


	GILES CHEMICAL ~ PREMIER MAGNESIA		
	Company Policy		
	Title: Manufacturing Safety & Housekeeping Policy	Number: P12-PL-100-001	
	Owner: Anita H. Lopez	Revision: 2	
	Effective Date: 02/05/18	Page: 1 of 2	

The following regulations will be enforced using the Safety & Housekeeping Violations Log and 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 around 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, clear water bottles are permitted.
- 4. Cell Phones:** Use of cell phones is limited to business unless on break. Cell phones may not be used 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 objects (not people) 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. 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 manufacturing facility.
- 9. Employee Breaks:** Employees are required to clock out if they leave premises during their break period.
- 10. Safety Glasses:** Safety glasses or prescription safety glasses with side shields must be worn in non-safety zone areas. Glasses shall be donned before entering the production floor.

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- 11. Steel Toe Shoes:** Steel toe shoes or shoes with safety toe guards must be worn while working on the production floor. Enclosed toe shoes are required at all other times. Shoes shall be donned before entering the production floor.
- 12. Music Players:** If you are not working in an area that requires mandatory hearing protection, only one ear bud is allowed and the unused ear bud **MUST** be tucked in clothing to prevent any safety issues.
- 13. Ear Plugs:** Ear plugs must be worn as follows:
- Any employee including, but not limited to, Lead Operator, Salt Operator and Maintenance **working** in the Digester Room and/or Production area assigned to an 8 or 12 hour shift must don hearing protection.
 - Any other employee such as, but not limited to, Engineering, Quality/Safety and Management shall don hearing protection when **working** in the Digester Room and/or Production area for 4 or more hours during an 8 shift.
 - Visitors or employees passing through the Digester Room and/or Production area are not required to don hearing protection.

Name_____

Signature_____

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