

# Multi-Color Corporation

## fundamental safety rules

**Clothing:** associates shall not wear tank tops or cut-off shirts. Cuffs must be buttoned or rolled above the elbow. Shirt-tails must be tucked in or gathered at the waist. Loose fitting clothing is not permitted around equipment (i.e. Hoodies and strings). Neck ties are to be removed or tucked in before entering the production area.

**Hair length:** must have hair pulled up above the collar and tied back as necessary to avoid catching in moving equipment.

**Jewelry:** jewelry is not permitted in the production area. No watches, necklaces, pins, rings, earrings, or exposed body piercings (including gauges in ears). The only exception is for areas clearly designated as ppe-free zones such as within guard rails, floor markings, etc., Which can be used as an aisle way to offices, break rooms, etc. Also, medical alert necklaces are allowed but must be secured beneath a shirt. Visitors (not contractors or mcc associates) may use tape on a ring if they can't remove it.

**Ppe:** the use of personal protective equipment (ppe) must be properly worn depending on the task. These ppe items vary for each operating condition.

**Safety glasses:** non-tinted safety glasses with non-removable side shields must be worn at all times in the production area.

**Safety shoes:** mcc associates\contractors\contracted staffing must wear safety toed shoes (ansi/astm rated) in all production areas, including when associates are visiting a mcc facility other than their home facility. The only exception is for areas clearly designated as ppe-free zones such as within guard rails, floor markings, etc., which can be used as an aisle way to offices, break rooms, etc. Visitors are not required to wear safety toed shoes provided they are escorted by an mcc associate at all times, ensuring their safety on the production floor. Visitors' shoes must enclose the entire foot with no open toed shoes being permitted. Safety shoe toe caps or slip-ons are not permitted.

**Cellular phone usage:** cellular phones are not allowed to be used while on the production floor without prior, written authorization from the facility plant manager and must comply with established cell phone guidelines.

**Compressed air:** compressed air shall not be used on any person.

**Trailers chocked:** all trucks or trailers backed into the loading dock must have their rear wheels chocked and dock locks engaged. Forklifts should never park on dock plates or inside trucks or trailers..

**Tobacco:** absolutely no use of tobacco (including smokeless tobacco and vapor products) is permitted in any mcc facility. Facilities may provide a designated area for tobacco users.

**Running and horseplay:** no horseplay, running or fighting on company premises is permitted.

**Aisle ways:** all doors, aisles, electric panels, fire extinguishers and eye wash stations must be clearly marked and not be blocked.

**Pedestrian:** pedestrians must stay in pedestrian aisles whenever possible. When walking from one area of the plant to another, use small pedestrian doors, not the large overhead doors.

**Emergency evacuation routes:** emergency evacuation routes are posted in all areas. Associates must be aware of emergency evacuation routes and procedures.

**Pallets:** no pallets may be stored on edge. No associate will walk on pallets. Pallets that are handled manually shall not be stored in stacks higher than 4 feet high.

**Weapons:** no possession of guns or weapons of any kind while on company property, at locations where work is being performed or in company owned vehicles.

**Violence:** associates shall not display behaviors that physically harm, threaten, intimidate, bully, or coerce another associate, customer or member of the public.

**Alcohol/substance abuse:** associates are prohibited from the use, possession, manufacture, distribution, sale, or attempted similar conduct of illegal drugs/controlled substances, drug paraphernalia or alcohol on multi-color premises. Associates may not report to work under the influence of drugs and/or alcohol.

**Confined spaces:** confined space entry is generally not allowed by mcc associates for any reason. Where permitted by plant specific policy, only trained associates, who receive a written authorization from the shift supervisor, plant manager, and the director of operations, are allowed to enter with the proper ppe.

**Bonding/grounding:** bonding and grounding straps must be used in designated areas where flammable chemicals are being used.

**Injuries:** all incidents, no matter how trivial must be reported to your manager/supervisor or a designated associate as soon as you become aware that it has occurred.

**Contracted/temporary staffing:** will not be authorized to enter/start/unjam any production equipment without prior authorization and training from management.

**Operation of lift trucks/scissor lifts/roll grabs and electric pallet trucks:** associates are to be trained and authorized by mcc and licensed to operate. All safety harnesses/seat belts must be worn when appropriate at all times.

**Machine operation/guarding:** associates will never operate any type of machine, system, equipment, or tool without fully understanding the safety requirements necessary for the safe operation of the machine, system, equipment or tool and will ensure all guarding is in place and operational.

**Hmis/ghs:** all containers will be properly labeled to represent the hazards they contain. Sds's will be available for all chemicals used in the facility, and all chemicals will be used in accordance with the manufacturer's instructions. Hazardous waste disposal must be in compliance with facility guidelines as well as local, state and federal laws.

**Ladder safety:** ladders must be used in accordance with manufacturers' guidelines, and fall protection must be used when appropriate.

This document provides a general summary of multi-color corporation fundamental safety rules. This document is not an all-inclusive list of safety rules or policies. Additional detail can be found in the subject rule policy. Policy violations will follow the company's disciplinary process. The company reserves the right to revise, modify, delete or add to any and all policies, procedures, work rules or benefits.

Associate name (printed) \_\_\_\_\_ Associate signature: \_\_\_\_\_

Date: \_\_\_\_\_

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