

Plant General and Specific Safety Rules

ATTENDANCE RESPONSIBILITIES:

As a valued Shaw employee, I realize that I am needed at work every scheduled day. Occasionally it may be necessary for me to be out because of health problems or pressing personal business that cannot be attended to during my off hours. I realize that it is my responsibility to call my supervisor, personally, up to one (1) hour during the required time frame, before the shift begins. If I do not call personally, I may be counted "unexcused" for every day I do not call in. I realize that if I must be out more than one (1) day that I must call in each day, unless I am on an approved leave of absence. Leaves of absence (personal and medical) must be requested in writing. Leaving a recorded phone message is an unacceptable way of calling in to work. I must personally speak to a shift supervisor or shift lead person. Habitual tardiness, or repeated patterns of absences, or leave early, will require disciplinary action up to and including discharge. Faithful regular attendance is appreciated by my supervisor. I understand this policy and that if I have any questions concerning this policy at a later date, that I should contact my supervisor or the human resource office.

Emp. signature: _____

Shaw Plt. 80 Dress Code:

Proper clothing should be worn at all times. Loose fitting, provocative or revealing clothing may not be worn. Revealing clothing includes:

1. Shirts/tops - Halter tops, cut off shirts that reveal the stomach, midriff tops, strapless tops, or other poor-fitting or inappropriate shirts. Tank tops and sleeveless tops may be worn if they are not revealing. Tank top straps must be at least 1 inch wide. Spaghetti strap tops may not be worn. If shirts appear to be very revealing, supervision will ask employee to go home to change.
2. Shorts – Hem must be no shorter than mid-thigh and may not be a low-rise waist unless covered with an appropriate shirt. Extremely long or baggy shorts may not be worn since they are a safety hazard. Underwear must not be exposed either above or below the waist. If shorts appear to be very revealing, supervision will ask employee to go home to change.
3. Shoes – Must completely cover the foot and have no exposed toes or heels, (example: sandals, slip-ons with no heel or flip-flops)
4. Tattoos – Body tattoos that are visible may not contain vulgar or offensive language or pictures. If tattoos are offensive, they must be covered with appropriate clothing.

Clothing may not have vulgar or offensive language and may not contain offensive pictures or drawings. This also includes hats, caps and visors. Long hair must be secured above the shoulders, and scarves and hair bows should not be worn, as they are safety hazards.

These guidelines apply to all employees, male and female. These guidelines are designed to make working in this plant comfortable without offending any person or group of persons. Failure to stay within these guidelines may result in the employee being sent home to change clothes. Repeated failure to stay within these guidelines will result in corrective discipline.

My signature below means I understand these guidelines and have been given a chance to ask any questions pertaining to the dress code. *Emp. Signature:* _____

Plant Specific Safety Rules & Regulations:

1. No Smoking on Shaw Property – inside and outside of the plant.
2. Follow correct procedures for leaving the premises.
3. Procedures for going to the parking lot during your shift
4. Procedures for clocking in or out
5. Proper hair length and fingernail length
6. Items prohibited on company property (weapons, reading material, glass containers, etc...)
7. NO Cell phone use except in break room or offices.

Plant General and Specific Safety Rules

8. Nurses hours and procedure for returning back to work after illness or injury.
9. Reporting of personal injury and treatment.
10. Pre-shift stretching and warm up program.
11. Call in numbers and proper procedure for calling in ahead.

My signature below means I understand these guidelines and have been given a chance to ask any questions pertaining to the dress code. *Emp. Signature:* _____

OSHA Appendix D (mandatory) Information for Employees Using Respirators When Not Required Under the Standard

Respirators are an effective method of protection against designated hazards when properly selected and worn. Respirator use is encouraged, even when exposures are below the exposure limit, to provide an additional level of comfort and protection for workers. However, if a respirator is used improperly or not kept clean, the respirator itself can become a hazard to the worker. Sometimes, workers may wear respirators to avoid exposures to hazards, even if the amount of hazardous substance does not exceed the limits set by OSHA standards. If your employer provides respirators for your voluntary use, or if you provide your own respirator, you need to take certain precautions to be sure that the respirator itself does not present a hazard.

You should do the following:

1. Read and heed all instructions provided by the manufacturer on use, maintenance, cleaning and care, and warnings regarding the respirators limitations.
2. Choose respirators certified for use to protect against the contaminant of concern. NIOSH, the National Institute of Occupational Safety and Health of the U.S. Department of Health and Human Services, certifies respirators. A label or statement of certification should appear on the respirator or respirator packaging. It will tell you what the respirator is designed for and how much it will protect you.
3. Do not wear your respirator into atmospheres containing contaminants for which your respirator is not designed to protect against. For example, a respirator designed to filter dust particles will not protect you against gases, vapors, or very small solid particles of fumes or smoke.
4. Keep track of your respirator so that you do not mistakenly use someone else's respirator.

I, _____ certify that I have read the above information concerning the non-mandatory use of a filtering face piece (dust mask).

Signed: _____

Date: _____