

**Document:** ISO-C-030

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**Sheet 1 of 2**

**Originated By:** CWM

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**Distribution:** All

\* Indicates change to this revision

## **CPI - SAFETY POLICIES**

### **Purpose:**

To clearly define Control Products' safety policies and procedures.

### **Responsibility:**

The Safety Coordinator or a representative of the Safety Committee is responsible for implementing these policies.

### **Procedure:**

Every new employee is indoctrinated in accordance with ISO-C-015 CPI - Safety and Housekeeping. A floor plan and evacuation route plan is provided during this training.

The Company retains an external consultant to perform "Right to Know" training on an annual basis. A record is kept of attendees at this training.

The Company has performed monitoring of employees for exposure to Methylene Chloride. This testing will be reviewed every three years. Routine testing of the part cleaner's operation is performed weekly.

All operations will be monitored to determine if protective equipment is necessary. Any necessary training will be performed and the Company will provide all necessary equipment.

No open shoes will be permitted in the building. Steel toed shoes will be worn in the tool room and by machine shop setup personnel (those handling dies). The Company will refund the purchase price of new steel toed shoes every three years.

No eating or drinking will be allowed on the shop floor, other than at water fountains. No open containers of food or drink are allowed on the shop floor at any time.

The policies on the following page will be posted in prominent locations and training will be reviewed as necessary.

## CPI – Safety Policies

**Plant emergencies are signaled over the fire alarm system. If a fire or other emergency occurs, evacuate the building through the nearest exit.**

**For emergency medical assistance dial 9 and then 911 from any facility phone or notify your supervisor. Be prepared to inform the operator where you are, the nature of the emergency and who is involved.**

**For non-medical emergencies, dial 63 from any facility phone and announce the emergency. If appropriate, pull the nearest fire alarm or dial 9 and then 911 for outside assistance.**

All visitors must sign in at front desk. Visitors must be escorted from, and back to the front desk when their business is completed.

No alcoholic beverages or other illegal substances are allowed on Company property.

No firearms are permitted on Company property.

No smoking is permitted inside the building.

Safety glasses or other safety equipment (gloves, etc.) must be worn at all times in designated areas.

Steel toed shoes must be worn by toolmakers and machine shop set up personnel.

No open shoes (sandals) are permitted on the shop floor.

All marked aisles should remain clear at all times.

Work stations should be kept clean.

No food or drink should be consumed at work stations. No open food or drink containers are permitted on the shop floor.

All fire extinguishers shall be kept free of obstructions.