



Hollingsworth

Supply Chain Innovators

Employee Health and Safety Handbook

Read This First

I have received this Employee Health and Safety Handbook and had the sections which apply to my job explained to me. I have had an opportunity to ask questions regarding the material in this handbook, and have had them answered.

I understand that it is my responsibility to perform my work in the safest possible manner.

I understand that the rules outlined in this book are not intended to be comprehensive and additional requirements may apply. I understand that these rules may change over the course of time (with or without notice). I understand that this handbook and the rules it contains do not create a contract, and do not modify Hollingsworth's "employment at will" policy.

I agree to fully acquaint myself with the rules and policies contained in the handbook and to comply with them to the best of my ability.

Name (Print) _____

Signature _____

Job Title _____

Department _____

Date _____

Reviewed with employee by: _____

Handbook Version
(see bottom of any page) _____

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The Safety & Health Program

Hollingsworth Corporate Health and Safety Policy

Hollingsworth is committed to providing a safe work environment for its employees, customers and visitors. We are committed to compliance with all applicable environmental, health, and safety laws and regulations. It is the responsibility of all of us to perform our jobs in safe and responsible manner in order to avoid injury to ourselves, co-workers and visitors. We will support and promote our health and safety program and provide the necessary resources required for continuous health and safety improvements. Disregard or willful violations of this policy by employees at any level is not acceptable. We believe that all accidents are preventable and that excellence in health and safety is a requirement for our company's long term success.

Mike McNamara
President
Hollingsworth LLC

Your Responsibilities

The health and safety of its employees while in the work place is Hollingsworth's number one priority as a company. As an employee of Hollingsworth you will be required to follow all health and safety guidelines set forth by the company. Your understanding of all health and safety guidelines is vital to ensure your safety in the work place.

In order to ensure your safety, and to meet company expectations for health and safety, you will be required to know some basic expectations for all Hollingsworth employees. The expectations include, but are not limited to, the following items:

- Follow all established Health and Safety Procedures.
- Follow all fire regulations.
- Attend and participate in all required training and safety meetings.
- Use the appropriate safety and/or personal protection equipment when necessary.
- Report all hazardous conditions immediately.
- Report all injuries immediately, regardless of how minor the injury may seem.

Remember, you are ultimately responsible for your own health and safety.

Identifying and controlling workplace hazards

Hollingsworth takes many steps to assure that workplace hazards are identified and controlled. Scheduled and random health and safety inspections are conducted by management, safety committees, and our insurance carrier. These inspections are meant to identify potential health and safety issues before an incident occurs. These inspections also include the monitoring of air quality, noise, and other items that could impact an employee's health and safety.

Reporting unsafe conditions in the workplace by employees is the best method to identify potential health and safety issues. If you notice an unsafe condition in the workplace you are required to report it immediately. We encourage all employees to make suggestions to help improve the health and safety of our company. Suggestions may be made verbally or in writing.

Safety training and communication for employees

Each Hollingsworth facility has a Safety Committee. The members of our Safety Committees shall act as safety representatives to all other employees. The committee shall monitor compliance with the applicable safety and health standards established by the Occupational Safety and Health Act of 1970 (OSHA) and other applicable Federal, State, and Local laws or regulations. They will conduct safety inspections and act as company representatives during an OSHA or MIOSHA visit.

Safety training and meetings will be conducted by the Safety Committee at each facility. Training will be scheduled as needed by the safety committee. Your attendance and active participation in these sessions is mandatory as they are required by state and federal law.

Safety-related information will also be communicated through this handbook, safety posters, bulletins, etc.

The Safety Committees will also coordinate safety related information through the corporate health safety handbook, work place signage, and other methods.

Analyzing accidents and taking corrective action

All work-related injuries and illnesses must be reported immediately. Your participation in an accident investigation will be expected. Accident investigations are required by law and help us identify the root cause of an accidents so that future accidents can be prevented.

Hollingsworth safety rules and enforcement

The purpose of Hollingsworth Disciplinary Program is to provide a method for ensuring employee compliance with all policies including material handling equipment, safety, security, attendance and other policies. All employees are subject to this program. Personnel authorized to enforce or administer the disciplinary program are determined by management. Fair and impartial enforcement requires that the circumstances of each case be determined and that disciplinary action, when appropriate, be taken and documented.

Failure to adhere to established policies, especially safety policies, will result in disciplinary actions, up to and including dismissal.

Safety rules are outlined throughout this handbook. They are also communicated during safety training. You are required to read all safety rules and to know and follow them. If you do not understand a safety rule, ask your Supervisor.

General Safety Rules

The following are some general safety rules to follow in the work place:

1. Never operate machinery or equipment unless you are licensed to do so and authorized to do so by your Manager or Supervisor.

2. Do not operate defective equipment of any type. Report any defective or hazardous equipment to your manager.
3. Obtain full instructions from a certified trainer before operating machinery or equipment.
4. If you feel your job puts you in a potentially unsafe position stop what you are doing immediately. Contact your immediate Supervisor and make them aware of your concerns. Do not perform a job unless you are certain that you have the proper PPE and training to do the job safely.
5. Make sure all machine and equipment safety guards are in place and properly adjusted before operating.
6. Do not operate any machine or equipment at unsafe speeds. Shut off equipment that is not in use.
7. Wear the proper personal protective equipment necessary to perform your work safely. If you do not have the proper PPE to perform your job safely contact your direct Supervisor immediately.
8. Do not wear loose clothing or long hair while operating machinery.
9. Never oil, clean, repair, or adjust any machinery while it is in motion or powered. Never repair or adjust any machinery or equipment unless you are specifically authorized to do so by your manager.
10. Never repair or adjust any electrically powered machine without opening and properly tagging the main switch. See the Lock-Out/Tag-Out Program for more information.
11. Adhere to 5S compliance.
 - Sort
 - Set in Order
 - Shine
 - Standardize
 - Sustain
12. Use proper lifting techniques. Do not lift items that are too bulky or too heavy. Use the proper material handling equipment or ask for assistance.
13. House Keeping:
 - Keep all aisles, stairways, electrical panels and exits clear at all times.
 - Keep work areas clean and neat
 - Keep your machinery and equipment clean and neat.
 - All stacked material should be neat and stable.
 - Be aware of hazardous conditions and take the proper steps to fix them.

