

GENERAL SAFETY RULES

WORKING SAFELY is a condition of employment.

- EVERY employee is personally responsible for preventing injury to themselves and co-workers.
 - In order to protect and ensure safe working conditions, violations of the following company rules will result in disciplinary action and / or termination.
- 1) UNIFORMS - All UMA employees must wear uniforms properly
- A) Shirt tails must be tucked in at all times.
 - B) No personal jackets or sweaters are allowed on the floor at any time.
 - C) All employees are required to wear a hat or hair net with all hair contained at all times.
 - i. Exceptions: Maintenance, Parts Room, and Office Areas.
 - D) Safety glasses/goggles must be worn at all times when on production floor.
 - E) Safety toed shoes are required plant wide. If you are found without these you will be sent home. Those who work in the office/upstairs are NOT required to wear safety toed shoes, unless needed on the floor.
 - F) Rules for jewelry allowed on the plant floor
 - i. Watches, rings, or bracelets are ONLY permitted if made of NonConductive material such as Silicone. (No metal permitted such as gold, titanium, platinum, etc.)
 - ii. Stud earrings only. NO earrings that hang below the earlobe are acceptable.
 - iii. Necklaces must be tucked into shirt
 - E) Fingernails - the length of a fingernail is not to be longer than the width of a nickel.
 - i. Lay a nickel on the tip of finger / thumb, the nail cannot be above the edge of the nickel.
- 2) GENERAL COMPANY RULES
- A) The following is NOT PERMITTED:
 - i. Alcoholic beverages or illegal drugs on company premises
 - ii. Theft, attempted theft, of items from premises without proper authorization
 - iii. Disorderly, immoral conduct or horseplay in the plant that could result in an injury of an individual or damage to property.
 - iv. Deliberately damaging or destroying the company's, another employee's or Sub-Contractor/Vendor's (including vending machines) property
 - v. Fighting on company premises, provoking or instigating a fight, willfully threatening or endangering the safety of a fellow employee
 - vi. Possession of deadly weapons on the company premises
 - vii. Falsification of any records or documents pertaining to the operation of the business.
 - viii. Wearing of headphones on the production floor (may use in break areas ONLY)
 - B) Compressed air shall not be used for cleaning purposes.
 - C) Only UMA approved utility knives can be used in the plant.
 - D) Smoking and all use of tobacco is prohibited in the plant.
 - i. Smoking is ONLY allowed outside under the shelter by the employee entrance.
 - E) No running is allowed in the plant.
 - F) Do not stand, walk on, or lean pallets on end.
 - G) Food is not permitted on the manufacturing floor.
 - i. Beverage containers must be closed / spill proof and CANNOT be made of glass.
 - H) Do not stack containers higher than eye level when moving / transporting.
 - I) Drop cords/extension cords are not acceptable for permanent power supply. Use them only for temporary power for items such as seasonal decorations and for temporary use of power tools. Drop cords/extension cords are not acceptable. All drop cords / extension cords shall be GFCI protected.
 - J) All accidents must be reported within 24 hours to your lead or supervisor and then to PESM and or HR.
 - K) Stow Blade on paper cutters when finished using.
 - L) Do not allow unauthorized entry through exit doors
 - M) Keep dollies flat, do not lean them against other items that may injure personnel or damage equipment.
 - N) The floor tile in the cafeteria contains Asbestos, do not disturb the tiles by grinding or sanding, otherwise the tiles are completely safe.
 - O) Only qualified personnel with valid operators license are authorized to operate forklifts and electric hand trucks
- 3) ELECTRICAL SAFETY
- A) Only personnel authorized by PESM will attempt to repair or replace any electrical equipment.
 - B) Do not operate any equipment with the electrical cabinet / panel doors open.
 - C) DO NOT block electrical panels, fire extinguishers, risers, exits, eye wash stations/showers or emergency spill kits.
 - D) NO MOTORIZED equipment is allowed within 25 feet of the NL24 (contains Methyl Ethyl Ketone (MEK)- highly flammable)
 - i. Exceptions apply with appropriate safety precautions in place- contact PESM for specifics



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- 4) ONLY AUTHORIZED PERSONS PERMITTED IN THE FOLLOWING AREAS:
 - A) Glue Room/ NL-24
 - B) Boiler Room
 - C) Waste Water Treatment
- 5) PRODUCTION / MACHINE RULES
 - A) All items are to be kept off of steps, catwalks, control panels, transformers and consoles of operating equipment.
 - B) All safety devices (interlock or light screens) are to be kept intact & in good working condition.
 - C) Propane gas must be placed in appropriate holders on each machine when not in use.
 - D) All safety guards must be in place before operating any machinery.
 - E) Gloves and sleeves must be worn when removing molds or dies.
 - F) Report any defective tools or equipment to management.
 - G) An employee CANNOT walk away from a machine and leave the guards open at any time, even when the power is off and the machine is not in operation.
 - H) An employee CANNOT reach into a running machine for any reason (including loading or unloading seals or inserts).
- 6) DOCK / SHIPPING / RECEIVING RULES
 - A) Door dock chains must be stowed away when not in use.
 - B) When dock doors are open there will either be a truck ready for loading/unloading or there will be fall protection in place.
 - C) Trailer tires must be chocked and glad hand locks installed before loading or unloading truck trailers.
- 7) LIFTING PROCESS / RULES
 - A) Bending should always be done with the knees, not back.
 - B) Do not lift beyond your capability.
 - i. May not lift anything over 70 inches high
 - ii. May not reach more than 25 inches outward
 - iii. Contact PESM for explanation if needed.
 - iv. Push items do not pull. Pushing items uses your leg muscles. Pulling causes back strains more often
 - C) Assistance is required when lifting more than 50 lbs.
- 8) ADDITIONAL PPE REQUIREMENTS
 - A) Earplugs are required in Rubber MFG when rubber is running on the roller machine 1 or 2.
 - B) Earplugs are required in the Metal Press department for all new employees assigned until they receive their baseline hearing test
 - C) Earplugs are required in the Metal Press department when more than two press machines are running at any given time.
- 9) HARD HAT REQUIREMENTS
 - A) Always wear a hard hat when:
 - i. Ascending above 4 feet up any ladder
 - ii. Ascending up any fixed ladder or stair leading over a machine.
 - iii. On the roof or if going on the roof from any ladder.
 - iv. Operating and/or performing work in the aerial lift.
 - v. Performing any work at levels above a machine over 4'.
 - B) Standard stairs are exempt from this requirement (eg. Stairs going to the office, breakroom, tower, and over the back bathrooms.
- 10) WAREHOUSE SHELVING RULES
 - A) Entry to warehouse shelving is prohibited when a forklift is working in an adjacent aisle.