

# Memo

To: Hollon Oil Company Supervisors  
From: Steve Wilson  
CC: Bill Hollon  
Date: July 9, 2010  
Re: Safety Policy

---

Attached is our current company Safety Policy & related information.

Immediate required action items:

- Please take time today to read, familiarize yourself with, and begin following this information.
- Make copies of Safety Policy for each employee. Have them read and sign acknowledgement forms, and then return these to me. And do so with all future new employees.
- Complete the Safety Inspection Form & Guide and return these to me.

Weekly required actions:

- Safety Training on one of the attached 52 weekly topics.
- Document the Training by completing the Safety Training Attendance Form. Return these to me weekly.
- Complete the Safety Inspection Form & Guide and return these to me.

Injury Reporting:

- As specified in our Safety Policy, any employee injury/illness file will contain a First Report of Injury or Illness, the Accident Investigation form, all supporting medical forms and information, correspondence, and a phone log, if applicable. Provide me with a copy of this information within 24 hours of first notice of injury.

Please visit our new Safety Resources Page on our website at <http://www.hollonoil.com/safety.htm>

Please contact me if you have questions concerning this or any other safety related issues.

Thank you in advance for your cooperation.