Good housekeeping habits help keep the work place accident free.

14. Do not participate in “horseplay” or distract your fellow workers. Do not run on company premises, always walk.

15. Power truck and fork truck operators must safeguard other employees at all times. Employees must be certified prior to operating any motorized material handling equipment

16. Never take chances. If you are unsure, ask your Supervisor. Let common sense be your guide to proper health and safety.

NOTE: This is not an all-inclusive list, but rather a basic starting point to achieve a safe and productive work environment. Additional rules and regulations may apply according to the type of facility operation.

Your “Right to Know”

All employees have the “Right to Know” about the hazards of their work. Example of the hazards are things such as:

- Hazardous chemicals you may work with or be exposed to.
- Physical agents (such as heat, noise, and radiation) which may be present.
- Infectious agents that you may be exposed to.

Hollingsworth makes every attempt to ensure employees are aware of, and safe from, any and all potential hazards in the work place.

Material Safety Data Sheets

A Material Safety Data Sheet is a document which provides a variety of safety-related information on a given chemical.

A Material Safety Data Sheet is available for every hazardous chemical in use in our operations. You have the right, and the responsibility, to review this information prior to working with a chemical. If you have any questions or concerns in regards to the chemicals you are asked to work, or you cannot find the appropriate MSDS information to review, please see your Supervisor.

Employee Training

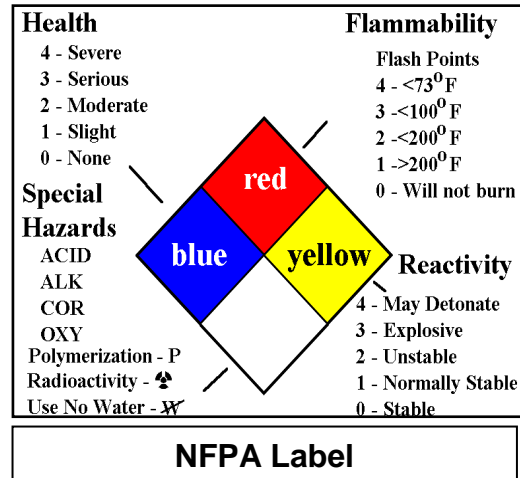
At various times throughout your employment you may receive training regarding various chemicals, physical agents, and infectious agents. Additional training sessions

may take any time a new product is introduced in the work place, even if the product is being used on a limited basis.

Information on the types of chemicals, physical agents, and infectious agents you work with is provided later in this book.

Product and Equipment Labeling

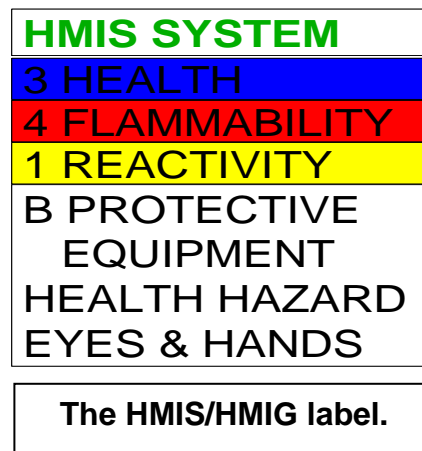
Every chemical container in our facilities is required to have a label which identifies the chemical and some type of hazard warning (flammable, etc.). If you notice a chemical container without the proper labeling, notify your Supervisor immediately.



Always read and understand the label before using a chemical. Ask your Supervisor if you are unsure of the risks involved while using any chemical.

There are many systems for labeling chemicals. One of the most common methods of labeling chemicals is with the NFPA symbol. The left quarter of the diamond is blue and represents the chemical’s health hazard. The top quarter is red and represents the chemical’s flammability. The right quarter is yellow and represents the chemical’s reactivity. Each of these sections will contain a number between zero and four. Zero means there is minimal hazard, and four means there is an extremely high hazard. For example, the chemical shown below has a mild health hazard, but is extremely flammable. It has no potential to react with other chemicals. The bottom quarter will usually be empty, but may contain any special warnings.

Another common type of label is the HMIS or HMIG symbol. These are very similar to the NFPA system, but the symbol is rectangular, and instead of having a special hazards section, the bottom letter dictates the type of Personal Protective Equipment that must be worn when using the chemical.



Chemicals may also be labeled using “signal words”. These include words such as “DANGER”, “WARNING”, and

“CAUTION”. “DANGER” is likely to be used for the most hazardous of



chemicals like strong acids or poisons. “WARNING” is used when chemicals are less hazardous, and “CAUTION” is used for chemicals which are only mildly hazardous. The word “NOTICE” may also be used to advise you of a Hollingsworth policy or requirement.

The “signal words” system.

Chemicals, Physical Agents & Infectious Agents You Work With

The following information is intended to give you some very general information about the products you work with most at Hollingsworth. If you have specific questions, check the Material Safety Data Sheet, or ask your Supervisor.

Carbon Monoxide or “CO”

Carbon Monoxide is an odorless, invisible, tasteless, flammable gas which is produced whenever anything containing Carbon is burned. Common sources of Carbon Monoxide are propane powered fork trucks, direct gas-fired heaters, fuel-gas welding, etc.

