



PLEASE RECYCLE



711 Industrial Avenue

West Chicago, IL 60185



Contractors/ Visitors

Safety Rules and Guidelines

Environmental, Health and Safety Vision & Policy

Safety Vision – An injury Free Workplace

At OSI, we have an unwavering commitment to leadership and continuous improvement in environmental and safety practices for the benefit of our employees, customers, and the communities worldwide where we conduct business.

Safety Policy

It is the policy of OSI to provide and maintain safe and healthful working conditions and follow operating practices that result in improved safety and healthy environments for our employees.

Safety standards, both internal and external, will be strictly observed in all operations.

We hold every OSI Leader accountable for providing a safe working environment, including taking reasonable, practical, and timely actions to eliminate hazards and prevent injuries. No plant, office, or department will be considered adequately managed regardless of its proficiency in other areas unless it maintains a safe work environment.

We hold every employee accountable for following all prescribed safe work practices and procedures. No job is so urgent, and no schedule is so rigid that employees cannot take the time to do their job safely.

Safety is a condition of employment and must be considered an integral part of every activity in the organization. Every OSI Leader must embrace the responsibility to achieve organizational goals in reducing injuries and illnesses.

Environmental Policy

OSI is committed to minimizing the impact of our production processes and products on the environment. We will accomplish this through a commitment to continuous improvement and compliance with all environmental regulatory requirements.

Responsibilities

Each employee is expected to actively participate and take ownership of the environmental, health, and safety policy and its supporting goals and objectives. Leadership is accountable for implementing this policy and is visibly committed and actively supportive of this policy.

These safety rules apply to all contractors and visitors on OSI property. These rules are intended to prevent incidents and injuries by encouraging safe work habits. This will be achieved by enforcing the use of proper equipment and adherence to safety procedures and rules. Visitors are expected to adhere to the site-specific safety rules and OSHA regulations, EPA regulations, and other applicable standards.

EMERGENCY/ FIRE EVACUATION PROCEDURES

In a fire emergency evacuation, the audible notification will sound. Once the alarm is activated, proceed to the nearest emergency exit. Once outside, go to the designated Assembly area and stay there. Here you will report to your supervisor or designated evacuation person. Re-entry into the building will be by the authorization of the Fire Department / Emergency Services and EHS/Maint Facility Manager.

IN CASE OF AN EMERGENCY

Dial the following extensions:

Police/ EMS: 911

EHS: 630-562-3638

Security: 630-562-3641

Note: In emergencies, it is your responsibility to contact your supervisor or site contact and learn the proper evacuation routes and assembly area.

SAFETY RULES

All visitors/ contractors must sign in and out with security when entering or exiting the facility.

Report all injuries to the Project Manager.
Smoking and tobacco products are strictly prohibited inside the OSI facility. This means you can NOT use tobacco products anywhere except the designated smoking area near the employee entrance.

Zero tolerance policy for the use of Drugs and Alcohol.
No weapons are permitted on company property.

Obey all safety signs.

Keep aisles clear of objects. Do not obstruct emergency exits, extinguishers, or other emergency equipment.

Designated OSI employees are trained in First Aid, AED, and CPR. If you have an emergency, contact an area supervisor immediately. Clean-up of any blood or bodily fluids must be handled and disposed of by trained personnel.

No horseplay or running is permitted at any time.

PERSONAL PROTECTIVE EQUIPMENT SAFETY

Appropriate Personal Protective Equipment (PPE) must be worn at all times; this may include safety shoes, hearing protection, hard hat, etc., depending on the visited areas.

LOCKOUT/TAGOUT

Appropriate Lock/Tagout procedures must be followed at all times. The Project Manager and EHS Dept can provide additional information on the OSI LOTO Program.

HOT WORK PERMIT SAFETY

Contact the Maintenance Manager or Supervisor to obtain a hot work permit before welding or cutting with an open flame.

FALL PROTECTION SAFETY

When using ladders, man lifts, or scaffolding, you must adhere to OSHA 1910.25-30, 68 standards. OSI also requires Fall Protection PPE when using Man lifts or scaffolding.

CONFINED SPACE SAFETY

Do not enter any confined space on OSI property unless specifically authorized by your site contact.

Note: In the event the EHS Department is unavailable, all requests should be directed to the Plant Manager

CHEMICAL AND ENVIRONMENTAL SAFETY

The EHS Department or Project Manager may obtain safety Data Sheets (SDS) for chemicals.

No chemicals are allowed in the building or used without first submitting a Safety Data Sheet (SDS) to the EHS Department for approval.

All hazardous materials such as flammable liquids should be identified, handled, and stored in appropriate safety containers.

No chemicals are to be poured down any drains.

All unused chemicals must be removed by the contractor upon completion of the job.

All spills and leaks of hazardous chemicals must be immediately reported to the EHS department.



POWERED INDUSTRIAL VEHICLE (PIT) SAFETY

Only authorized and trained persons drive a forklift/ donkey or any other motorized vehicle.

Contractors that require the use of an OSI forklift/ Donkey or other motorized vehicles must produce official training records that show the operator has been trained on Powered Industrial Trucks to EHS for approval.

Contractors that bring a PIT onto OSI property must provide official training records that show compliance with OSHA's Powered Industrial Truck Standard before use.

Pedestrians must stay in designated walkways or to the side of the aisle when PITs approach and keep a safe distance.

Be aware of PITs. Always make eye contact with the PIT driver before crossing aisles and walkways.