

Visitor and Contractor Safety Orientation

Visitor & Contractor

All employees of Innovative Machining, LLC (IM) are subject to the following safety rules, as well as the rules in the entire safety manual. We ask that all visitors also abide by the rules, as appropriate and pertinent to their activities, while on Innovative Machining, LLC premises.

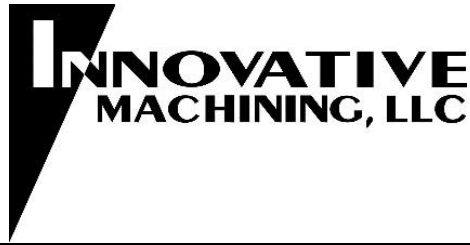
General

- Immediately report all personal injuries to your supervisor no matter how trivial. Contractor injuries must be reported to IM.
- Obey all safety rules and signs.
- No smoking in the building.
- Keep aisles clear at all times.
- Any form of running, horseplay or fighting is strictly prohibited.
- In no way obstruct access to firefighting equipment, fire extinguishers, etc.
- Report to your supervisor at once any damage, breakage, unusual operation or unsafe condition of machinery or other equipment which may cause injury.
- Dangerous operating practices should be immediately called to the attention of the employee involved and then brought to the supervisor if such practice continues.
- Compressed air is not to be used for cleaning person or clothing. Anyone in the area where air is being used for cleaning purposes must wear goggles.
- Rings or other jewelry can get caught in machinery and cause injury. Do not wear them on the job.
- Loose clothing or long hair can become entangled in a machine and cause serious injury. A cap may be worn in such instances. Slacks and shirts are required for all shop employees.
- Thoroughly understand and follow any safety rules prescribed for your job duties.
- All employees must wear seat belts when traveling in Company vehicles.

Lockout Tagout

- LOTO will be used to control of energy during servicing and maintenance.
- Each contractor who is servicing or maintaining a piece of equipment must be apply their own lock and tag. Locks can only be removed by the contractor who applied it.
- Each lock must identify the contractor who applied it.
- Contractors must follow the 6 LOTO steps when servicing or maintaining equipment.
- IM personal LOTO locks are a red (Red body, red apron) paddle lock. Color of contractor personal locks: _____
- If an Energy Control Procedures is created for the piece of equipment being serviced and

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maintained, it must be followed.

Hazard Communication

- Chemical use at IM is incidental to operations.
- SDSs for chemicals will be maintained in a 3 ring binder located in the tool crib.
- Contractors are expected to read labels, read SDSs, and ask questions as necessary to fully understand the hazards of the materials they are working with.
- The Shop Superintendent will review contractor chemicals for significant health / safety hazards and approve them before being allowed on site.
- All containers shall be labeled with GHS labels.

Personal Protective Equipment (PPE)

- General PPE requirements on the shop floor are:
 - Safety glasses with side shields. Special operations such as grinding and welding require special eye protection equipment.
 - Contractors whose primary work is on the shop floor must wear safety shoes/boots.
 - Departments or tasks may have additional PPE requirements.
- Hearing protection is required when working in the Water Jet Area. Additional hearing protection areas may be designated.

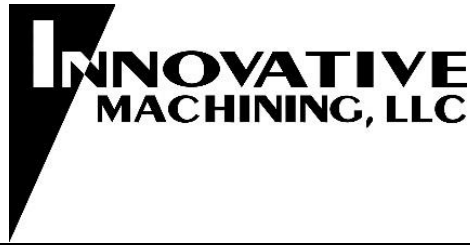
Respiratory Program

- Contractors who wear respirators must have annual training, an annual fit test, and medical clearance.
- Prior to use, contractors are required to inspect their respirator. If defects are found during the inspection process, the respirator shall be removed from service until it can be replaced or repaired.
- Facial hair is prohibited between the sealing surface of the respirator and the face.
- After inspection, cleaning and necessary repair, respirators shall be stored to protect against dust, sunlight, heat, extreme cold, excessive moisture or damaging chemicals.

