PLAINTIFF'S EXHIBIT

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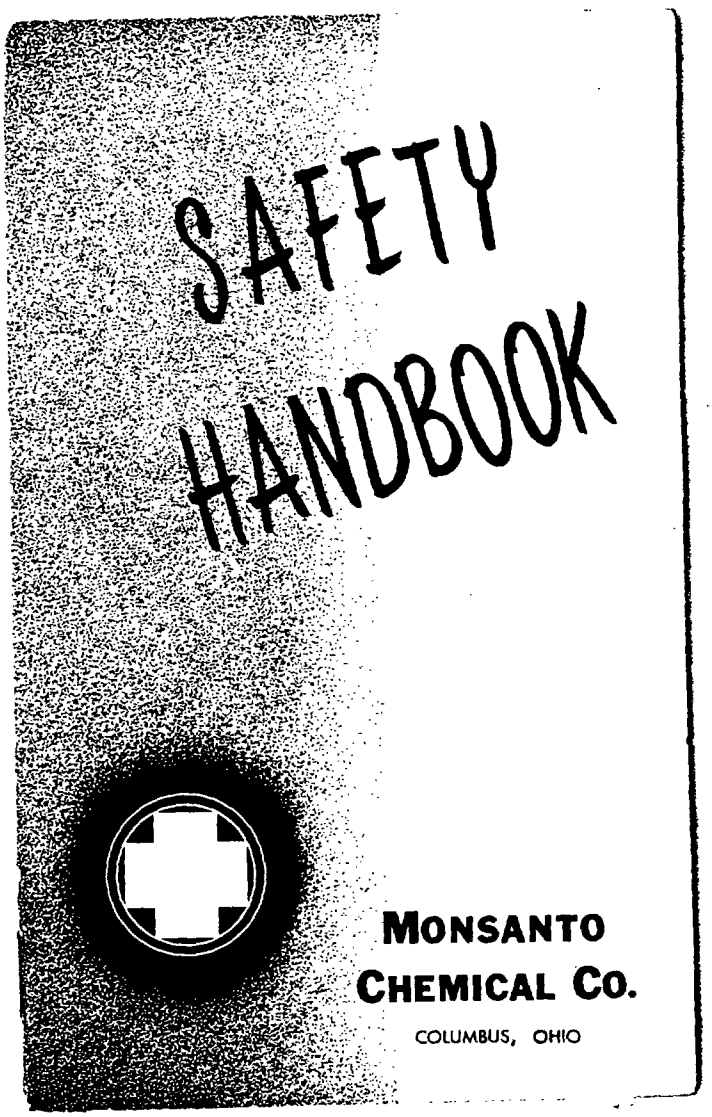

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TO THE EMPLOYEE

The safety rules contained in this handbook are the result of years of research by various safety councils and large companies, as adapted to our own plant procedures.

The rules are made for *YOUR* benefit, even though we know there are exceptions to all rules.

Carry the booklet with you and memorize its contents — for some day one of them may save your life.

OUR SAFETY POLICY

It shall be the general policy of this company to make every operation in the plant as safe as possible under the existing circumstances.

The management feels that it is morally obligated to its employees to eliminate conditions which might cause suffering, grief and hardship.

The management also feels that while safety is of the first importance, quality of work, quantity of production and cost of the product go hand in hand with safety — one depending on the other. This balance can be maintained by teamwork only — and that means distribution of responsibility.

The elimination of accidents (and hazards which cause accidents) is the responsibility of every employee of the company. Taken as a whole, the responsibility may be broken down three ways —

1. ***Management*** assumes the responsibility of providing a safe place in which to work, by providing and maintaining various safety devices and guards for the protection of employees.

