

# SHAW INDUSTRIES PLANT 24

## Information and Contractor Guide

Plant 24 considers safety the most important part of the plant operation. These guidelines are to protect everyone at Plant 24. This includes all plant associates, visitors, vendors, and contractors. Failure to follow these guidelines could result in dismissal from the facility and/or an injury to you or to a fellow associate. If you have questions, please contact your supervisor or a member of management.

### GENERAL RULES:

- ❖ Obey all safety and traffic signs.
- ❖ No one under the age of 16 is permitted on premises unless otherwise approved.
- ❖ The use of cell phones should only be used away from production equipment.
- ❖ Cameras and cell phone cameras are prohibited in manufacturing areas.
- ❖ Report any incidents to the project manager.
- ❖ The contractor Representative is required to cover all Shaw safety rules with any workers or sub-contractors that come on Shaw property

### PPE

- ❖ Hearing Protection required around running Tufting Machines and Trim Baler Area
- ❖ Eye Protection – in all areas of the plant
- ❖ High visibility vest or shirt must be worn by contractors. Stay out of warehouses and dock areas unless your work is in this area

### CHEMICALS/RIGHT TO KNOW -CRTK Information and location of MSDS's:

- ❖ Any chemicals that you bring into the plant you must provide a MSDS before using the chemical. A hard copy of the MSDS/SDS must be kept on site by the contractor for the duration of the project.
- ❖ Remove all chemicals when you leave and report any spills

### OTHER PLANT SPECIFIC GUIDELINES:

- ❖ You will need to provide a list of your associates that will be on company property. Any associate not on the list will not be allowed in manufacturing area, unless you let the project manager or the safety departments know.
- ❖ We recycle. Place all paper, plastic, aluminum, etc. in the appropriate recycling bins.

### LIFT TRUCK/MOTORIZED EQUIPMENT SAFETY:

- ❖ Must provide your own lift truck equipment
- ❖ Stay in designated lanes.
- ❖ Stop and look at all intersections. All pedestrians must stop at all floor markers before crossing an intersection. Do not cross in front of or in rear of motorized equipment.
- ❖ Make eye contact with pedestrians obtain visual communication with operator.
- ❖ Lift Truck Operator comes to a full and complete stop, and **ALWAYS** has the right of way.
- ❖ The safe distance to talk with or stand near an occupied lift truck is an arm's length away.
- ❖ Do not let anyone stand or pass under an elevated portion of any lift truck attachments.
- ❖ Do not attempt to operate any Shaw vehicle or equipment.

### CONFINED SPACE ENTRY

- ❖ If entering any confined spaces you will have to review plant data sheets.
- ❖ Trained rescue team must be provided all times the confined space is occupied.
- ❖ List all

reviewed: \_\_\_\_\_

- To be completed by plant representative.
- ❖ Permit required Confined Spaces require a permit before entering.

### **LADDER SAFETY**

- ❖ Must provide your own equipment and follow ladder safety practices.

### **HOT WORK** Examples: cutting, welding, grinding activities

- ❖ HOT WORK Permit must be obtained before hot work is performed.
- ❖ You should provide a Fire Watch for 60 minutes

### **EMERGENCY ACTION PLAN**

The signal for severe weather or a fire is typically an alarm or an intercom announcement. When entering a building, locate and know the nearest exit. Proceed to the nearest exit when evacuation signal is announced. Gather by the office parking lot for roll call. The storm shelters are the two maintenance shops located in the facility.

### **LOCKOUT TAGOUT**

- ❖ Stay away from electrical panels and other installations unless authorized.
- ❖ Lockout/Tagout Procedures: list machines \_\_\_\_\_  
To be completed by plant representative.
- ❖ Comply with LOTO.
- ❖ Lockout is required where unexpected start-up or movement of equipment or machinery during repair, servicing or other activity is possible. When in doubt, check with project manager.

### **DRESS CODE**

- ❖ Open-toed, open heel or high-heeled shoes are not permitted.
- ❖ Loose clothing should not be worn around machinery.
- ❖ No hooded shirts or jackets on the manufacturing floor.
- ❖ Coats/over-shirts must be zipped for fastened to the chest area
- ❖ Safety vest must be fastened
- ❖ High visibility vest or shirt must be worn at all times.

### **HOUSEKEEPING**

- ❖ Responsible to keep your work area clean.
- ❖ Ensure work area is clean before you leave.
- ❖ No items should be placed in an walkway.

### **JEWELRY**

- ❖ No jewelry is allowed in the manufacturing area - this includes watches, rings, stud earrings, etc.

### **TOBACCO USE, DRUGS AND ALCOHOL, FIREARMS**

- ❖ Not allowed on company property

### **PLANT 24 ENVIRONMENTAL GUIDELINES**

As a global manufacturing leader, Shaw Industries Group, Inc. is firmly committed to safety, health and environmental excellence, both in its facilities and in the communities in which it operates. Plant 24 is committed to complying with all applicable safety, health, and environmental laws and regulations.

### **WASTEWATER GUIDELINES**

- ❖ Never wash/rinse any spilled material down any drain.
- ❖ Never pour any chemical or substance down a drain unless the chemical or substance is designed for this purpose.

### **Asbestos Containing Material**

Plant 24 has a small quantity of asbestos containing material inside the facility. This ACM presents little to no risk to individuals in the current state. ACM is located in various floor tile located under carpet in the front office. All known ACM locations are labeled with warning signs.

**Air Emissions**

❖ Review of any 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 that you will be using.

**Should you have any questions, comments, or concerns during your visit, please communicate with the Project Manager or the Safety Department.**

**I, \_\_\_\_\_, have read and understand the preceding document, Contractor Information. I acknowledge and understand my responsibilities as it pertains to safety at Shaw Industries Plant 24, and I am aware that any infraction on my part may result in my being asked to leave the premises immediately.**

**Contractor Representative:\_\_\_\_\_ Date:\_\_\_\_\_**

**Name of Contractor/Vendor Group:\_\_\_\_\_**

**Plant Representative:\_\_\_\_\_ Date:\_\_\_\_\_**

**Remember: Your Safety is Important to Us!**