

**Cottonwood, Inc.
Policies and Procedures**

SECTION: General

POLICY NO: 02-030

SUBJECT: Equipment Maintenance

EFFECTIVE DATE: September 2008

Policy:

It is the policy of Cottonwood, Inc. to provide as safe an environment as possible for employees and consumers. All equipment shall be unplugged from electrical source prior to maintenance or service. All staff who shut down equipment for service or maintenance shall follow manufacturers' guidelines for service and maintenance procedures.

This policy applies to all vehicles, production equipment, maintenance equipment, building or structural equipment and or material handling equipment that has any potential harm and is either owned, used or leased by Cottonwood, Inc. and operated by Cottonwood, Inc. personnel, maintenance personal or temporary workers associated with Cottonwood, Inc.

Procedures:

1. When equipment maintenance is performed, the person(s) should ensure that the machine or piece of equipment is isolated from all potentially hazardous energy and freed of all residual or accumulated energy before employees perform any servicing or maintenance activities where the unexpected ignition, start-up or release of stored energy could cause injury.
2. Employees who do not comply with the provisions of this policy may be disciplined in accordance with Cottonwood Inc.'s discipline policy.
3. This policy will be reviewed by the Policy Committee annually with input from the Safety Committee.
4. Outside personnel or contractors that may be involved with equipment maintenance shall follow their company's safety guidelines.