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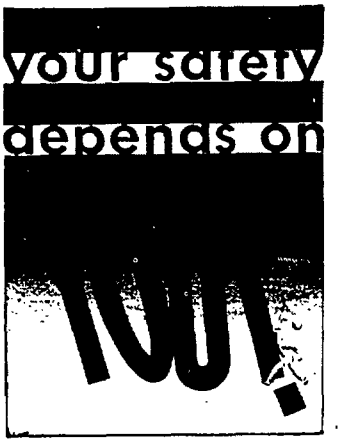

REMEMBER

You are only using ***facilities*** furnished by the ***company — BUT — You*** are using your ***LIFE.***

OUR SAFETY POLICY

2. ***Supervision*** assumes the responsibility of seeing that the devices are in place, in operating condition, and that they are used properly. Supervision will also see that every employee has been properly instructed to perform his work safely.
3. ***All Employees*** must assume the duties of using the safety devices properly, of reporting defective devices, and of suggesting any improvement or additional devices. All employees must also assume the duties of helping to eliminate unsafe practices, and working as safely as they possibly can.

With the cooperation of all employees, this policy will be successful. Without it, the enviable position now enjoyed by our company, as one of the safest places to work in the country, will be jeopardized.

J. L. RANNEY
Plant Manager

PERSONAL SAFE PRACTICES

Be temperate in all your personal habits — eating, drinking, exercise and sleep. A listless or sick employee not only endangers himself, but also all those around him.

Wash when necessary, especially after you have had your hands in detergent. Above everything, wash before eating.

Take salt tablets when you have been perspiring freely or to excess. Two tablets a day will help replace salt lost from the system and help to avoid heat exhaustion.

Wear safety-glasses or shields if your job is in an area where foreign material can accidentally get into the eyes. The company will furnish eye-shields where they are deemed necessary, at no cost to the employee.

The company will help you in obtaining safety glasses by paying 25% of the cost. Where special prescriptions must be ground into the glasses, the company will pay 25% of the basic cost, not including special grinding of lenses.

Carelessness may cost you your job. Your record follows you. Another employer may refuse to employ you if your record is bad.

Wear safety shoes if your job requires that you handle material or supplies which, when dropped, might cause injury.

Use common sense in everything you do. Your conscience will tell you when you are being foolhardy. There is a proper way to do each job. The safe way is usually the best way, and the best way is usually the safest way.

"Haste makes waste" is an old saying, but no one ever proved it false. If you take pride in doing a job well, you will refuse to make haste at the expense of quality. "A thing worth doing is worth doing well."

GENERAL SAFE PRACTICES

Safety is a 24 hour a day practice. Think about it on the job and off the job.

Pay attention to what you are doing. Don't let "horse-play" or "monkey business" take your mind away from the job at hand. Day dreaming is a good way to number your days.

Don't bluff by trying to do a job for which you are not qualified. If you are a packer, you are not expected to operate a lift truck — nor is an operator expected to make major repairs. If you do not understand your job completely, get instructions from your supervisor.

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Use the safety devices provided. They are provided for your protection, the same as a traffic signal is provided to help you across an intersection safely.

Use extra precaution when working around machinery which is not completely guarded.

Report unsafe conditions such as exposed wires, unguarded gears on machinery, tilting stacks of supplies, slippery floors or any other dangerous condition to your supervisor immediately.

Good housekeeping is the starting point for all safety practices. As a general rule, a clean plant is a safe plant. Good, sensible housekeeping will prevent many accidents.

Never leave objects lying in aisles where a person might trip over them.

Horseplay is prohibited while on the job. What you do away from the plant is your own business, but please remember that "Monkey business has no place in our business."

Drinking on the job, or reporting for work while under the influence of intoxicating liquor, will be cause for immediate dismissal.

Loose clothing, such as gloves and handkerchiefs in pockets, and articles of jewelry, such as rings, wristwatches, pins, earrings, bracelets, and necklaces, should not be worn on jobs near moving machinery. Ladies should guard their hair.

Don't take short-cuts through dangerous places, especially near bulk unloading area, and near conveyors or other moving machinery.

Report all injuries, no matter how slight, to your supervisor, or to the person in attendance at the first-aid room.

Don't delay reporting the injury. You may lose all your Workmen's Compensation benefits through failure to report. The smallest injury, when neglected, could cost you your life. Also, failure to report may cost you your job.

Never point an air hose at another person.

