



**Plant Rules and Information
for
Guests, Producers and Contractors**

LifeLine Foods, LLC
2811 South 11th Street
St. Joseph, Missouri 64503
816.279.1651
www.LifeLine-Foods.com

The safety and security of each employee, guest, producer and contractor is an organizational value of LifeLine Foods. We are committed to making our workplace as safe as our product is wholesome. To that end, LifeLine Foods has taken the following steps to protect your safety while you are visiting or working in our facility. Your strict adherence to these guidelines is for everyone's safety and well-being.

All guests, producers and contractors are required to sign in and out with the receptionist or at any guard's station. Individuals arriving before 8:00 am may sign-in at the South Employee Entrance (door #19) or East Guardshack. Guests are required to have a company escort while at LifeLine Foods.

It is LifeLine's policy to require our guests, producers and contractors to wear the same levels of personal protective equipment that our employees wear for the areas that you will be visiting or working in.

Hair nets, beard nets, safety glasses and ear plugs are available at the receptionist's desk, the guard station, South (Employee Entrance) and at the East entrance to the Shipping Department. For all others, your company contact will provide the necessary personal protective equipment for your visit.

Emergency Procedures: Report all emergencies (fires, spills, leaks, injuries) to the guard station by dialing "3199" on a company phone, calling site security 816-261-7511, or contact a LifeLine Employee. In case of an Emergency (such as threatening weather or plant emergency), truck drivers should tune their CB Radio to Channel 5 and await further directions.

In the event that a partial or complete evacuation is necessary, please follow your company escort to the nearest exit and proceed to nearest evacuation zone:

Zone A: Main Office/Circle drive

Zone B: West of Scale house

Zone C: Southwest corner near
By-product

Zone D: West side of parking lot across
the street from the main office

In the event of a shelter-in-place activity, proceed to the center of the floor that you are on. Any personnel on the 9th or 10th floor of building 15 or 16 should proceed to the 8th floor via the center stairs and remain clear of any windows.

Your tour or working area may involve areas of our facility that contain physical and chemical hazards. The following is a partial list of LifeLine's emergency procedures and site specific hazards:

- **Hazardous Materials:** ethanol, asbestos, lead-acid batteries, nitrogen, halons, pesticides and pesticide residues. For others please refer to SDS information that your company escort can provide you, if requested.
- **Vehicular Hazards:** stay clear of forklifts, aerial work platforms, material lifts, by-product loaders, over-the-road trucks, railroad cars and locomotives.
- **Walking and Working Surfaces:** use caution when encountering wet and/or dusty floors, railroad tracks and stairs.
- **Equipment:** manlifts, PLC/automatic starting/remote-controlled equipment and systems, robotics, rotating and gyrating equipment, overhead conveyors and transport systems.
- **Energy Types:** pneumatic and hydraulic systems, electrical, high volume grain storage bins and discharges, water storage, steam, compressed air, static electricity and grain dust.
- **Environments:** confined spaces, high noise areas, high vibration areas, dust, high temperature and humidity areas, radio frequency and two-way radio communication and electro-magnetic fields.

The following **Good Manufacturing Practices (GMP)** are in-place to assure a quality and wholesome product:

- Consuming food or beverages is only permitted in designated areas.
- All objects must be removed from pockets that are above the waist.
- Jewelry is prohibited other than stone-less bands.
- Appropriate clothing does not include soiled clothing, shorts, sleeveless shirts, open toed/heeled footwear. Neckties or scarves should be removed or tucked into shirts or blouses. Gloves are to be worn over rings, which cannot be removed, while in the plant.
- The use of tobacco is prohibited in all areas of the plant including all plant grounds and parking lots.
- Hair, beard nets, ear plugs, safety glasses, smocks and hard hats are required for all production areas.
- No cameras or recording devices are permitted without prior approval.
- Remain in main aisles. If you need to enter a processing or packaging area, notify LifeLine supervisory personnel for authorization.
- Manlifts are only to be utilized by trained and authorized individuals.
- Use hand sanitizer dispensers before entering plant and production areas.

Outside Activities including Railyard and Truck Operations:

- All foot traffic is required to wear hi-visibility clothing at all times (i.e. hats, vests, coats, gloves).
- All visitors and contractors must obey Railyard signs at all times (stop signs, traffic directions, blue flags, etc.)
- All vehicles shall yield to Locomotive or Shuttle wagon unless signaled by these operators to proceed.
- When reporting to LifeLine Foods, visitors must make contact with a company representative and notify them when leaving LifeLine property.
- Drivers should park their vehicles only in designated or authorized areas.
- All drivers at the Corn Syrup, Corn Oil, DDGs and Bag Pickup must stay with their truck until approached by loading or unloading personnel and directed to leave their vehicles. Drivers are to remain clear of their vehicles when it is being loaded (stay clear of forklifts and loaders).
- When a driver is not in their vehicles, they are expected to stay within 20 feet of their vehicles at all times. Drivers are not allowed to roam the property freely without escort of LifeLine or ICM personnel.
- In an Emergency situation, drivers may be asked to take shelter in designated areas or report to designated Emergency Assembly Areas.
- Drivers may use the portable restrooms located nearby the DDG load-out and East entrance. Plant facilities are off-limits to drivers.
- All open truck trailers shall be tarped before leaving LifeLine property.
- All boxed trailers shall be locked and appropriately sealed prior to leaving LifeLine Property.

These requirements are necessary for your safety and security and to ensure that we are in compliance with regulatory requirements and the Good Management Practices of LifeLine Foods.

If you have any questions, please ask your company representative or security guard. Please help us protect our quality, our customer and your safety by observing our requirements. Your cooperation is appreciated and we hope you enjoy your visit at LifeLine Foods.