

## Plant Specific Safety Rules Plant 26/29/30

### GENERAL SAFETY

1. Safety First! Always think safe, work safe and be safe. Don't take short cuts. Don't sacrifice safety for anything. Keep your mind on what you are doing and your surroundings.
2. Report any near misses, accidents, unsafe acts, or unsafe conditions to your supervisor immediately.
3. Notify your nurse when you are taking any type of prescription medication.
4. Horseplay and practical jokes are not permitted and should be reported to your supervisor.
5. Keep your work area clean, orderly, and free of unnecessary equipment and material.
6. Report any spills or fluids to your supervisor. Put oil dry on all small leaks.
7. Use of tobacco products of any kind is prohibited on company grounds and in company vehicles.
8. Do not attempt to push, pull, tug, or otherwise move a roll of carpet without the proper equipment (lift truck).
9. Retractable utility box knives and cut gloves are required for processing carpet. Round end blades are required.
10. Use proper lifting techniques when lifting. Lift with legs not your back. If object is too heavy, get help.
11. **RED ZONES**—Never be in a red zone and never reach into a red zone. (No body part in the red zone.)
12. Do not get on the cut table, wrappers or conveyors.
13. Always use lock/tagout procedures when cleaning up or working on the cut tables, wrappers, or other machinery. **AUTHORIZED EMPLOYEES ONLY**
14. Do not walk on or cross over conveyors, use the walk throughways at conveyor.
15. Dress for safety; never wear loose clothing or jewelry while operating machinery. Open toed and open heeled shoes are not to be worn in the plant.

16. Employees should always wear goggles and proper gloves when using compressed air. Never use compressed air to blow off your clothes or body.
17. Always wear leather gloves, safety glasses and face shield when banding recycled cores or scrap carpet to prevent cuts from the banding wire.
18. No employee should climb up the outside of a bin for any reason.
19. Cone off any trailer when entering trailer on foot.
20. Employees should never work more than 12 hours straight and should get at least 8 hours between work shifts.
21. **\*\*Transportation ONLY** Employees should never work more than 11 ½ hours straight and must get at least 10 hours between work shifts. (You can work 2/11 ½ hour shifts, but on the 3<sup>rd</sup> day you can only work up to 8 hours). Drivers can work more than 2 consecutive day with management approval
22. Safety glasses must be worn at all times on lift trucks, around cut table, Q.C. table, off line wrappers and battery room.
23. Hair must be pulled up. (Hair can't be touching the bottom of your collar).
24. Cell phones can only be used and turned on in designated break areas.

#### PEDESTRIAN SAFETY

1. Pedestrians should use marked walkways and stop at all crossing. Running is not permitted in the plant at any time. Be alert at all times. Pedestrians should always stop, listen, and look at intersections and congested areas before proceeding. Make two way communication with all lift truck operators. **Do not walk in a tunnel at any time.**
2. Keep at least one arms length away from all lift trucks when talking or interacting with lift truck operators. Ensure operator lowers pole/roll to floor, set parking brake, turn key off and take key out.

#### POWERED INDUSTRIAL TRUCK SAFETY

1. Powered industrial truck operators should properly fill out a checklist at the first of the shift and out in the appropriate slot. Operators should report any serious problems immediately to the supervisor.

2. Powered industrial truck operators must always wear safety glasses and seat belts when operating a lift truck or any other powered industrial equipment.
3. Powered industrial truck operators should sound horns at all tunnels, intersection, walkways, break areas, other congested areas, **stop signs**, and obey traffic flow signs. Before passing or going forward, ensure other driver(s) are aware of your position.
4. Do not jump off a powered industrial truck. Lower pole/roll to floor, set parking brake, turn key off and take key out any time you dismount. Dismount slowly, using 3 points of contact. Be aware of any oil, tire rails, holes, tape, etc., that may be on floor and has the potential to cause a trip hazard.
5. Never permit more than one person on a lift truck.
6. Hands and feet should remain inside of lift truck and any PIT.
7. Never travel under a raised pole. Never raise pole over a pedestrian or another lift truck.
8. Powered Industrial Truck Operators should use safety mirrors when entering or crossing an intersection or tunnel. Slow down, sound horn, and proceed with caution. Report any damaged or missing mirrors to your Supervisor immediately.
9. Never go into a tunnel raising or lowering your pole. Always travel with pole at proper operating height.
10. If the battery changer is changing your battery, stand outside of the battery area to prevent getting injured. (You will be shown the designated area). Wear safety glasses in the battery area.
11. Lift truck operators should be extremely cautious when locating or pulling by sprinklers. All sprinklers are marked.
12. Never lift anyone on your lift truck pole or forks.
13. Repairs to powered industrial trucks should only be done by maintenance.
14. Never pull buggies with your pole. Buggies should be moved with tuggers. Buggies should not be overloaded. Do not load higher than the sides of the buggy.
15. Lift truck pole should be lowered completely to the ground when parked. Parking brake should always be set and key should be removed.
16. Parking brake should also be set when RF is being worked on.

17. Never park lift truck in a designated walkway or on a dock plate.
18. When loading rolls on the cut table, be aware of other employees preparing rolls.
19. Always lower pole/roll to floor, set parking brake, turn key off and take key out before allowing a pedestrian to approach lift trucks.
20. When taking scrap cores or scrap carpet off, travel in reverse.

I have read and understand the importance of safety at **Plant 26/29/30**. I am committed to working safely and doing my part to maintain an accident free environment.

Print Name \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_