Don't run — take your time — when required to move about in the plant. And, in particular, don't run on steps or stairs. Be sure to hold onto the handrail provided. ***Keep stairs clear*** at all times.

Smoking is not permitted:

1. In the packaging room.
2. In the bulk receiving and storage area.
3. In the passageway to cafeteria.
4. In ladies' rest room (due to nearness of highly inflammable material.) — Until further notice.

Smoking is permitted:

1. In cafeteria.
2. In men's rest room.
3. In plant offices.
4. In maintenance shop.
5. In Shipping Department.
6. In River Road Warehouse (with discretion).

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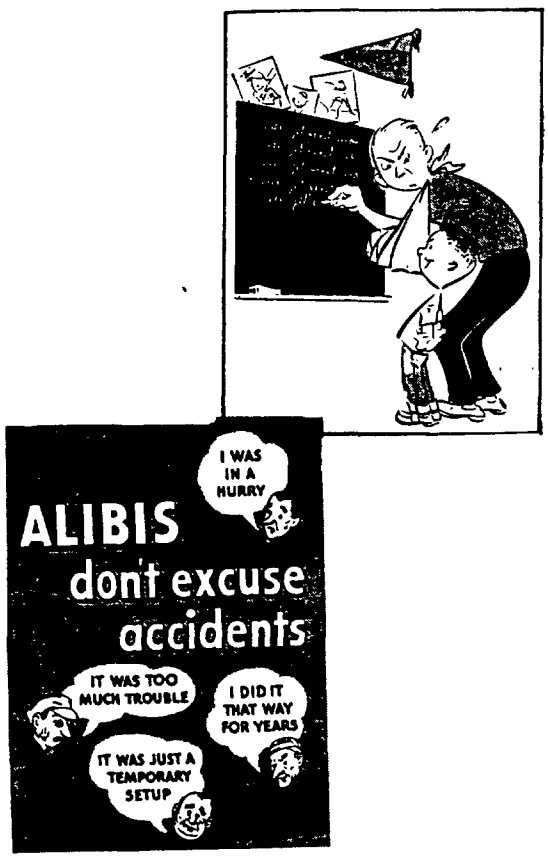

SPECIAL RULES

Dust Masks should be worn when working with or near any material which causes a dusting problem.

Working in storage bin is prohibited unless another qualified worker is within sight or sound. Always notify another worker on the job when entering the bin.

Power lift trucks must not exceed a reasonable or safe speed at any time. At all times, the driver must sound warning when going through doorways.

Lift trucks will carry no riders or passengers at any time.

Only regular operators or their alternates are permitted on lift trucks. The exception in this case is a mechanic, while repairing the vehicle.

Crossing a string of freight cars is prohibited (whether by going over, under, or in between) at any time the switch engine is near.

Treatment in the dispensary must be given by authorized personnel ***only.*** Never try to treat yourself. no matter how small the injury may be. Only authorized personnel may give out medications or bandages. etc. A full report of every treatment must be given.

Departmental Special Safety Rules, as posted on bulletin boards, must be observed strictly, as well as the rules in this booklet.

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An employee may be penalized by a lay-off period, or even discharged from our employment, for flagrant violation of safety rules. This will be determined by the Supervisory Committee and Management review.

Vehicular traffic of any kind must not exceed 10 M. P. H. while on company grounds, at the warehouse or at the plant.

Goggles or face shields must be worn when performing the following operations:

1. Welding (special hood).
2. Using cutting torch (special goggles).
3. Grinding.
4. Certain lathe operations.
5. Chipping hard glue on machines.
6. Cleaning machines when air pressure is used.
7. Any other operation where there is an eye hazard.

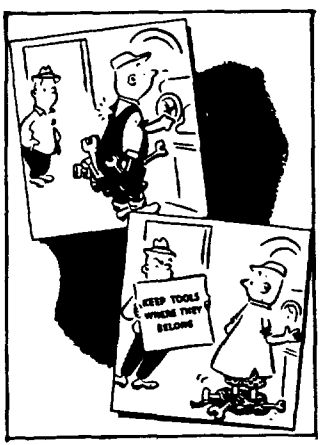
TOOLS

Defective tools must not be used. Call your supervisor's attention to the tool so that it might be repaired or replaced, and then use a tool that is safe.

