill Response
- Fire Protection
- Emergency, Accident and Injury Reporting
- Housekeeping
- Safe Lifting
- Electrical Tools and Equipment
- Cuts and Lacerations
- Preparation for Winter and Snow Removal
- Blood Borne Pathogens
- Safety Hazards, Preventing Slips, Trips and Falls
- Accident Trends and Corrective Action
- Hazmat
- Propane Transport and Delivery
- Petroleum Transport and Delivery
- First Aid
- Company Vehicle Use
- Personal Vehicle Use for Work
- Dress Code
- Drug Free Workplace
- Safe Return to Work from Leaves/Restrictions
- Tanker Driver Techniques
- Extreme Weather Driving
- Speed and Space Management
- Distracted Driving
- Defensive Driving
- Roadside Inspections
- Maintaining a Positive Workplace
- Underground Storage Tank, Class C

**Employee Responsibilities**

An orderly and efficient operation requires that we all maintain discipline and a proper personal standard of conduct at all times. This is necessary to protect jobs, to promote health and safety for all of us, to maintain uninterrupted operations, and to protect the goodwill and property of Blarney Castle Oil Co. The policies and procedures provided are intended to be basic guides in governing safe work habits. You are to study these procedures carefully.

A safe work environment is the responsibility of the employer and the employee together. Employees should:

- Report unsafe conditions or acts.
- All safety signs and warning are to be followed.
- Horseplay will not be tolerated.
- Smoking, eating and drinking are restricted to designated areas.
- Visitors and contractors are to be escorted when in restricted areas and abide by all safety procedures.
- All weapons and firearms are not permitted on Company property.

Disciplinary Process

It is your responsibility to conduct yourself in an efficient, orderly, safe and healthy manner, and this expectation exists as a condition of employment. It is understood that most employees are cooperative when it comes to following necessary rules, and will make every effort to correct behavior which is not in the best interest of all concerned. Except for the most severe infractions, employees who violate the rules generally are allowed the opportunity to correct their conduct. Other activities that may not specifically be mentioned in the rules, which may interfere with maintaining a safe, efficient, orderly, and healthy work environment, will also be subject to disciplinary actions.

Range of Possible Discipline Steps:

- Step 1 - 1st Level Documented Verbal Warning.
- Step 2 - 2nd Level Written Warning.
- Step 3 - 3rd Level (Final) Written Warning and/or Suspension.
- Step 4 –Termination.