

FRANTZ ANTI-FRICTION GROUP

GENERAL SAFETY RULES

Any factory-incurred injury and/or accident shall be immediately reported to the supervisor or other as designated to act for the supervisor regardless of the extent or seriousness of the injury or accident.

All vehicle operators shall brake their vehicles to a full stop and sound a warning horn when driving through doorways, around blind corners, and congested areas.

Passenger shall not be permitted to ride on moving equipment such as fork lift trucks or cart, tractors, scooters, etc., unless equipment is specifically designed to carry passengers with proper restraining devices, and has been approved by the safety committee.

Machines or equipment shall be operated only with specified guards and/or protective devices properly attached and functional. Guards, covers, and plates shall be replaced and machines or equipment left in a safe operating condition following a repair.

Machines or Equipment shall never be started or operated by unauthorized personnel unless directed by an area supervisor. Employees shall never repair, alter, or perform maintenance work on any equipment without proper authorization. Machines or equipment with lock-out feature shall have controls or power "locked out" while undergoing repair. Machines and/or equipment without a lock out feature shall be made inoperative by pulling fuses and placing "Working on Equipment Do Not Operate" tags on the control panel.

Machines shall have power removed when cleaning or adjusting is being done near unguarded moving parts of the machine. Whenever possible, machinery shall be oiled when not in motion.

Defective tools, materials, machines, or equipment shall be reported immediately to the supervisor, and the supervisor will see to it that the required replacement or repair is performed.

Flammable, volatile, or toxic materials shall never be used except specifically authorized and deemed safe by the Safety Committee. Such materials must be handled and stored in approved and properly labeled containers.

Waste and refuse material shall be placed in approved containers.

Employees shall never operate rotating machinery while wearing any loose articles, apparel or jewelry which might involve risk of entanglement with the machinery or equipment. Employees hair will be contained in such a manner to prevent it from becoming entangled in equipment. Employees shall wear full length slacks or jeans. No shorts. Also, employees shall not wear tank tops or sleeveless tee shirts. Dress code will vary by department.

Employees shall wear and/or use PPE (personal protective equipment) as approved by the Safety Committee and required by the Company.

Persons under the influence of alcohol and/or drugs are not permitted on Company property

Employees shall never engage in horseplay, (fighting, scuffling, pushing, shouting, and running) , or throwing of any objects on Company property.

Employees will not be permitted to work alone at any time. Employees who are working alone by department are required to use a 30 minute check on the "buddy" system with employees of other departments.

Absolutely no visitors are allowed in the plant without entering through the main office. After hours, visitors are confined to the employee entrance.

"LETS ALL THINK SAFETY FIRST"