



SHAW

Information and Contractor Guide - WE/WP

- PURPOSE:** To provide appropriate safety guidelines.
SCOPE: Adherence to this Guide is required for safety purposes.
RESPONSIBILITY: Compliance to these guidelines is the responsibility of all contractors.

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 – in all areas of the plant except warping
- ❖ Eye Protection – in all areas of the plant
- ❖ Hair Net – in twisting unless hair is less the 1 inch long
- ❖ Safety vest must be worn by contractors. Stay out of warehouses and dock areas unless your work is in this area

Chemicals-CRTK Information and location of MSDS's:

- ❖ Any chemicals that you bring into the plant you must provide a MSDS before using the chemical
- ❖ 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
- ❖ 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 date sheets.
- ❖ 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

Hot Work Permit: 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

SEVERE WEATHER/FIRE SAFETY/ELECTRICAL SAFETY

- ❖ The signal for severe weather or a fire is typically an alarm or an intercom announcement. Proceed to the nearest exit. When entering a building, locate and know the nearest exit.

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.
- ❖ Coats/over-shirts must be zipped for fastened to the chest area
- ❖ Safety vest must be fastened

Housekeeping

- ❖ Responsible to keep your work area clean.
- ❖ Ensure work area is clean before you leave.

Jewelry

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

Smoking/Tobacco Use Policy and Drug and Alcohol Use/ Fire Arms on Property

- ❖ Not allowed on company property

Plant WE/WP/9/EW/LD/WH 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's WE & WP are committed to complying with all applicable safety, health, and environmental laws and regulations.

Wastewater Discharge

- ❖ Never wash/rinse any spilled material down any drain.

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 WE & WP, and I am aware that any infraction on my part may result in my being asked to leave the premises immediately.

Contractor Representative

Date

Remember: Your Safety is Important to Us!