Carbon Monoxide works by binding with your body’s Hemoglobin at a rate much higher than that of Oxygen, which results in Oxygen deprivation. Signs of low level exposure include headache, and fatigue (tiredness). Symptoms of more severe exposure include nausea, vomiting, and loss of consciousness. Exposure to extremely high concentrations of Carbon Monoxide may be immediately fatal.

Carbon Monoxide is explosive when its concentration in air is greater than 12.5%. However, this type of exposure is almost impossible under normal conditions.

Corrosive Liquids

“Corrosive” is a term used to describe liquids, powders, gasses, or other substances which can cause permanent damage to eyes, skin, mucous membranes, etc. where chemical contact occurs. Corrosive liquids are divided into Acids which have pH’s of less than 7, and Bases or Alkalis which have pH’s of more than 7. Even though these products are at opposite ends of the pH scale, their hazards are very similar. Common examples of corrosive liquids include Battery Acid, and Sodium Hydroxide (Bleach).



“Acute” or immediate hazards of corrosive liquids include permanent damage to skin, eyes, and mucous membranes. Breathing their vapors or mists may also cause severe irritation to the respiratory tract. “Chronic” or long-term hazards of breathing large amounts of vapors and mists may include bronchitis type conditions, ulcerations in your mouth and esophagus. In extreme cases, they may cause damage to your bones and teeth. Always wear splash goggles, gloves, and other Personal Protective Equipment when working with these products. Always make sure there is adequate ventilation in the work area. Avoid creating mists and vapors by using excessive amounts of chemicals.

Fuels (Gasoline, Diesel Fuel, Propane, etc.)

These are the most commonly handled chemicals in the world. They are various types of fuels used to power automobiles and other types of equipment.

Breathing gasoline and diesel fuel vapors has caused cancer in laboratory animals. However, it is unknown if the same type of effects occurs in humans. These products can also irritate your skin, eyes, and respiratory tract. They may also burn your eyes. Always avoid breathing the vapors and make sure you don't get any on your skin.

Propane, like all other gases, has the ability to displace oxygen and cause suffocation, but only at extremely high levels. This type of situation is nearly impossible in our type of work.

Obviously all fuels are extremely flammable. Always make sure there are no sources of ignition near these products. For example, no smoking should be permitted, and cars should not be running while being fueled, as the ignition may actually ignite the flammable vapors. Always be sure liquids are stored in approved containers, and keep them closed at all times to prevent flammable vapors from escaping.



Solvents

Solvents are chemical mixtures which dissolve other types of chemical mixtures, and are extremely common. In fact, water can be considered a solvent.

When skin is exposed repeatedly to solvents, skin irritation or “dermatitis” can develop. This may take the form of dryness, cracking, redness, or flakiness of the skin. Solvent vapors may also irritate the eye, nose, throat, etc.

Some types of solvents like Benzene, Methylene Chloride, 1,1,1 Trichloroethylene, or Perchloroethylene, are suspected of causing cancer in humans. In extremely heavy doses, solvents may damage the Liver, Central Nervous System, and / or kidneys. WD-

40 is considered to be a solvent due to having 40 – 50% Stoddard Solvent as the main chemical ingredient. WD-40 is not suspected to be a cancer causing chemical.

Nearly all solvents are extremely flammable. Never use them around heat or fire, and be sure to store them in approved containers, which must remain closed at all times. Never dispose of solvents with ordinary rubbish or other chemicals.

Human blood and Other Potentially Infectious Materials

While it is unlikely that you will ever be exposed to human blood or other bodily fluids (known as Other Potentially Infectious Materials or “OPIM’s”), there is a small probability that you will encounter them following an injury to a fellow employee, or while cleaning restrooms, accident scenes, etc.

Human blood and other potentially infectious materials (OPIM’s) may carry disease causing organisms such as the Hepatitis B Virus (HBV) or the Human Immunodeficiency Virus (HIV), which leads to AIDS.

Hepatitis B is a virus which affects the Liver and may cause a disease called cirrhosis which can be fatal. A large percentage of people with cirrhosis never develop symptoms and therefore never even know they have the disease. All the while, they can communicate the disease to family, unborn infants, sexual partners, etc.

Human Immunodeficiency Virus is a disease which damages the body’s immune system, leaving it vulnerable to diseases like cancer, pneumonia, and other opportunistic diseases. HIV leads to AIDS which is always fatal.

Both of these viruses can be transmitted when another person’s blood or OPIM’s gets into your eyes, mouth, nose, scratches or cuts on your skin, etc. Always make sure you wear appropriate Personal Protective Equipment when you are exposed to these materials. Also, if you are ever exposed to these materials, be sure to wash the affected area thoroughly with plenty of soap and water, scrubbing thoroughly, then report the incident to your supervisor immediately.

Noise

Exposure to occupational noise is a leading cause of hearing loss. This type of hearing loss is permanent. Other effects of noise include fatigue, stress reactions, interference with concentration, loss of morale.

When working in areas where hearing protection is required, or in any noisy environment, including off the job, always be sure to wear hearing protection. Also, remember that in general, earplugs or inserts are far more effective at reducing noise exposures than earmuffs. The hearing protector, or its packaging should provide the Noise Reduction Rating (NRR) of the hearing protector. The higher this number, the more effective the hearing protection is.

Also, avoid any unnecessary exposure to noise. Stand a few feet back of noisy equipment if possible. Simply standing a few feet back will cut your exposure drastically.

At some point, it may be necessary to have your hearing checked. The purpose of this test is to measure a person's ability to hear over the course of his/her employment. The test is very brief, totally painless, and will be provided free of charge. You also will have the right to see your test results.

