

1.0 Purpose

- 1.1 The purpose of this procedure is to establish comprehensive guidelines to promote safe work habits and reduce and / or eliminate work related injuries and near misses.

2.0 Scope

- 2.1 These General Safety Rules applies to **ALL** employees of Concept Packaging Group. Specific procedures / policies exist that will include specific details on topics that include, but are not limited to the following; Emergencies, Lockout/Tagout, Hazard Communications, Forklift, etc.
- 2.2 Additional safety rules may apply at individual locations based upon the specific requirements related to the processes in place. These rules are documented in a separate document that is used in conjunction with this procedure.
- 2.3 Some of the rules listed in this procedure may not be applicable to all locations based on facility processes. Employees will be made aware of any differences / exceptions during training sessions.
- 2.4 Adherence to these rules is a condition of employment, failure to comply with these rules can result in disciplinary action up to and including discharge.
- 2.5 Persons, who are in designated walk areas, are not subject to the rules listed in 6.2.1, 6.2.2, 6.2.5 or 6.7.3.

3.0 Acronyms and Definitions

- 3.1 None Required

4.0 General Information / References

- 4.1 None Required

5.0 Responsibility

- 5.1 It is each person's responsibility to read **ALL** safety rules, policies, procedures, and safety notices for current safety rule changes and additions. All policies, procedures and safety rules will be enforced.

6.0 Procedure

6.1 Accidents / Accident Reporting / Unsafe Conditions

- 6.1.1 **ALL** accidents, no matter how minor, must be reported to your supervisor immediately. At the absolute latest, they must be reported by the start of the next shift after the incident occurred. Failure to follow this rule may jeopardize any claim for compensation. **ALL** first aid treatment must be documented.
- 6.1.2 Employees are required to obtain permission before going to a doctor in connection with a work-related injury.
- 6.1.3 Supervisors are responsible with working with Human Resources to ensure injured workers are sent to the correct treatment facility along with the correct paperwork. Supervisors and/or Human Resources are responsible for notifying temporary agencies that one of their employees have been injured.
- 6.1.4 Report any unsafe condition to your supervisor immediately, i.e., frayed electrical wires, etc. Employees must report accidents immediately or at the absolute latest prior to the start of their next shift. If employees do not report accidents within this time frame, it will result in disciplinary action, up to and including termination. It will result in a written counseling for the 1st offense.

6.2 Clothing / Jewelry / Hygiene

- 6.2.1 **DO NOT** wear loose or torn clothing around moving machinery or equipment.
- 6.2.2 No open shirts are allowed. Shirts must be worn at all times.
- 6.2.3 **No tank tops, muscle shirts or halter tops allowed, i.e. sleeveless shirts.**
- 6.2.4 **Shirts with curse words, illegal narcotics, sexual messages, etc. are not allowed to be worn.**
- 6.2.5 No open jackets are allowed to be worn; jackets must be zipped / buttoned up; Jackets or shirts with hoods are not allowed to be worn.
- 6.2.6 No ½ tops / shirts are allowed. Shirts worn **MUST NOT** exceed the “wrist rule” and are **NOT** to be extremely loose or oversized. When in doubt refer to the employee handbook.
- 6.2.7 Appropriate pants and shorts must be worn. The “fingertip” rule applies to the length of shorts worn. Supervisors are responsible for monitoring all the above clothing requirements and will be held accountable for enforcing them.
- 6.2.8 Persons with long hair should wear it appropriately to prevent it from being caught in machines or equipment, (long hair is defined as being below the shoulders). Suggested that hair be pulled back away from face. Long hair, can be tucked in the back of the shirt collar, worn under a hat, or pinned up. Ponytails exceeding the shoulder must be tucked inside the back of a shirt collar, pinned up or worn under a hat.
- 6.2.9 Spitting is not allowed anywhere inside of the plant.
- 6.2.10 Employees are encouraged to practice good hygiene. Wash hands thoroughly after each break.
- 6.2.11 CPG shall follow a no jewelry policy except in the following situations.
 - 6.2.11.1 No chains and / or necklaces are to be worn in the plant. The only necklace allowed would be a medical identification necklace.
 - 6.2.11.2 The only jewelry allowed to be worn on the wrist is a medical identification bracelet or a watch that possess a breakable band.
 - 6.2.11.3 The only ring allowed to be worn is a wedding band. When in doubt refer to the employee handbook.
 - 6.2.11.4 No earrings are allowed to be worn; this also includes any facial earrings, i.e., nose rings, eyebrows, etc.
 - 6.2.11.5 Office employees and CPG visitors will be allowed to wear jewelry while walking in manufacturing areas. However, if they enter a manufacturing area and begin to perform work or stay in the area for prolonged times, then they must adhere to the jewelry restrictions stated above.

6.3 Fire Safety

- 6.3.1 All fire extinguishers and exits must be kept free from obstruction at all times.
- 6.3.2 All emergency and evacuation plans are to be followed.

6.4 Food / Drink / Tobacco Use / General Housekeeping

- 6.4.1 **NO** food is allowed in the production areas. Water and company supplied rehydration drinks are allowed as long as they are in a closed container.

