GENERAL SAFETY RULES



1. REPORT ALL ACCIDENTS TO YOUR SUPERVISOR IMMEDIATELY !

   -Failure to report an accident or an injury immediately may result in a more serious injury and/or to denial of Worker's Compensation benefits.

2. ALWAYS WEAR WHATEVER PROTECTIVE CLOTHING OR GEAR NECESSARY TO PROTECT YOU WHEN DOING YOUR JOB.

   -If you unsure of what type of protective clothing or gear is necessary while doing your job, ASK YOUR SUPERVISOR.

3. REPORT ALL UNSAFE CONDITIONS TO YOUR SUPERVISORS IMMEDIATELY

   -Be responsible. Dont't assume that someone else will take care of unsafe conditions.

4. EYE PROTECTION MUST BE WORN IN ALL AREAS WHERE "EYE PROTECTION REQUIRED" SIGNS ARE POSTED.

5. HEARING PROTECTION MUST BE WORN IN ALL AREAS WHERE "HEARING PROTECTION REQUIRED" SIGNS ARE POSTED.

6. SAFETY SHOES MUST BE WORN BY ALL EMPLOYEES.

7. PEDESTRIAN SAFETY - OBEY THE FOLLOWING RULES WHEN WALKING THROUGH THE PLANT.

   - Watch where you are going.
   - Yield to all powered industrial trucks.
   - Walk in travel lanes. DO NOT walk behind or between machinery in order to take a shortcut.

8. BRINGING OR HAVING ALCOHOL OR DRUGS ON COMPANY PREMISES WILL NOT BE TOLERATED. WORKING UNDER THE INFLUENCE OF ALCOHOL OR DRUGS IS DANGEROUS TO YOU AND TO EVERY OTHER EMPLOYEE WORKING WITH OR AROUND YOU.

9. FIRST AID BOXES ARE FOR EMERGENCY USE ONLY. DO NOT TAMPER WITH THESE BOXES.

10. IN THE EVENT THAT YOU NOTICE THAT A FELLOW EMPLOYEE HAS BEEN SERIOUSLY INJURED, DO THE FOLLOWING:

    - Administer First Aid (If possible)
    - Designate another employee to stay with the injured employee.
    - Locate your supervisor IMMEDIATELY ! Stay calm. Be specific. State who is injured, where they are located and, if possible, how badly they are injured.
    - DO NOT ATTEMPT TO MOVE AN INJURED EMPLOYEE EXCEPT TO REMOVE HIM FROM FURTHER HARM OR DANGER.

EYE PROTECTION POLICY

OBJECTIVE: To assure that all employees of American Insulated Wire take proper precaution to protect their eyes from injury.

POLICY: All Employees, contractors and visitors entering the plant must wear proper eye protection (glasses, plus goggles and/or face shields when required) AT ALL TIMES.

AIW will provide protective eye wear to all AIW employees and to all visitors. Service personnel such as truck drivers, floor persons, general workers, etc. are also required to wear protective eye wear.

A) **EYE PROTECTION MUST BE WORN IN ALL AREAS OF THE PLANT** except in enclosed office areas, cafeterias and rest rooms. Outside contractors will be subject to the same rules as AIW employees and they shall be notified by adding a copy of this policy to relevant purchase orders.

B) Wearing of contact lenses in any areas of the plant is discouraged. If an employee cannot wear conventional glasses but must wear contact lenses, then he/she must substantiate this claim through his/her doctor, and must wear eye protection over the contact lenses.

C) All visitors entering plant areas must be issued protective eye wear before entering the plant. "Visitor Glasses" will be issued by the A.I.W. employee accompanying the visitor.

D) Face shields and goggles must be worn in posted areas and when handling dangerous liquids (hot, corossive, etc.).

E) Non-Compliance with the required use of protective eye wear will lead to disciplinary action up to and including employee discharge, or termination of contractor service agreements.

OBTAINING PROTECTIVE EYE WEAR: It is the responsibility of the employee's supervisor/foreman to issue eye wear, goggles and face shields. It is the responsibility of each employee to have protective eye wear in his/her posession before entering the plant.

Replacement for normal wear and occasional loss will be provided.

This policy is effective May 6, 1991.

S. Zaklow
Vice President of Manufacturing
April 22, 1991

`LOCKOUT/TAGOUT POLICY

PURPOSE

To prevent accidents by establishing a safe and consistent procedure, in compliance with 29CFR Part 1910 (control of hazardous energy source), when it becomes necessary to disconnect the energy sources on certain operations.

SCOPE

The standard for the control of hazardous sources (lockout/tagout) covers servicing and maintenance of machines and equipment in which the unexpected energization or start-up of the machines or equipment, or releases of stored energy could cause injury to employees. This standard includes every department and area at American Insulated Wire's Pawtucket and South Attleboro manufacturing plants as well as the Central Warehouse.

PROCEDURES - (FOR LOCKOUT-TAGOUT)

It is the responsibility of the employee to fill out and apply informational tags and/or locks on swithgear of equipment designated for lockout/tagout when performing maintenance on these pieces of equipment.

Excluded from this standard are normal production operations including repetitive, routine minor adjustments and maintenance, which would be covered under OSHA's machine guarding standard and work on cord and plug connected electrical euqipment when it is unplugged, only if the employee working on the equipment has complete control over the plug. In all other situations, the machine operator, mechanic, plumber and electrician will de-energize the equipment before work starts.

No matter which mode of locking out or tagging out equipment, the following procedure shall be used.

