

Plant 65 Contractor Safety Rules

Observe all Safety Rules at all times. Report any potential safety hazards, unsafe conditions, or unsafe acts to your supervisor IMMEDIATELY. Instant action on your part could prevent a serious accident from occurring. Never hesitate to warn a fellow worker who is in danger regardless of who or where they are. Your life may someday be saved by a timely warning.

Dress Code

1. No exposed piercings. No jewelry.
2. Shoes must cover the entire foot. Heels shall be no higher than one and one-half inches and have a floor contact area of at least one square inch. Sandals, slippers, sling-backs, open-toes, clogs, and footwear of similar designs are not allowed and will not be worn. No "five finger" / toe shoes.
3. Ankle-length pants are required. No holes / cuts that show skin allowed above the knee.
4. Shirts, blouses, and sweaters shall have sleeves which cover the crest of the shoulder and completely cover the torso. Loose/baggy clothing is prohibited.
5. Ponytails in the plant must be pinned securely to the back of the head or covered with a hair net when in the plant.
6. Baseball caps are ok if a hair net is worn underneath when any part of the hair sticks out from the cap. (i.e., a ponytail or bun sticking out the back of the hat).

PPE Requirements

1. Required PPE shall be worn when performing work.
2. Safety glasses, prescription safety glasses with appropriate side shields, or prescription glasses with safety over glasses are required when inside the facility. The only exceptions are: break rooms, offices, and restrooms.
3. Earplugs are required when inside the facility. The only exceptions are: break rooms, Phase 1 / Phase 2 Maintenance Shop, Shipping, offices, and restrooms.
4. When in the twisting department, any hair (head or facial) in excess of 1" must be covered completely anytime you are within 3 feet (arm's length) of the machine. However, anytime you are in between machines in the operators work area, hair protection is required at all times. In the wide lanes where materials are stored (between banks of 4 twisters) the 3 ft /1 arm's length rule applies. You may access the touchscreen panel on the twister without hair protection as long as you don't proceed into the operational area of the machine.
5. Beard nets are required when facial hair is in excess of 1". One beard net must cover the complete beard not just hanging down and covering the tip.
6. High visibility vests shall be worn when entering the Shipping area for any reason.
7. Additional PPE may be required depending on the job that is being performed. This shall be discussed with the Shaw Project Manager prior to work being performed.

Code of Conduct

1. Never throw anything in the plant. (i.e. - packages, tubes, pens, markers, tape, tools, parts)

2. Walk; Never run while on the premises.
3. Horseplay is prohibited.
4. Drinking and eating in the plant must be in compliance with plant policies.
5. Spitting on floors, sinks, walls, water fountains, waste baskets, soft drink containers or cups is prohibited.
6. Alcohol, tobacco, and/or drug use is prohibited on company property.
7. Distribution of literature and solicitation are prohibited in work areas.
8. Contractor employees are not permitted outside their work area.
9. Contractor employees are not permitted to fraternize with plant employees in the work place.
10. Contractor employees are not permitted in offices or office areas unless conducting business with a member of management.
11. Contractor employees are permitted to use plant break rooms on space available basis.
12. Cell phones can be used for personal business in designated Break Areas and Cell Phone Zones only. Cell phone zones are clearly marked throughout the facility. If the need arises for a contractor to use his/her cell phone for business purposes, this is allowed; however, the associate must be assure that they do not put themselves or others into a hazardous situation while using their cell phone.
13. Earbuds / bluetooth can be used in designated break areas only. Must be put away when not in the break area.
14. Glass containers of any type for personal use are prohibited on plant property.
15. Hypodermic syringes are authorized for valid medical purposes and must be kept sheathed in non-breakable, puncture-resistant cases when not in use. Spent syringes must be disposed of by the individual user and will not be disposed of in plant trash receptacles or in the sanitary sewer system.
16. Equipment and materials exposed to bodily fluids which may contain (OSHA defined) pathogens must be properly disinfected and/or disposed of in accordance with plant procedures. All such instances must be reported to the Project Manager or designee.
17. Compressed air lines will not be used for cleaning dust, dirt or foreign material from clothing.
18. Do not tamper with safety equipment such as sprinkler heads, alarms, or fire extinguishers.
19. Do not block access to any fire alarms, extinguishers or exits.
20. All chemical containers shall be properly labeled.
21. No machine guards shall be removed or by-passed while the machine is in operation.
22. DO NOT attempt to operate, adjust, or repair any piece of equipment that you have not been trained or qualified for.
23. Climbing on equipment is prohibited. Ladders, stairways, scaffolding, or aerial lifts, etc. will be used to gain access to machinery.
24. Equipment brought onto Shaw plant property must meet and be operated in accordance with applicable OSHA guidelines.
25. Work or actions which may have an adverse effect on production of the department where contractors are working must be coordinated with the Plant Engineer or his designee and the appropriate Department Manager.
26. If there are questions concerning chemicals are being stored in quantity near the contractor designated work area, you should contact either the Project Manager or the EHS Manager.
27. For questions concerning SDS for chemicals, contact your contractor representative, Project Manager, or the EHS Manager at 334-427-6642.