Trajectory

A major physical hazard when servicing or using machinery could be a trajectory injury. To avoid injury, stand out of the path of trajectory and use proper PPE or restraining device.

Lockout/Tagout

Each year, thousands of employees are injured or killed by machinery or equipment which starts up or is running while repairing, unjamming or servicing it. Therefore, all employees are required to Lockout and Tagout machinery as out of service before any type of service or maintenance is performed.

Only those employees who have been trained and authorized by the company are permitted to lock out and un lock equipment.

Energy Sources

All types of energy sources are included in this policy. This includes all machinery or equipment powered by electricity, hydraulic pressure, compressed air or other gases, thermal energy, chemical energy, and mechanical energy.

Exceptions to the Lockout/Tagout rules

In many cases, it will not be necessary, or even possible, to lock and / or tag out a machine.

Lockout/Tagout need not be performed if work is to be conducted on a machine whose only source of energy can be controlled by unplugging the equipment from an electrical outlet (i.e. grinders, drill presses, etc.). However, when work is done on this type of equipment, the employee must unplug the equipment and maintain physical control of the plug during the work (i.e. keep it in his/her hand, or in his/her pocket).

If you are planning to perform any type of routine, repetitive type work to a machine, such as refilling it, and if it will not be necessary to remove, bypass, or reach around any type of machine guard, or electrical cover, or place any part of your body near any hazardous area, then it will not be necessary to lock the machine out.

If a machine is physically unable to accept a lock, then a Tag out System may be used. The employee follows the procedure below, but in step 4, does not apply a lock. You must, however, apply an approved tag wherever the machine is capable of being energized. The employee must also take some type of additional step to ensure that he / she is adequately protected. For example, locking the room where the disconnect is located.

Lockout/Tagout Procedures

When performing Lockout/Tagout, it is important to follow correct procedures to avoid common mistakes. For instance, you may not know all the types of energy present in a machine. You may also not be familiar with a machine's ability to store or re-accumulate energy.

Whenever you lock out a piece of equipment, you should first check to see if there is a formal written procedure for that machine. In most cases a formal written procedure will be available for review.

In some cases, there may not be a specific procedure. In these cases the following procedure should be used:

1. **Preparation.** Familiarize yourself the machine, especially the types and magnitudes of the energy sources.
2. **Shutdown.** Shut down the machine using normal procedures, such as pushing the "STOP" button.
3. **Isolation.** All energy sources to the machine must be disconnected by using circuit breakers, air valves, etc. Simply turning off the machine is not adequate.
4. **Apply locks and tags.** An approved lock and tag (with your name written on it) must be placed at every point where an energy source was disconnected. Nobody may ever place or remove any lock or tag that does not belong to them.
5. **Relieve stored energy.** Some machines may have the ability to store energy. All potentially hazardous stored or residual energy must be relieved, disconnected, restrained, and otherwise controlled.
6. **Verify.** Verify that the machine has been properly locked and tagged out. This should include a visual inspection, a review of the steps taken to lock the machine out, and finally, by trying to start the equipment. Lock and tag may only be removed by authorized personnel.

When trying to start the equipment, always assume the machine will start. Be sure all employees, tools, equipment, etc. are clear of hazardous areas. After attempting to start the machine push the stop button before beginning work.

Confined Spaces

Few employees of Hollingsworth will be required to enter and perform work in confined spaces. A confined space is an area that is:

- Small enough that a person can enter and perform assigned work,
- Has limited means of entry and exit, and
- Is not designed for continuous occupancy.

Some (but not all) confined spaces are “Permit-Required Confined Spaces”, which means they may contain significant hazards such as:

- Hazardous atmospheres (such as atmospheres which contain dangerous levels of chemicals, not enough Oxygen, explosive, or flammable atmospheres, etc.) Potential for engulfing an entrant.
- An internal configuration such that an entrant could be trapped or asphyxiated by inwardly converging walls or by a floor which slopes downward and tapers to a smaller cross-section; or
- Contain any other serious safety or health hazard.

Employees are not permitted to enter these Confined Spaces without following the Permit Required Confined Space Program.

Types of Confined Spaces

There are two basic types of confined spaces, and the requirements for entering will depend on the type, or classification of the space.

1. Non-permit (Alternative Procedures) required. These are spaces which meet the definition of a “confined space” but do not contain the additional hazards associated with “permit-required confined spaces”. Since these hazards do not exist, no special precautions are required.
2. Permit-required confined spaces. These are confined spaces which contain the additional hazards described above, and therefore special precautions must be taken. For entry into these spaces, many special precautions must be taken.
 - A permit form must be completed prior to, and during the entry.
 - An attendant must be posted outside the space to communicate with all entrants, and monitor their safety.
 - Ventilation must be provided to ensure a toxic or flammable atmosphere does not develop during the entry.
 - Air monitoring must be conducted continuously throughout the entry to monitor Oxygen levels, flammable potential, etc.

- All entrants must wear life lines which are secured somewhere outside the space, and if the entry involves traveling vertical distances of five feet or more, a mechanical retrieval device must be used.
- Appropriate equipment for communication, personal protective equipment, etc. must be provided and worn.

The permit-required confined space entry permit will outline all the necessary precautions.

Confined Space Emergencies

When confined space entries are conducted without strictly following established procedures, emergencies may occur. For example, entrants may be overcome by toxic atmospheres. If an emergency occurs, always follow the procedure established on the permit form.

Emergency Action Plan

Hollingsworth has two goals when it comes to health and safety; first, to prevent emergencies, and second, to make sure emergencies are handled correctly when they do occur. Handling an emergency correctly can result in an employee receiving faster medical treatment, preventing further injuries, preventing the spread of a fire, and many other health and safety risks.