1. Machine operators and helpers will be alerted to the fact the machine, or some part of it, is locked out.

2. Before starting work on motors, line shaft or other power transmission equipment, or any other power driven device, all possible sources of energy, such as electrical, chemical, mechanical, hydraulic, etc., must be accounted for, de-energized and locked or tagged at the source control.

3. If equipment can be locked out, a padlock will be placed on the control switch lever or valve, even if another employee has already locked the control. You are never protected unless your own padlock is on a control device.

4. If equipment cannot be locked out using a padlock, then a tag will be placed on the control letting others know not to start the equipment.

5. If work is to continue from one shift to another, the employee coming in must put his or her lock in place before the departing employee removes his or her lock.

6. After installing locks only, test the operating controls. Put all controls in the on position. Make sure the power does not go on and that the equipment does not operate.

PROCEDURE - (FOR GETTING EQUIPMENT BACK ON-LINE)

1. Make sure all employees are a safe distance from equipment.

2. Remove all tools from machine or equipment.

3. Reinstall machine guards.

4. Remove lockout tagout devices.

5. Turn on energy.

6. Notify other employees that the machines are working again.

SPECIAL CONSIDERATIONS

1. If it is impossible to lockout equipment because of broken levers, clamps, etc., the broken parts which prohibit a lockout must be replaced or repaired when repairs are being made to the equipment.

2. Lockout devices must be installed along with all new and replacement machinery.

3. Training must be provided to all employees affected by lockout/tagout.

4. Outside contractors must be aware of the Company's lockout/tagout policy and procedures and must adapt this policy when working on Company premises.

5. Employees must use only their own locks.

CONTINGENCIES

If a lockout device can not be attached to a power source, the employee must notify his supervisor. Supervisors must approve the use of tags.

Machines with more than one energy source will require more than one lock. Supervisors will supply additional locks as required.

LOCKOUT/TAGOUT QUIZ - TRUE OR FALSE

1. A worker may use any sturdy lock to apply a lockout.

2. Each individual employee can decide whether to use lockout, tagout, or both.

3. Turning off the power switch removes all energy from powered equipment.

4. Before lockout/tagout if applied, all workers in the affected area must be notified.

5. Once you have isolated a system from its main power source, you can be sure no energy will reach the equipment.

6. After equipment has been isolated from its power sources, it is still necessary to control any energy stored in the system.

7. If a worker is not present to remove his own lock, any co-worker can remove it as long as he first makes sure it's safe.

8. Lockout/tagout does not apply to outside contractors working at A.I.W.

9. Before removing lockout/tagout devices, you must make sure the danger area is clear of tools and workers.

10. Lockout/tagout is the law.

LOCKOUT/TAGOUT QUIZ ANSWER KEY

1. False: Only standardized locks supplied by the employer are to be used.

2. False: The employer decides whether or not to use lockout/tagout or both; individual workers must follow Company policy.

3. False: Whether the switch is on or off, some sort of energy is always present.

4. True

5. False: You must also isolate the equipment from any secondary power sources.

6. True

7. False: An absent worker's lock can be removed only in an emergency.

8. False

9. True

10. True

LOCKOUT/TAGOUT TRAINING FOR MAINTENANCE PERSONNEL

LOCKOUT/TAGOUT FILM: (30 minutes)

- FOUR ACCIDENT SITUATIONS
- PROPER LOCKOUT/TAGOUT PROCEDURES
- ENERGY TYPES
- LOCKOUT/TAGOUT - START UP

ACCIDENT SITUATIONS:

- ACCIDENTAL START UP
- ELECTRICAL SHOCK
- HAZARDOUS MATERIAL RELEASE
- STORED ENERGY RELEASE

LOCKOUT TAGOUT

- SHUT DOWN THE PROCESS
- RECOGNIZE ENERGY TYPES
- ISOLATE DEVICES AND SHUT OFF POWER
- PLACE LOCK & TAG
- RELEASE STORED ENERGY
- RECHECK CONTROLS...RETURN TO OFF SETTINGS

ENERGY TYPES

- ELECTRICAL
- PNEUMATIC OR HYDRAULIC
- FLUIDS & GASES
- MECHANICAL

SPECIAL CONSIDERATIONS:

- ELECTRICAL:..... ENERGY STORED IN CAPACITORS
- HYDRAULIC/PNEUMATIC:. STORED UNDER PRESSURE
- FLUIDS/GASES..... MAY BE TOXIC OR HAZARDOUS
- MECHANICAL..... GRAVITY, SPRINGS, TENSION

START UP PROCEDURES:

Restarting machinery can be just as dangerous and just as important as locking out the machine. To return a machine from a zero energy state to full energy, use the following procedures.

1) INSPECT: Look at the overall condition, look at any adjustments made and be sure that you have completed what you set out to do.

2) CLEAN UP: Remove tools from the machine, clear all operating areas and around moving parts. Replace guards.

3) CHECK CONTROLS: Be sure that all controls are in the OFF position.

4) REMOVE your lock.

5) STATION INSPECTORS: For larger machines, it may be necessary to station inspectors around the machine when restarting, especially if you cannot see all of the machine from the area where you are re-energizing the machine.

6) ENERGIZE

7) RETURN CONTROLS TO THE ON POSITION.

LOCKS AND TAGS

1. Always place a tag on a device along WITH your lock(s).

2. If a device cannot be locked out, contact your supervisor before applying ONLY a tag.

3. Contact your supervisor if you need additional locks or if you lose your keys.

4. Do not borrow or loan locks and/or keys.

5. Remember to sign your tag each time it is applied to a lock or to an energy control device.