

Plant 9/83/EW/LD Safety Rules

1. Do not participate in horse-play.
2. Walk, never run while on the premises.
3. Wear required personal protective equipment at all times:
 - a. Welding shields when welding.
 - b. Tinted cutting glasses when using cutting torch.
 - c. Safety glasses at all times when located in any manufacturing or warehouse environment.
 - d. Face shields when grinding .
 - e. Hearing protection when operating loud equipment or when in areas that are designated to require hearing protection . These areas are the A\E department, high speed tufters and Compressor room.
4. Use ladders or stairways , if provided , to access machinery or equipment rather than climbing on the equipment itself.
5. Before cutting or welding is performed, a hot work permit will be issued by the Department Fire Safety Supervisor from the department you are working in.
6. All welding in occupied areas must be contained by welding curtains and the area checked and cleared of combustibles.
7. Fire extinguishers must accompany all welders and cutting devices. Discharged extinguishers must be reported to the maintenance department .
8. Keep all compressed gas cylinders chained or tied in an upright position at all times, preferably on approved cart. Spares or empties should be chained to a wall with protective caps in place.
9. Lift trucks are to be operated by authorized [licensed] personnel only , in a safe manner, avoiding excessive speeds and recognizing pedestrians right of ways .
10. Lift truck drivers must wear safety glasses and orange vest at all times while operating the truck.
11. Personnel lift baskets must have three sides or approved safety harness with hand rails, one entry side with either a chain or swinging gate , and must be chained to the lift truck.

12. No passengers are allowed on lift trucks. Baskets may not be used to transport people.
13. No one may be raised overhead on a lift fork unless they are on a safe platform, which must be secured to the forks. Pallets may not be used lifting people.
14. Pressurized gas containers may not be transported on fork lifts.
15. Drop cloths must be used when painting is being performed. Any paint spilled on the floor or walls of the building must be removed. Lines from spray nozzles should be cleaned on the grounds.
16. All flammable materials must be stored in OSHA approved containers.
17. Work area must be kept clean daily. At completion of job, all items not part of project must be removed. Contractors will be asked to return to the premises and clean area before payment will be issued .
18. The Department manager or Maintenance supervisor will designate an area for equipment storage. At the end of each day, you will be required to move equipment to these areas for safe keeping .
19. Before working on any equipment, Lockout / Tagout procedures must be followed in accordance with OSHA standard 29 CFR 1910.147, Control of Hazardous Energy.
20. Shutdown and lockout power to machinery before equipment cleaning or repairing. Replace all guards before equipment is returned to operation. Shutdown and restoration of power must be approved by plant engineer or attending project engineer.
21. Electrical work is to be done by authorized personnel only.
22. Any actions that could affect the production of the department in which you are working must be coordinated with the Department manager or the plant Maintenance supervisor.
23. Report any unsafe or dangerous conditions or practice to Maintenance supervisor or Department manager immediately.
24. All injuries, regardless of seriousness, must be reported to the plant Maintenance supervisor or Department manager at once .

25. Never use compressed air [air hoses] on a fellow worker or yourself. Goggles must be worn when using compressed air.

26. Drinking, eating, and use of tobacco must be in compliance with plant policies.

27. Alcohol and/or drug use is prohibited on company property.

28. Contract workers are not permitted outside their work area.

29. Contract workers are not to fraternize with Shaw employees.

30. Contract workers are not permitted in office area unless seeing a person in management.

31. Contract workers are to use plant breakrooms and pay phones only if space is available.

32. Personal vehicles must be parked in the employee parking lot. The plant Maintenance supervisor or Department manager will designate proper parking areas for company vehicles.

33. Confined space entry must be conducted in compliance with plant procedures. If you have trained your personnel in confined space entry, this must meet our level of compliance. Forward one copy of your program to the plant safety manager for approval.

34. All equipment brought onto Shaw property must meet applicable OSHA guidelines.

35. All vehicles brought into plant must have lights and flasher on, both front windows down, radio off, and an escort in front of the vehicle.

36. After the vehicle is unloaded the vehicle must be moved to the parking lot immediately.

Name: _____ Date: _____

Plant 9/83/EW/LD Environmental Guidelines

Plants 9/83 Environmental Policy – Through the establishment of SES, plants 9 & 83 will strive to continually work toward a cleaner more environmentally friendly workplace, while working toward our goal of minimizing our negative impact on the environment and community.

1. Any chemical brought onto Shaw property must be properly labeled and have an MSDS sheet accompanying it. Shaw management must be made aware of the hazardous nature of any chemical before bringing it onto Shaw property. You are responsible for the disposal of your own chemical waste.
2. Know what to do in the event of any spillage of any substance used by your employees. This includes emergency contacts, Material Safety Data Sheets, protective equipment, and emergency first aid.
3. Know who to notify of any problems or question you may have about any environmental concern.
4. Never wash any spilled material down any drain.
5. Use extreme caution in handling batteries, gasoline, paints, thinners, cleaning solvents, etc. that you may come in contact with, either present at the plant or that you have brought along to perform your work.
6. Be aware of gases that are produced from welding electrodes as they are being used, and the hazards that they present to you and other employees in the plant .
7. Any spillage of any size should be contained, labeled as to contents and whether it is hazardous and the data generated. Shaw plant management must be notified immediately of a spill.

I have read the above company Plant 9/83/EW/LD/YD Safety Rules and Plant 9/83/EW/LD/YD Environmental Guidelines and I understand that if myself or anyone working for/with me in a Shaw facility do not follow these requirements, it could result in dismissal from the facility.

Contractor Representative

Date

Plant 9/64/83/EW/LD/YD Representative

Date