Emergency Communication

One of the most important steps in handling any type of emergency, on or off the job, is communication. You should notify your Supervisor of any emergency condition immediately. **If you feel that an emergency requires immediate assistance from a fire department, ambulance, or law enforcement please dial 911 immediately!** Always stay on the line to listen to any instructions given by the operator. They will be dispatching help even as you speak. If you are unsure if immediate attention is required your Supervisor will make that determination once contacted.

Procedure for Fires

1. Evaluate the fire. If it is small, and you feel it is safe to try to extinguish it with a fire extinguisher, you should do so. Yell out to a co-worker that there is a fire and tell the co-worker to go get help. Remember, when fires are just beginning (the “incipient” stage), they may double every 30 seconds. Be prepared for this.

If you use a fire extinguisher, remember the following:



Make sure it is the appropriate class. Using the wrong type of extinguisher can actually spread the fire. “ABC” Fire Extinguishers are appropriate for three of the four types of fires.

- Position yourself so that you are 8 to 10 feet from the fire, and have an escape route.
 - Pull the pin on the extinguisher, and aim the nozzle at the base of the fire.
 - Squeeze the trigger and spray the extinguisher at the base of the fire in a sweeping motion.
 - Remember that the fire extinguisher will only have enough charge for several seconds, perhaps as few as 8-12 seconds. If the fire requires more than one extinguisher it is too large to be extinguished by fire extinguishers and you should evacuate.
2. If the fire appears to be too large, or if for any reason you choose to not fight the fire:
- If safe to do so, prevent the spread of the fire. Close all doors and turn off any equipment in the area.
 - Report the fire immediately to your Supervisor.
 - Evacuate the building immediately. Use the nearest safe route and proceed directly to the gathering point outside the building. You will be informed of the gathering point location as part of your new employee, and ongoing safety training. It will also be shown on the Building Emergency Map.
 - If you choose, and if safe to do so, help others to evacuate quickly and safely. Disabled, injured, elderly, or other vulnerable people may need assistance.
 - Following an evacuation, a head count will be taken. Make sure you are counted, and report anyone you know of who is missing.

Procedure for Medical Emergencies

1. All medical emergencies should be reported to your Supervisor immediately. If the situation is serious, call 911 immediately. If 911 is called, an employee must be posted outside the building to direct rescue personnel as they arrive.
2. Never move an injured person unless absolutely necessary. Especially if he/she is unconscious, or if you suspect a face, head, neck, or back injury.
3. If the emergency is chemical-related, provide a copy of the MSDS, the label from the container, or some other type of product information to the paramedics, doctor, etc.
4. If there is blood or other bodily fluids present, be sure to use gloves, goggles, etc. to prevent contact. If any blood or bodily fluid gets in your mouth, nose, or on/in your broken skin, wash the area with antibacterial soap and water for 15 minutes, and report the exposure to your Supervisor immediately. Use the emergency eyewash if your eyes contact blood or other infectious bodily fluids.

5. If you see another employee using an emergency eyewash or shower, you should assist him/her by:
 - Sending another employee for help.
 - Holding the employee's eyelids open and making sure he/she adequately flushes the eyes, face, hair, inside and behind the ears.
 - Removing any contaminated clothing.
 - Making sure he/she keeps irrigating the eyes/injury for 15 minutes.

Procedures for Chemical Spills

1. Report the spill to your Supervisor immediately.
2. Determine how serious the spill is. This will depend on the type of chemical, the amount spilled, conditions surrounding the spill, the location, and the possibility (if any) that the spilled material may travel to the environment, etc.
3. If it is minor, clean it up.



4. If it is serious, and it is safe to do so, you should first shut off the supply of the chemical. For example, if the spill was caused by a drum which was punctured, you may be able to rotate the drum so the puncture is on the top, and no more material is released. Or, if a pipeline or valve has failed, you may be able to close supply valves of lines.
5. Prevent the spread of the spilled material, especially to the exterior of the building, sewers, drains, etc.

Procedure for Severe Weather

1. In the event of a tornado or other serious weather condition, you should go to the nearest emergency shelter as reflected in the Disaster Training and location posted throughout the plant.
2. If you cannot get to the emergency shelter, go to a small, stable room (preferably with no exterior walls or ceiling) on the lowest level of the building. Avoid rooms with a great deal of glass, or top-heavy furniture. If possible, crawl under a sturdy desk or table to prevent debris from falling onto you.
4. If you are outdoors and cannot get indoors, try to hide under a bridge or overpass, or lay down in a ditch. Of course you should always avoid tall objects like trees when lightning is present. Avoid buildings that are under construction, especially if they have brick or block walls that may fall on you. Inside your car may be a safe location in adverse conditions.

Procedure for Workplace Violence

1. On the job violence can lead to the potential for occupational fatalities and injuries. Always be aware of the potential for violence from co-workers, customers, strangers, etc.
2. It is important that all employees immediately report any conditions or suspicious behavior in the work place. Conditions that should be reported include poorly lit areas and unlocked doors which may allow access to the building by outsiders. Report suspicious behavior by employees and individuals that you do not believe should be in your facility.
3. Report any violent, aggressive, or other such behavior by co-workers, customers, or any other person you have contact with. These behaviors may include:
 - Making threats to others.
 - Exhibiting aggressive or violent behavior.
 - Being physically abusive to others.
 - Bringing guns or weapons to the workplace.
 - Emotionally or mentally unstable.
4. Remember to read and understand the active shooter training disclosed in the new hire orientation

Hearing Safety (if applicable)

Hearing Loss can be temporary or permanent. Hearing Loss can be attributed to many causes such as normal aging, illnesses, and loud noise exposure. Protection from loud noise exposure is very important and the mandatory use of properly using hearing protection will be enforced.

Back Safety

Back injuries are the most common type of work-related injury. Nearly one third of all work related injuries are to the lower back and costs attributed to back injuries make up more than double the costs of all other injuries combined.

