
	GILES CHEMICAL ~ PREMIER MAGNESIA		
	Company Policy		
	Title: Repackaging Safety & Housekeeping Policy	Number: R12-PL-100-001	
	Owner: Charles Huggins	Revision: 07	
	Effective Date: 07/19/2017	Page: 1 of 3	



**The following regulations will be enforced using Giles Disciplinary Policy.**

1. **Hair Nets:** Hair nets shall be worn to cover all hair and ears. Loose hair including bangs will not be permitted and must be tucked inside the hair net. Ball caps are allowed with the hair net worn over the cap as long as all hair is inside the hair net and ears are covered. If 1 net does not cover all hair and ears, use an additional hair net. Hair nets shall be donned before entering the production floor. Do not wear hair nets outside facility and then return to production floor.
2. **Beard Nets:** Beard nets shall be worn to cover mustache, goatee and beard. Beard nets shall be donned before entering the production floor. Do not wear beard nets outside facility and then return to production floor.
3. **Smocks:** Smocks shall be properly worn. Smocks shall be donned before entering the production floor. Do not wear smocks outside facility and then return to production floor. Smocks must be buttoned at all times. Sleeves are to remain at the wrist. When transporting to and from facility, smocks MUST be in a sealed container (zip lock bag, tied grocery bag, Tupperware).

**Smocks, hair nets and beard nets shall be placed in a designated area before exiting the facility and re-donned before returning to the production floor. PPE MUST stay on until you have exited the production floor.**

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4. **No Jewelry:** Jewelry is not permitted while working on or with product and/or equipment.

This includes, but is not limited to, watches, rings, bracelets and necklaces. The only exceptions are as follows:

- A wedding band can be worn if covered by a glove.
- Earrings and gauges may be worn if hair net completely covers ears.
- Jewelry or earplugs cannot be worn by any employee working around an open hopper.
- Judgement calls may have to be made on a case by case basis.

5. **No Gum, Tobacco, Candy, Drinks:** No food, drinks or tobacco products are allowed on the production floor at any time.

6. **No Cell Phones:** Cell phones shall not be permitted in work areas. Cell phone usage should be only during breaks, lunch time, or emergencies. The only exceptions to this rule are management, expeditors and in pre-approved circumstances. For further details see Human Resources Telephone Policy.

7. **Music Players:** Personal music listening devices are allowed at the discretion of supervisor and/or plant manager. Only 1 ear bud will be allowed. The unused ear bud **MUST** be tucked in clothing to prevent any safety issues. Radios are allowed as long as the volume does not present a quality and/or safety hazard. Management will determine an acceptable volume and music content.

8. **Compressed Air:** Compressed air shall not be used for cleaning of clothes or blowing off any part of the body.

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9. **Work Area Cleaning:** Your work area shall be kept clean and organized in order to prevent a safety hazard.
10. **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. Utility 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.
11. **Employee Breaks:** Employees are required to clock out if they leave premises during their break period.
12. **Safety Glasses:** Safety glasses or eye glasses with side shields must be worn. Glasses shall be donned before entering the production floor. Prescription eye glasses without side shields are not permitted.
13. **Steel Toe Shoes:** Steel toe shoes or shoes with safety toe guards must be worn. Shoes shall be donned before entering the production floor.
14. **Hearing Protection:** Hearing protection is required by any individual working in close vicinity to the carton machines e.g. operators or carton loaders.
15. **Aisle ways, Exit and Electrical Panels:** All areas such as Aisle ways, Exits and Electrical Panel Areas must be kept clear at a minimum of 36 inches. If blocking these areas are necessary it should be done for a very minimal amount of time due to space constraints within the repackaging facility.

Name \_\_\_\_\_

Signature \_\_\_\_\_

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