28. Contractors shall not remove any scrap, materials, or equipment from the facility premises that does not belong to the contractor. This includes left over materials, scrap such as empty crates, pallets, or boxes, and metal.
29. Prior to performing work on piping containing hazardous conditions (pressure, temperature, chemical, etc.), a line break permit must be obtained. The Project Manager will define the requirements for Line Break in more detail prior to the start of work.
30. Plant 65 utilizes the following color coding for lockout devices:



Environmental Procedures

1. Shaw Industries Safety, Health and Environmental Policy

Plant 65 is committed to being an industry leader in environmental, health, and safety excellence. As part of this commitment to continuous improvement, we will:

- a. Comply with all applicable safety, health, and environmental laws and regulations, corporate requirements and other voluntary requirements.
- b. Provide a safe working environment to all employees, contractors and visitors.
- c. Require every employee and contractor to take personal responsibility in preventing harm to themselves, others and the environment; and enable them to contribute fully to safety, security, health and environmental protection.
- d. Actively search for ways to reduce our waste and emissions through recycling and other measures to improve our environmental footprint and conserve natural resources and reduce our impact on the environment.
- e. Seek out alternative sources of energy and work on improving our systems to ultimately provide a closed loop system that allows us to reuse all materials that we have produced.
- f. Work with suppliers and customers to promise responsible use of products, including recycling efforts.
- g. Take into account the health and safety of employees, as well as sustainability, when designing products, developing processes and making business plans for future growth.
- h. Establish challenging targets and measure our process to ensure continuous improvement in safety, health and environment.
- i. Educate all employees about safe work practices and environmental protection measures.
- j. Empower employees with the responsibility for adhering to environmental, health and safety requirements.

- k. Share best practices in environmental, health and safety information and knowledge with others throughout the organization.
 - l. Provide programs and information to help employees lead a safe and healthful way of life.
 - m. Be responsible members of the communities where we live and work and giving back to the community through volunteering and serving in leadership positions in the community.
 - n. Communicate Plant 65's Policy to associates, suppliers, partners, and other stakeholders and implement our policy through the management system, programs, initiatives, practices, and procedures.
2. Plant 65 significant environmental impacts include utility consumption and solid waste disposal.
 3. In case of an oil or chemical spill, notification should be made to either the Project Manager or the EHS Manager at 334-427-6642.
 4. Recyclables such as scrap metal, aluminum cans, paper, and cardboard will be placed in designated containers and not thrown into trash receptacles or dumpsters.
 5. All scrap metal and metal equipment with the potential to contribute pollutants to storm water discharge such as oil, grease, rust, etc. must be kept under cover at all times.
 6. Contractors are required to remove all waste generated by their work unless prior approval has been received before work was begun