Proper Lifting Technique

The key to preventing the vast majority of all back injuries is safe lifting.

Before attempting to lift an object make sure the weight of the object can be safely lifted by an individual without lift assistance. If the object is too heavy, or cannot be lifted safely due to the size or shape of the object, ask for assistance or use an approved material handling method.

Look at your path before you lift the object. In other words, figure out how you will get from point A to point B. Make sure no potential hazards exist between those two points (slippery spots, clutter, stairs, poorly-lit areas, etc.). It is important to know where you will set the item down before lifting an object to move.

Only after this planning are you ready to move an object. Position your body for the lift. Squat down at the knees (NEVER bend at the waist) and get the object as close to your body as possible. One of the worst things you can do to your back is to lift objects that aren't close to your body (i.e. lifting at an arm's distance). Make sure you have a good "whole hand" grip on the object being lifted. Always keep your head up during the lift. Doing so will help ensure good lifting posture.

During the lift, keep your head up and the weight of the load between your feet. Always lift in a slow, smooth, controlled motion with no twisting or bending. Remember to use the muscles in your legs to lift, not your back.

Other Safety and Health Rules

These rules have been established for your own safety. It is your responsibility to understand and follow them.

Safety rules are subject to change at any time with or without notice. These rules are not intended to create a contract, and do not modify Hollingsworth's policy of "employment at will". Additional rules may apply.

Failing to comply with these rules may lead to verbal or written reprimand, suspension (with or without pay), or termination.

General Rules

1. Fighting, threatening violence against any other person, possession of weapons on company property, horseplay, or disregard for your own safety; or the safety of others is not permitted.
2. The use, possession, or being under the influence of alcohol or illegal/illicit narcotics during work hours or on company grounds is forbidden.

3. Report any defective or unsafe equipment or condition to your Supervisor immediately. Unsafe or defective equipment is never to be used.
4. All work must be done in the safest manner feasible. If you have questions or concerns, see your Supervisor.
5. Read and obey all other safety information including signs, posters, equipment and labels/instructions.
6. All work-related injuries and illnesses must be reported immediately to your Supervisor.

Housekeeping

1. Keep all areas of the work place clean.
2. Dispose of, or properly store, any and all materials not being used.
3. Correct any hazards that could potentially cause an accident or fire.
4. Clean up spills immediately.
5. All emergency equipment such as fire extinguishers, emergency exit doors, first aid kits, emergency eye washes and showers, electric service panels, etc. must remain unblocked and accessible at all times. Maintain a clear three-foot area for direct access.
6. All travel paths such as aisles, doorways, staircases, and ladder-ways must remain unblocked and accessible at all times.
7. All waste (especially chemicals) must be disposed of appropriately.

Slips & Falls

1. Mop spills immediately and post a sign stating WET FLOORS. Never leave spills unattended.
2. An oil absorbing material should be used to control small oil spills in the work place.
3. During poor weather keep rugs, mats, and floors dry. Snow and ice should be removed from all sidewalks, drives, and access points used by the general public or employees.
4. Make sure all floors, stairs, ladders, walkways, sidewalks, and driveways are clearly marked, in good condition, and free of debris.

5. Make sure your workplace is properly equipped to handle spills immediately. Ensure that sufficient spill materials are maintained, including warning signs and absorbent materials.
6. Travel slowly when carrying materials.
7. Warn other employees or customers of potential problems.
8. Make every attempt to identify possible hazards in the work area before an accident occurs.
9. Good housekeeping is a must in accident prevention.

Electrical

1. Be sure there is proper lighting in the work area.
2. Inspect all electrical equipment to ensure its safety. Check for:
 - damaged insulation
 - exposed electrical conductors
 - missing ground pins
 - overheating, arcing, etc.

Report all electrical violations such as unguarded electrical parts, damage insulation, etc. No unsafe electrical equipment may be used.

3. All electrical service panels must be kept clear for a distance of 36 inches.
4. Flexible wiring (including extension cords) should not be used permanently. Electrical cords should never be run through doorways, windows, ceilings, floors, etc.
5. Only authorized employees may work on electrical equipment.
6. All electrical equipment must be approved and appropriate for usage.
7. Lockout/Tagout procedures and requirements must be strictly complied with.
8. Be aware that electrical cords can cause a tripping injury.

Fall Protection

1. No employee, vendor or contractor may be exposed to a fall of greater than four feet without some type of protection. Examples of protection from fall include a personal fall arrest system and guardrails among others.

2. Full Body Harnesses and lanyards must be used when operating Order Pickers and Scissor Lifts.
3. Employees may not be elevated on fork trucks or other vehicles without an approved method and platform to do so.
4. Keep all walking surfaces (especially stairs), clear of tripping hazards, spills, etc. Always use handrails on stairs.
5. All mezzanine gates must be shut when not in use.

Ladder Safety (We do not recommend the use of a ladder, however if you must, follow these guidelines below).

1. Always inspect the ladder prior to use. Do not use unsafe or defective ladders.
2. Make sure the ladder is on a level surface before using.
3. Ladders must be equipped with anti-slip feet.
4. Maintain three points of contact at all times.
5. Use the correct ladder for the job (Step, straight, extension, platform).
6. Always use ladders instead of standing on chairs, boxes, racking, etc.
7. Portable ladders must be set up so that the height of the ladder is approximately four times the distance between the base of the ladder and the surface it is leaned against.
8. Ladder side rails must extend three feet beyond the landing level, and when feasible, be secured to prevent tipping.

