

Company Safety Policy

This company intends to provide a safe and healthy working environment. To do this, we must constantly be aware of conditions in each individual's work area that can produce injuries. No employee is required to work at a job that is not safe or healthful. Employee cooperation in detecting hazards, and in turn controlling them, is a condition of employment. The following general rules and procedures govern all employees and all company operations.

General Directives

- All employees of this company, by Law [Sec. 5 (b) Occupational Safety and Health Act of 1970] shall follow these safety rules and practices. Employees must inform their supervisor immediately of any situation beyond their ability or authority to correct. The Company complies with laws and regulations related to safety and we expect the same from our employees.
- All employees of this company are required to be engaged in health and safety programs, maintain a work ethic of intolerance of hazardous conditions, unsafe behaviors, and strive for a zero injury culture.
- Supervisors shall insist that employees observe and obey every safety rule, regulation, and order as necessary for the safe conduct of the work, and shall take such action as is necessary to obtain compliance.
- Only qualified and/or licensed employees may operate any piece of equipment.
- Anyone known to be under the influence of alcohol and/or drugs shall not be allowed on the job while in that condition. Anyone suspected of being under the influence may be required to submit to testing.
- Work shall be planned and supervised to prevent injuries in all work processes, particularly when working with equipment and handling heavy materials.
- Employees shall immediately report all unsafe practices, conditions, or equipment as well as any personal injury or damage to property to their supervisor, no matter how trivial, regardless of the amount of damage and irrespective of cause or fault. An employee shall get first aid for all injuries no matter how minor

General Safety Rules

1. Be alert to see that all guards and other protective devices are in their proper places and adjusted. Report all deficiencies promptly to your supervisor.
2. Horseplay in any form is not permitted.
3. Follow safety rules applicable to their job and use safety devices and personal protective equipment as required and directed. OSHA approved safety glasses must be worn by all employees in the plant at all times. All employees who are working in areas where the sound level exceeds established standards must wear ear protection which are provided for you at no charge by the Company.
4. You must report a work-related injury, illness or accident to your supervisor immediately regardless of how minor.
5. Obey all posted warning and/or instructional signs.



6. Do not use equipment that has been locked / tagged out until repairs have been made and the locks / tags have been removed by authorized personnel.
7. You are responsible for housekeeping in your work areas and must keep the area clean.
8. Follow the dress code as published and maintained by Human Resources. This includes but is not limited to not wearing loose frayed clothing, dangling items, finger rings, etc. around conveyers, moving machinery or other sources of entanglement. Hair that is shoulder-length must be pulled back and maintained off of shoulders. Team members must wear full enclosed, oil-resistant/leather upper shoes.
9. The access to all fire extinguishers, fire hoses, sprinkler valves, electrical panel box boxes, and exits must be kept clear at all times. Report any blockage to your supervisor.
10. Guards or safety devices are not to be removed, except by authorized personnel, for purpose of making repairs or cleaning and must be replaced immediately thereafter.
11. Do not walk on, climb over, or crawl under conveyors.
12. Smoking is authorized in designated areas only.
13. Do not use compressed air for cleaning of hair, clothing or body.
14. Check all personal safety equipment regularly for defects.
15. All aisles must be kept clear and open for traffic.
16. Never walk under an up-raised load.

These rules are not meant to be all-inclusive since in many departments more specific rules are necessary for a smooth and safe operation. Additions to, and deletions from, or modification of these rules will be made anytime it is determined necessary for the safety and well-being of all personnel.

This will acknowledge that my employer has informed me of my rights under the OSH Act of 1970 and has given me a copy of the rules and regulations which are applicable to me on my job and as an employee of **Challenge Manufacturing**. I understand and realize that my compliance with such rules and regulations is a condition of my employment and that my failure to comply may result in my discharge.

Print Name: _____
Signature: _____
Date: _____

TO BE RETAINED IN EMPLOYEE'S PERSONNEL FILE