Contractor Pedestrians and Powered Industrial Trucks

1. Shift change sirens are sounded at 8 a.m. and 8 p.m. All motorized vehicle traffic is to be stopped 15 minutes PRIOR to and 15 minutes AFTER the shift change siren has been sounded. The exceptions to this are the Automatic Guided Vehicles. They do not stop at shift change.
2. Bicycles stop 5 minutes before and after shift change.
3. AGV paths are marked by red and white border striping. Do not place obstructions within the AGV path.
4. Contractor pedestrians when walking through the facility should be alert to all moving objects. (lift trucks, tuggers, floor scrubbers, pallet jacks, motorized hand trucks, bicycles, LGVs, AGVs and Doffers.)
5. Contractor pedestrians shall never approach a Powered Industrial Truck closer than one arm's length.
6. Contractor pedestrians shall NOT walk through Powered Industrial Truck doors. Pedestrian entrance and /or exit doors should always be used where available.
7. Contractor pedestrians shall not walk in Powered Industrial Truck lanes except at designated pedestrian crossings.
8. When Contractors must utilize Powered Industrial Trucks, the operator must be authorized (licensed). Powered Industrial Trucks shall be used in a safe manner, avoiding speeds over 3 mph in production areas and recognizing pedestrian's right of way. Speeds of 7-8 mph are acceptable in the Shipping area only. No passengers are allowed on lift trucks.

Facility Entry, Parking & Staging

1. Plant access requires prior authorization by the Plant Manager or his designee.
2. Come to a complete stop as you enter the Plant Gate, unless the Security Officer signals you to proceed.
3. When approaching the Plant Gate at night, please use only your parking lights. Vehicles with automatic headlights use the lowest setting. High beams are prohibited.

4. Obey all traffic signs and arrows. Maximum speed on all plant roads is 15 mph. Maximum speed in all plant parking lots is 5 mph. Maximum speed when entering or exiting the plant gate is 5 mph. Posted speed limits and parking regulations will be strictly enforced. Failure to observe speed and parking regulations will result in loss of driving privileges.
5. The Plant Engineer will designate a parking area for all contractor employee vehicles.
6. The Project Manager will designate staging area locations based upon the location and the work to be done.

Emergency Procedures

1. Contractors will be required to provide Project Managers with a daily list of all employees on the job site prior to beginning work each workday. This list is required to ensure that all personnel will be accounted for in the event of a plant emergency.
2. Should you observe an emergency (e.g. fires, smoke, medical emergency, gas leak, chemical spill), immediately call the emergency number for the facility. The emergency contact number for Plant 65 is 334-427-6600.
3. Andalusia Plant 65 has a Computerized Fire Alarm System that shall be used to provide emergency notification to employees. The system contains manual fire alarms pull station, sprinkler riser pressure switches, and smoke detectors.
4. Fire alarms are located throughout the facility on red beams. Red beams where pull stations are located are clearly marked with a fire alarm sign approximately 10-12 feet above the floor. The alarms are described as follows:
 - On 3 seconds, off 6 seconds signals a Fire, Medical Emergency, or Chemical Spill/Leak
 - Cycle On/Off with no breaks signals Severe Weather
 - Constant Siren signals Building Evacuation
5. Contractors are responsible for reviewing and knowing evacuation routes and assembly areas.
6. In the event of a building evacuation, immediately evacuate through the nearest exit and report to the designated assembly point. The Project Manager will review the location of the designated assembly point with you prior to the start of any on-site work.
7. In the event that the inclement weather alarm is activated, the internal assembly areas are Air Washers 32 and 33. The internal assembly areas are for contractors and Shaw construction management. Signs have been mounted to the entry doors to the two air washers. The Project Manager will review the location of Air Washers 32 and 33 with you prior to the start of any on-site work.