Chemical Safety

1. Make sure you are aware of all hazards prior to using a chemical. Read the label, the Material Safety Data Sheet and/or ask your Supervisor if you have any questions. Always make sure chemicals are kept in properly labeled containers including all spray bottles.
2. Always use appropriate Personal Protective Equipment.
3. Make sure adequate ventilation is provided before using chemicals.

4. Use, store, and mix chemicals only as directed by the manufacturer.
5. Attend and participate in all required right to know and other safety training.

Fire Prevention

1. Keep all flammable and combustible liquids in approved, closed containers when not in use. Keep unnecessary quantities in approved storage cabinets and storage rooms.
2. Cleanup any flammable or combustible material spills immediately and dispose of the rags in an approved container.
3. Keep all flammable/combustible materials away from ignition sources such as welding equipment, grinders, furnaces, etc. No smoking is allowed in areas where these materials are stored or used.
4. Know where fire extinguishers are located and how to use them.
5. Access to fire extinguishers must be unobstructed at all times.
6. Know all the emergency exits and gathering points. Access to emergency exits must be unobstructed at all times.
7. Smoking is permitted only in designated areas. Extinguish all matches and cigarettes before disposing of them.
8. A clear space of 18 inches in all directions must be maintained around sprinkler heads. No objects, including lighting, maybe hung from the sprinkler system. Access to sprinkler control valves, meters, etc. must be unobstructed at all times with a minimum of three-foot clearance.

Tools, Machines, and Machine Guarding

1. All tools and machines must comply with applicable regulations. Never alter any aspect of a machine or tools design. Guards and other safety devices may never be removed or altered.
2. Damaged or worn parts must be repaired or replaced before use. Defective or unsafe tools or machines may not be used and should be tagged out.
3. Tools and machines may only be operated by trained and authorized employees.
4. Tools and machines may only be used for their intended purpose.
5. Machines must be used and maintained as directed by the manufacturer.
6. Lockout/Tagout procedures and requirements must be strictly complied with.

7. Check machine position before use. Make sure that all equipment is firmly set in place and/or properly anchored before turning machine on.
8. Never allow any part of your body, clothing, hair, jewelry, etc. to be near a machine's hazard zone. These zones may include the point of operation, pulleys, sprockets, shafts, belts, or other moving parts.

Personal Protective Equipment

1. In addition to the rules below, all official company postings relating to personal protective equipment must be complied with. Additional requirements may be added as the company deems necessary.
2. When possible, all personal protective equipment will be ANSI approved.
3. Hollingsworth reserves the right to hold employees financially responsible for lost, misused, or abused personal protective equipment.
4. Eye protection will be required when exposed, or potentially exposed to:
 - Flying objects or particles
 - Liquid chemicals
 - Acidic or caustic liquids
 - Chemical gases or vapors
 - Potentially injurious radiant light

When eye protection is worn for protection against flying objects or particles, or for chemical protection, safety glasses, safety goggles, and/or a face shield will be required.

5. Head protection will be required when exposed, or potentially exposed to:
 - Falling objects
 - Impact with fixed objects
 - Chocking of trailers
 - Use of Scissor Lift or in construction site.
 - Working with exposed electrical conductors which may contact the head.
6. Foot protection:
 - Only closed toes shoes with anti-slip soles are allowed in the plants.
 - ANSI approved steel toed shoes or boots are required for all baler, maintenance, and heavy part handling.
7. Hand protection will be required when exposed, or potentially exposed to:

- Cuts, lacerations, punctures or abrasions.
- Hazardous chemicals.
- Extreme temperature.

8. Respirators

Employees working in a dusty environment will be required to wear a P-95 two-strap filtering face-piece (respirator). The face piece only filters the air that is around the employee – it does not provide oxygen. It is designed to block particles from entering the lungs – it does not stop vapors. If you require a respirator to work with chemicals, ensure it is certified for chemical use.

Air Hoses

1. Always store hoses safely when not in use. Avoid creating tripping hazards when using or storing hoses.
2. All air nozzles must be equipped with a vent at the tip which reduces the air pressure to 30 PSI at the nozzle.
3. Always use proper personal protective equipment when using air nozzles. Safety glasses, safety goggles, and/or a face shield should be used when attaching or detaching air hoses..
4. Never direct a jet of air at a person or hold the nozzle up to a person's skin. Injecting a person's body with a burst of air or through the skin can be extremely harmful, up to and including, fatal.

Welding and Cutting

1. All compressed gas cylinders must be clearly labeled.
2. All cylinders must be secured in an upright position at all times. Cylinders (empty or full) may never be stored where they are subject to falling or damage (i.e. near doors, staircases, etc.). Cylinders must be stored in their designated location.
3. When not in use or connected for use, valve protection caps must be in place.
4. When not in use or connected for use, Oxygen cylinders must be stored at least 20 feet from fuel cylinders. Accumulations of grease or oil must be removed from all cylinders immediately.

5. All welding or cutting must be performed with adequate ventilation.
6. Welding curtains must be in place to prevent arc flash. Curtains should not be placed in a manner which restricts natural ventilation.
7. Proper Personal Protective Equipment must be worn when welding and using cutting torches. This includes properly shaded lenses, safety glasses, gloves, sleeves, hearing protection when appropriate, respirator when appropriate, etc.
8. ANSI-approved face shields are required for grinding.
9. All welding equipment must be inspected before each use. Check electrical connections, hoses, valves, cleanliness, etc.
10. Cylinder valves must be turned off when not in use.

Working in Confined Spaces

1. All work in confined spaces must be done in compliance with our established confined space procedures. These procedures include (but are not limited to) assuring adequate ventilation, air monitoring, emergency procedures, and a confined space permit is in place prior to performing work.
2. When welding in confined spaces, cylinders must be left outside the work area.

