



GO THE DISTANCE.

HOLLAND USA, INC.

SAFETY RULES



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General Plant Safety Rules – Muskegon Facility **(Revised 6/5/02)**

Holland USA and the Muskegon facility are dedicated to developing a safe working environment. Each employee is expected to conduct himself/herself in a manner that ensures a safe working environment for all. The Plant Safety Rules apply to all employees, contractors, and visitors, while on Company property or operating Company equipment or otherwise engaged in Company business or Company sponsored activities.

Holland USA and the Muskegon facility are committed to providing and maintaining safe working conditions and complying with all federal, state, and local safety codes and laws. The following rules have been established to serve as a guide to reasonable standards of conduct and do not necessarily cover every possible situation that may occur; however, failure to observe these rules may result in disciplinary action up to and including discharge:

1. Injuries:
All injuries, no matter how slight, MUST be reported to your supervisor. The Company will not be responsible for medical services, except as specified in the Worker Compensation Act.
2. Safety Instructions:
Do not work on any unfamiliar job or equipment unless you have been previously instructed as to how to do the job safely.
3. Protective Equipment:
Safety glasses are to be worn at all times in the plant with the exception of lunchrooms, rest rooms, and offices. Other protective equipment furnished by the Company such as welding hoods, face shields, respirators, ear plugs, etc., must be worn at all times on jobs where specified.
4. Safety Shoes:
Open-toed shoes are not allowed in the shop at any time due to safety requirements.
5. Safety Guards:
Machine guards and safety controls are furnished for your protection. NEVER operate a machine unless all the guards are in place and properly adjusted. If guards or controls are not in proper condition, notify your supervisor at once.

6. Electrical Work:

Unless you are a trained maintenance employee, do not attempt to repair, alter or in any way tamper with electrical circuits or switches.

7. Cleaning, Oiling, Adjusting Machines or Equipment:

Machines and equipment must be shut down before cleaning, oiling, or adjusting, unless such operations can be carried out without exposure to moving parts or other hazards.

8. Power Tools:

Power Tools meeting MIOSHA requirements are acceptable only after they have been inspected and certified by the Maintenance Department Electrician.

9. Extension Cords:

Use of extension cords must be on a temporary basis only. Extension cords must be of the grounded type. They must be inspected and certified by the Maintenance Department Electrician and tagged with installation date.

10. Clothing:

All employees must wear safe clothing. Long sleeves, flowing ties, long coats, loose jackets, finger rings, bracelets or necklaces may not be worn on any operation where a catching hazard exists. On operations where long hair could be a hazard, a head covering must be worn and all hair completely enclosed within the same.

11. Evacuation Preparedness:

Learn the location of all fire exits in your department. Fire doors, exits, aisles, fire extinguishers, and similar equipment are to be kept clear at all times. In case of fire (or emergency), walk; do not run to the nearest exit and go to your assigned rally point.

12. Good Housekeeping:

Keep the plant clean. Every employee is expected to keep his or her work place safe, neat, and orderly and all tools in proper places.

All waste and rubbish must be discarded in containers provided. Flammable waste must be placed in covered cans.

Keep aisle clear with materials within the yellow stripes.

Materials shall be positioned in their designated area so they will not obstruct exits, fire extinguishers, electric lighting, power panels, eye wash stations, etc.

13. Equipment:
Report all malfunctioning equipment immediately! Do not attempt to operate if a hazard exists. Do not tamper with electrical equipment. Contact your supervisor. Turn off all equipment at the end of the shift.
14. Gloves:
Gloves may not be worn on any machine with revolving cutting tools. Use of gloves on other jobs is subject to approval of your supervisor.
15. Compressed Air:
Air hoses may be used to clean out chucks and fixtures where specified, but may not be used to blow off machines, benches, or work areas. Compressed air may not be used for man-cooling purposes. Use of air hoses for blowing off clothing is forbidden. Never direct a stream of compressed air towards your body or that of any other person.
16. Ladders:
Before using any ladder, see that it has good safety feet and is free from cracks, broken rungs, and other defects.
17. Handling Materials:
Do not attempt to lift, push, or pull objects that may be too heavy for you. Ask for help when you need it. Learn to lift the RIGHT WAY to avoid strains; bend your knees; keep your body erect; then push upward with your legs. **Always use a hoist where provided.**
18. Safe Tools:
Never use defective chisels, sledgehammers, punches, wrenches, or other tools. Flying chips from tools mushroomed or slit heads cause many injuries. Exchange or see that defective tools are repaired.
19. Floors:
Slippery floors can cause falls. Keep the floor clean and dry of oil and water. Sweep up and deposit weld dust from your area in the proper container. Floors and walking spaces shall be free of tripping and slipping hazards.
20. Safety Signs and Signals:
Safety signs are maintained for the purpose of reminding you to work safely. Read them and heed their warning. Obey warning signals. Horns and lights are for your protection.
21. Unsafe Conditions:
Report to your supervisor any conditions or practices which appear to be unsafe.

22. Powered Industrial Trucks and Lifting Devices:

The operator is the only person authorized to ride on any power-operated shop truck, except those trucks equipped for passengers.

No person is permitted to ride on shop lifting equipment.

An operator shall slow down and sound the warning device at cross aisles and other locations where the operator's vision is obstructed by fixed objects.

23. Egress:

Each employee will be responsible for making an effort to maintain approximately a 34" egress to enter and exit his or her workstation.

24. Miscellaneous:

Remove or bend nails or staples in containers.

Use a brush, hook or stick to remove foreign material from equipment.

Tool rests on grinders must be kept adjusted close to the wheel (never more than 1/8 inch away). Do not adjust while wheel is in motion.

Smoking is only allowed in designated areas during designated break times.

Red tag out-of-service equipment.

Maintenance employees must use lockout/tagout procedure when working on equipment.

Practical jokes & horseplay will not be permitted.

Never distract the attention of another worker, as you might cause them to be injured.

Climbing on racks, baskets or conveyors is strictly prohibited. Never use "make shift" or defective scaffolding, rigging, or stages.

Check your work area for smoldering fire at the end of the shift.

USE GOOD JUDGEMENT. FOLLOW INSTRUCTIONS. DO NOT TAKE CHANCES. IF YOU DON'T KNOW THE RULE OR THE PROPER PROCEDURE, ASK.

I understand that, should the content of these rules be changed in any way, Holland USA may require an additional signature from me to indicate that I am aware of and understand any new policies.

I understand that my signature below indicates that I have read and understood the General Plant Safety Rules and have received a copy. By my signature I agree to abide by these rules.

Employee Signature

Date