Bloodborne Pathogens

- To reduce and/or eliminate exposure of bodily fluids to first responders an injured contractor, if capable, will be expected to wash and bandage their own wound.
- Contractors are expected to complete an investigation of all employees who have had an exposure to someone else's bodily fluid.

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Electrical Safety Program

- Extension cords shall not be used in place of fixed wiring, attached to the surface of any building, run through holes in walls, ceilings or floors.
- Extension cords and power tools shall be inspected before use, damaged cords and power tools should be taken out of service.
- GFCI outlets or portable GFCI outlets shall be used for electrical work outdoors or indoors when working near water, potential water sources, etc.
- All electrical distribution panels, breakers, disconnects, switches, junction boxes, etc. shall be completely enclosed.
- Electrical panels shall be accessible at all times with a minimum of three feet of clearance.
- Electrical equipment must be locked out and de-energized before the work begins.
- Only contractors who have the skills, knowledge, and required training (including task specific training) are considered “qualified” and may work on or near any circuit parts or equipment that has not been de-energized. Energized work must be authorized by a permit signed by the contractor’s management and a member of IM’s management team.

Walking Working Surfaces

- Walking working surfaces shall be maintained in a clean and orderly manner.
- Ladders shall be utilized when elevated work is required. Do not stand on the top step. Do not use sawhorses or chairs in place of ladders.
- Ladders must be inspected before use and taken out of service if defects are found.
- Fiberglass ladders will be used when working around or on electrical equipment or wires.
- Contractors must wear fall protection and be tied off when working 6 feet or higher off of the lower level.
- Only trained and qualified contractors may operate scissor lifts and aerial lifts (Manlifts).
- Manlifts shall be inspected (Documented) at the beginning of each shift. If the manlift cannot be safely operated, it will be taken out of service until the repairs have been made.
- Fall protection is required on aerial lifts.

Operating Machinery

- Do not operate equipment you are not authorized or trained to.
- All machinery must be lubricated, adjusted, and operated according to safe operating procedures.
- Guards on machine and tools shall be in place and secured prior to operation.
- Report all malfunctioning machinery, guards, or safety devices to your supervisor and IM.

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Material Handling

- All forklift drivers must have a valid license issued by IM.
- Each forklift will be inspected (Documented) at the beginning of each shift. If the forklift cannot be safely operated, it will be taken out of service until the repairs have been made.
- The rules of operation shall be followed including wearing seatbelts, no horseplay, safe traveling, etc.
- Only trained and authorized contractors may operate cranes and hoists.
- Slings should be inspected before use.
- Avoid back strains when lifting. Use your legs for leverage instead of your back. Do not lift beyond your means, use available lifting devices whenever possible.

Emergency Response

- Tornadoes/severe weather warnings are communicated by XXXX. The designated shelter area are the XXXXX.
- In the event of a fire, exit the building immediately and meet at the XXX to take a head count.
- Fire extinguishers are located throughout the building. If you are trained and it is safe to do so, they may be used to fight an incipient fire.

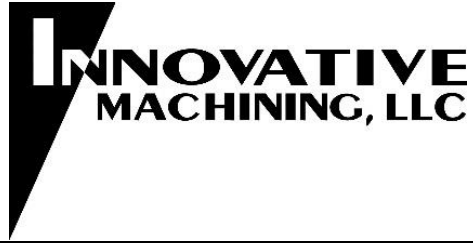
Hot Work

- Hot work (Welding/Grinding/Cutting) may be performed in designated hot work areas without a permit. Permits are required whenever hot work is completed in none designated hot work areas.
- A fire watch, with fire extinguisher, shall be used for all hot work completed outside of designated hot work areas. The fire watch shall remain vigilant for 30 minutes after the hot work is completed. Post fire monitoring shall be performed as designated by IM.

Acknowledgment

This is to acknowledge that the IM safety rules have been received and understood.

<u>Printed Name</u>	<u>Signature</u>	<u>Contracting Company</u>	<u>Date</u>



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Training Provided by:

Printed Name: _____ . Signature: _____ . Date: _____