Fork Trucks and Powered Industrial Trucks

1. All fork trucks and other powered industrial trucks may only be operated by trained, certified and authorized employees. A valid license must be displayed at all times when operating a fork truck or powered industrial vehicle.
2. A maximum speed limit of **7 miles per hour or less must be maintained.** Operators are required to stop and blow the horn at all stop signs, corners, cross walks, while traveling with a load, when driving backwards, or driving outdoors.
3. All unattended fork trucks must have the forks fully lowered, engine off, parking brake set, and wheels chocked if parked on an incline or decline. Fork trucks are considered unattended whenever the operator is 25 feet away or not directly in sight of the fork truck and the fork truck is left running.
4. When a fork truck is in operation, the forks needs to be 2 inches off the ground.

5. Fork trucks will not be permitted to enter truck trailers until the operator has verified that the trailer's wheels are chocked and that the flooring within the trailer is safe.
6. Seat belts must be worn at all times.
7. Full Body Harnesses and Lanyards must be worn when operating the pick truck/order pickers.
8. No cell phone usage is permitted while operating any powered industrial equipment, especially and including fork trucks.
9. No food or drink is allowed on fork trucks or any powered industrial equipment.
10. All OSHA regulations pertaining to fork truck operations must be observed including the Daily Check Off Sheet.
11. The operator must maintain all parts of his/her body within the Rollover Protection System (ROPS) of the fork truck whenever it is in motion.
12. Fork trucks may never be driven up to anyone. Pedestrians must adhere to the red and blue clearance light system which all lifts are to be equipped with.
13. In order to maintain the stability of the fork truck and the load, the following guidelines should always be adhered to:
 - Fork trucks may only be operated within their rated capacities and load center limits.
 - Forks must be placed as far into the pallet as possible.
 - Only safely arranged, stable loads are to be handled.
 - Only pallets in proper condition are to be handled.
 - Loads shall always be carried as low as possible.
 - Inclines and declines shall be avoided whenever possible. When the driver must drive on these surfaces, he/she must slow down and travel in a straight path. On steeper grades, the driver must always travel with the forks in the uphill direction.
 - A spotter may be required when vision is obstructed.
11. No riders are permitted on any powered industrial truck, unless specifically permitted by the truck manufacturer.
12. Do not alter the fork truck in any way without the manufacturer's written permission.
13. In the event of an emergency or power outage, fork truck drivers must adhere to bullet point number 3, including leaving the lights on.

Rules for Defensive Driving

1. Always wear your seatbelt.

2. Give yourself an out, you may need to make sudden adjustments because of changing conditions as they occur around you.
3. Keep your eyes moving. Traffic around you is constantly changing and other drivers may do the unexpected.
4. Check your mirror (if applicable) every few seconds to keep track of what is happening alongside and behind your vehicle.
5. Know what is on both sides of you at all times. Get the big picture look and be sure to check your blind spots.
6. Do not follow the vehicle in front of you too closely. Keep a safe distance so you can stop safely.
7. Make sure the other drivers or pedestrians see you by making eye contact.
8. Obey the speed limit. A speed limit is designed for ideal conditions. During night driving, fog, rain, snow or slippery conditions you may need to reduce your speed below the speed limit.
9. When at an intersection, don't assume others are going to obey the traffic signal.
10. Always be courteous and respectful to all other drivers and pedestrians.
11. Avoid distractions while driving.
12. Never drive while under the influence of alcohol or medications which may hinder your ability to drive safely.

Motor Vehicle Safety

1. You must have a valid state issued driver's license to drive Hollingsworth vehicles.
2. Inspect the vehicle prior to use. Use the provided Vehicle Inspection Form.
3. Report any limitation or revocation of your license to your supervisor immediately.
4. Insurance Information is to be kept in the vehicle's glove box.
5. The use of Seat Belts, Shoulder Straps, and Safety Vest is mandatory for everyone in the vehicle. It is the driver's responsibility to ensure that all passengers put their seatbelts on before moving the vehicle.
6. Observe the posted speed limits. Drive slower during bad weather.
7. The driver is responsible to pay for all traffic and speeding tickets that they receive.

8. Avoid driving when tired.
9. Prior to backing the vehicle use the G.O.A.L Backing Method – Get Out and Look! Do not run over anything or anyone while backing. Have someone/spotter guide you back if necessary.
10. Use of a cellular phone or a two-way radio is PROHIBITED while driving a motor vehicle! When using a cell phone or two-way radio in a vehicle pull over and stop the vehicle before doing so.
11. Do not use company vehicles for personal business.
12. Only employees or customers are allowed in the vehicle.
13. If an accident occurs: Report the accident to your supervisor/manager immediately. Call 911 if necessary.

Light Duty & RETURN-TO-WORK Guidelines

Hollingsworth will actively seek to return injured employees covered by workers' compensation to productive work as quickly as possible, in cooperation with the employee's physician or health care provider. If an injured employee is not physically capable of returning to full duty, the return-to-work program provides opportunities (when available) for an employee to perform a temporary assignment. To accomplish this, the employee's regular position is modified to accommodate the physical capacities, or the employee will be assigned to a transitional assignment with alternate duties.

It is important that a return to work date be established as soon as possible. The *Return to Work Authorization Form* can only be issued by a licensed physician and must include documented work restrictions. This form must be completed prior to allowing an injured employee back to work.

Once a *Return to Work Authorization Form* is provided, Hollingsworth management will assign that individual to a position which is in accordance with the documented restrictions. We require employees to not exceed the restrictions provided by the physician. If anyone with work restrictions is asked to exceed the documented restrictions, they are to decline and inform that person of his/her restrictions due to the work related injury or illness.

Return to Full Duty

Only when an injured employee receives a full release and return to work form from a physician or health care provider are they to return to work without restrictions. Human Resources will notify management that the employee has been released for full duty by a physician without any restriction.