
	<b>GILES CHEMICAL ~ PREMIER MAGNESIA</b>		
	<b>Company Procedure</b>		
	Title: <b>Repackaging Safety &amp; Housekeeping Policy</b>	Number: <b>R12-PL-100-001</b>	
	Owner: <b>Monte Plott</b>	Revision: <b>04</b>	
	Effective Date: <b>07/30/13</b>	Page: <b>1 of 3</b>	

**The following regulations will be come effective December 1, 2012 and 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 or under the cap as long as all hair is inside the hair net and ears are covered. 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, 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.**

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, earrings, and necklaces. The only exception will be that a wedding band may be covered by a glove.

#### **Controlled Document**



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5. **No Gum, Tobacco, Candy, Drinks:** No food, drinks or tobacco products are allowed in work areas.
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. **No Music Players:** Personal music listening devices are not allowed. 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.
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.

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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.

Name\_\_\_\_\_

Signature\_\_\_\_\_

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