





|   |  |                        |  |
|---|--|------------------------|--|
|  | GILES CHEMICAL ~ PREMIER MAGNESIA              |                        |  |
|   | Company Policy                                 |                        |  |
|   | Title: Main Plant Safety & Housekeeping Policy | Number: Q12-PL-100-003 |  |
|   | Owner: Deborah Durbin                          | Revision: 0            |  |
|   | Effective Date: 12/01/12                       | Page: 1 of 2           |  |

**The following regulations will become effective December 1, 2012 and enforced using Giles Disciplinary Policy**

- 1. Hair:** Long hair including pony tails will not be permitted unless tucked inside of clothing to prevent a safety hazard such as being caught in equipment.
- 2.No Jewelry:** Jewelry is not permitted while working on or with equipment. This includes, but is not limited to, watches, rings, bracelets, earrings, and necklaces. The only exception will be that a wedding band may be covered by a glove.
- 3. No Gum, Tobacco, Candy:** No food or tobacco products are allowed in work areas. Capped water bottles are permitted.
- 4. Cell Phones:** Use of cell phones shall not be permitted only while in motion on a forklift. For further details see Human Resources Telephone Policy.
- 5. Compressed Air:** Compressed air shall only be used for cleaning if the nozzle is fitted with a safety deflector reducing the air pressure below 30 psi.
- 6.Work Area Cleaning:** Your work area shall be kept clean and organized in order to prevent a safety hazard.
- 7.Common Areas:** All common areas (bathrooms, break area, passages, etc) shall be treated as if it is your home and kept clean because this is **Our House**. Please be respectful to your teammates and clean up after yourself. Operators should also clean up debris (wood pieces, shrink wrap, slip sheets, etc.) that is associated with bringing or taking materials from the work areas and warehouses.
- 8. Employee Breaks:** Employees are required to clock out if they leave premises during their break period.
- 9.Safety Glasses:** Safety glasses or prescription safety glasses with side shields must be worn. Glasses shall be donned before entering the production floor.
- 10. Steel Toe Shoes:** Steel toe shoes or shoes with safety toe guards must be worn. Shoes shall be donned before entering the production floor.
- 11. Ear Plugs:** Ear plugs must be worn as follows:

|  |   |                               |   |
|--|---|-------------------------------|---|
|  | <b>GILES CHEMICAL ~ PREMIER MAGNESIA</b>                  |                               |  |
|  | <b>Company Policy</b>                                     |                               |   |
|  | Title: <b>Main Plant Safety &amp; Housekeeping Policy</b> | Number: <b>Q12-PL-100-003</b> |   |
|  | Owner: <b>Deborah Durbin</b>                              | Revision: <b>0</b>            |   |
|  | Effective Date: <b>12/01/12</b>                           | Page: <b>2 of 2</b>           |   |

- Any employee including, but not limited to, Lead Operator, Assistant Lead Operator, and Material Handler, working in the Tank Farm and/or Production area for a shift of 12 hours or more. Although Maintenance personnel typically work an 8-hour shift, these employees will also be included when working in these areas.
- It is recommended that any other employee such as, but not limited to, Engineering, Quality/Safety and Management wear hearing protection when working in these areas for any extended period of time.

Name\_\_\_\_\_

Signature\_\_\_\_\_