Use the correct tool for every job. A pipe wrench is not intended to be used as a hammer, and many skinned knuckles have been caused by the wrong size end wrench.

Return your tools to their proper places when finished with them. Don't leave them where someone may fall over them or where they may be damaged.

Actual use of tools is limited to personnel authorized to make repairs or adjustments, or those persons on various jobs which require the use of tools for other than maintenance.



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MACHINERY AND EQUIPMENT

Shop equipment such as the cut-off band saw, lathe, metal brake, etc., should be used ***only*** by authorized and qualified persons.

Oiling and greasing of machines should be done when the machine is down. If this is not possible, a long spout oil can should be used so that the person doing the work never has his hands inside parts of the machine, or in the path of machine motions.

Mechanics repairing machines should see that the switch is locked, fuses are pulled, or some other reliable method used to prevent machine from accidentally starting while repairs are being made. Also, a warning or caution tag must be put on the machine controls.

Removal of safety devices or guards should be done only ***after*** personnel on line have been informed or warnings posted.

Only authorized personnel may remove any safety device from any machine.

Overhead repairs should be performed only ***after*** warning signs have been posted.

All personnel must inform supervisor ***immediately*** when any defects or dangerous conditions are noticed on any machinery.

LADDERS AND STEPS

Unsafe or defective ladders must not be used under any circumstances.

A safe ladder must have safety shoes and be standing on a dry, clean spot. Otherwise, ladder must be tied, secured or braced.

Never overreach or become unbalanced while working on a ladder. Hold on to something secure or stationary.

Climbing with a heavy load is prohibited. If load is heavy, use a rope or block and tackle. Free use of both hands is required.

Face the ladder when going up and down.

Climbing on machinery in place of a ladder must not be done. The same applies to pipes, motors, conveyor tops, etc.

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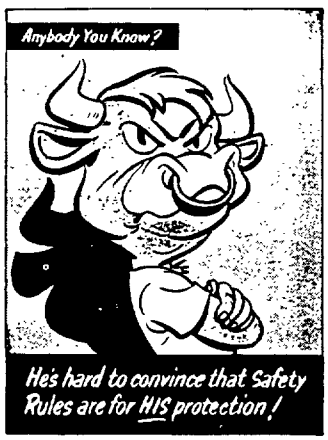
LIFTING AND CARRYING

Lifting and carrying are two of the most frequent causes of industrial accidents. In order to prevent injury, the following rules should be observed:

1. Be sure the object is not too heavy or bulky for you to carry. If necessary, get help.
2. Get a good grip and steady footing.

3. Lift with the knees — not the back.
4. Lift smoothly and steadily, using the leg muscles, keeping back straight.
5. Keep vision clear.
6. If possible, carry the load on your shoulders.
7. Do not use gloves that have become greasy or slick.



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FIRE PROTECTION

Do not use gasoline for cleaning. Kerosene or approved solvents may be used.

A fire extinguisher must be placed nearby when welding or cutting equipment is used outside the shop area.

Every employee should know the location of fire extinguishers nearest his post or job. Every employee should also know the different types of extinguishers and their uses, as well as method of operation.

Stack materials away from fire extinguishers — not in front of them.

Leave 18 inches clearance under sprinkler heads when stacking materials high.

Doorways and aisles must be left clear of all material — raw or finished.



In case of fire at the *PLANT*, call

CLINTON TOWNSHIP

FIRE DEPARTMENT (WEST)

HU. 8-0337

In case of fire at the *WAREHOUSE*, call

COLUMBUS FIRE DEPARTMENT

CA. 1-3132

In the event a fire department is called, the supervisor shall designate someone to stand outside entrances to plant to direct fire department on arrival.

No statement shall be given to the press without permission of the management.

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ILLUSTRATIONS

Courtesy

NATIONAL SAFETY COUNCIL

Printed in U.S.A.

SC 008791

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