6.4.2 All trash must be placed in appropriate containers. Trash is to be placed in drums, scrap is to be placed in boxes / carts.

6.4.3 Work areas and aisles must be clear at all times. Wipe up any oil, grease, or liquid on the floor or machines. Report any issues to your immediate supervisor.

6.5 General

6.5.1 Mechanical safeguards are provided, as required and as appropriate. These guards must be kept in place at all times, except when removal is necessary to make repairs. Guards removed, for repairs, must be replaced before the equipment is put back into service.

6.5.2 Tricks, practical jokes or horseplay of any kind, including unnecessary running, screaming, or shouting is not permitted.

6.5.3 **DO NOT** lift excessively heavy loads by yourself. Get help when needed. When lifting, keep back straight and upright. Lift with your leg muscles, not with your back or abdominal muscles.

6.5.4 Machinery and equipment shall be operated by authorized personnel. **NO** employee shall operate machinery or equipment unless he / she have been authorized by their immediate supervisor. Supervisors are responsible for ensuring that employees operating machinery or equipment have been properly trained and understand all potential hazards and specific safety rules.

6.5.5 When doing any job, use only the proper tools. If the tool does not work properly, have it replaced, or report it to your immediate supervisor.

6.5.6 Forklift operators must be certified and follow **ALL** applicable rules for driving a forklift. Refer to CPG's Powered Industrial Truck Program, SAF-3001 and CPG's Glad Hand Lock Procedure, SAF-3003 for additional information.

6.5.7 **ALL** forklift operators must wear seatbelts and adhere to **ALL** requirements which include but are not limited to; forklift inspection checklists, use of glad hand locks and wheel chocks.

6.5.8 Never stand, step or walk on roller conveyors, unless specific job duties require. Use Safety Walks.

6.5.9 **DO NOT** clean moving parts while the machinery or equipment is running. Follow appropriate lockout / tag out procedures.

6.5.10 **DO NOT** store personal items or loose tools on top of electrical boxes or on top of machines. Must maintain a 3 foot clearance around all electrical boxes.

6.5.11 Pallets must be stored flat, not on edge. Remove boards with protruding nails or bend nails down so that they will not be a hazard to others.

6.5.12 Compressed air is not to be used to clean clothing or other parts of your body, or a fellow employee's body. Use only approved nozzles with the air hoses, not to exceed 30 psi. Goggles must be worn at all times when handling compressed air that is being emitted into the atmosphere.

6.5.13 The use of cell phones is prohibited in all production and warehouse areas. The only cell phones allowed to be used in these areas are those issued or approved by CPG. Employees may use their own cell phones during designated break times in designated break areas. Cell phones must be kept off the production/warehouse floor. Refer to CPG's cell phone policy for additional information.

6.5.14 No weapons, concealed or otherwise, permitted or otherwise are allowed on CPG property. Refer to Weapon's Policy, SAF-1008 for specific details. State laws may trump this rule.

6.5.15 Only approved scissors (paramedic style with blunt end) are to be used to cut and remove bands / strapping. Razor knives **CAN NOT** be used to cut bands / strapping.

6.5.16 Employees and temporaries are not allowed to leave CPG premises except during unpaid break/lunch times. Those that leave during other times will be subject to disciplinary action.

6.6 **Ladders / Overhead work**

6.6.1 All portable ladders must have “safety shoes”.

6.6.2 Ladders, lifts and any other equipment used for overhead work must be maintained in good condition.

6.6.3 Any work performed over 4 feet in the air, requires the operator to have on a safety belt and harness.

6.6.4 **DO NOT** walk under raised loads, scaffolds, etc. Use the proper equipment for any overhead work.

6.7 **PPE / Policies**

6.7.1 PPE is required to be worn in all areas, where required. Refer to CPG’s PPE Policy for specific PPE details and information, SAF-1002.

6.7.2 Steel toed safety shoes are required to be worn by all maintenance personnel. When performing electrical work, composite tips or non-steel toed shoes are required because of the potential electrical hazard. Refer to SAF-1002 for specific details.

6.7.3 **ALL** employees, except for Maintenance personnel, are required to wear non-steel toed safety shoes, industrial type, that have an anti-slip or skid resistant sole, NO canvas or open toed shoes are allowed in the production, specialty or shipping areas. Refer to PPE Requirements, SAF-1002 for additional information / details.

6.7.4 Eye Protection is to be worn at all times.

6.7.5 Cut resistant gloves must be worn at all times when handling cutting dies / attachments and are required to be worn on the opposite hand when using a utility knife. Refer to PPE Requirements, SAF-1002-01 and SAF-1002-02 for specific details.

6.7.6 Hearing protection must be worn in designated areas. Refer to CPG’s Hearing Conservation Program, SAF-1007 for additional information.

6.7.7 Personal radios, headsets, MP3 players and other similar electronic devices (generally used with an ear piece / hearing device) are not allowed to be worn in the workplace. These devices can interfere with an employee’s ability to hear instructions / warnings and are not approved devices under CPG’s hearing conservation program.

6.7.8 **ALL** safety policies and procedures must be followed.

7.0 **Records**

7.1 None Required

8.0 **Forms**

8.1 None Required

