



Plant Employee Handbook

Section 9 Safety, Health & Emergency Procedures

Employee Illness

If you become ill on the job, you are to report the problem to your immediate supervisor. Your supervisor will notify the Human Resources Department, which will then do one of the following, depending on the seriousness of the symptoms:

1. Send you home.
2. Send you to the Company designated clinic or hospital, or call an ambulance. The Human Resources Department will then notify a family member as to where you have been taken.

As soon as the situation is handled your supervisor, in conjunction with the Human Resources Department representative, will document all pertinent facts, names and times.

Employee Accidents

If an accident occurs on the job, it is your responsibility to report it at once to your supervisor, who in turn will notify the Human Resources Department. All accidents, injuries or illnesses that occur while at work must be reported as soon as practicable no matter how slight they may appear. Failure to report accidents or injuries on a timely basis may result in disciplinary action up to and including termination.

In the case of an injury caused by a burn, **you must be checked by a physician at once.**

Management will respond in one or more of the following ways, depending upon the severity of the injury:

1. If minor, cleanse the wound and administer first aid.
2. Send the employee to the Company designated clinic and/or hospital.
3. Call an ambulance. The Human Resources Department representative will then notify a family member as to where the employee has been taken.
4. Complete an accident report. Turn in report to the Human Resources Department.

In the event of a vehicular accident involving a Company-owned vehicle or while on Company business, employees should report all information immediately to the police and to Tempco. In no instance should responsibility for an accident be expressed to anyone until the proper person in the Company has been notified and permission has been obtained to make statements.

Family Emergency

In the event the office receives word of an emergency related to a member of your family, you will be notified by the Human Resources Department as soon as possible and if necessary, arrangements will be made for you to return home immediately.

Illness or Accident of Non-Employees

In the unlikely event that any customer, vendor or anyone else conducting business with the Company should become ill or have an accident anywhere on Company property, the same procedures will be followed as if an employee had become ill or had an accident.

Robbery

During Tempco's day-to-day business operations, we are not required to keep cash on hand. **In the unlikely event of a robbery, remember: DO NOT PANIC OR DO ANYTHING WITHOUT FIRST THINKING IT THROUGH. DO NOT ATTEMPT TO BE A HERO OR EXPOSE YOURSELF TO UNNECESSARY DANGER.**

Do exactly what the robber asks. Immediately upon their departure, contact a supervisor or the Human Resources Department and they will call the police. Any information acquired by observing the robbery may be helpful (e.g., clothing, appearance, etc.), so please be alert.

In Case of Fire

If a fire occurs, report the emergency and location to your immediate supervisor, Human Resources Department, or the plant engineering manager if it is safe to do so. If the circumstances do not allow you to report the fire, then proceed to the nearest exit to safely exit the building. Report to your designated assembly area outside of the building in accordance with Tempco's Emergency Action Plan.

In most cases, as part of our emergency planning, you may be trained in the proper use of fire extinguishers. Employees are not to attempt to extinguish electrical fires unless trained to do so. Instructions are posted in each work area on what to do in case of fire.

Emergency Evacuation Procedures

On the first day of work, each employee (new or transferred) will be shown the emergency evacuation routes for the facility. All employees starting work at Tempco will be informed and trained in the procedures for evacuation or the need for emergency first-aid.

Outlined below is a summary of the emergency evacuation rules. Know these rules and be prepared to follow them if the need arises:

- You should know and recognize the signal of the facility's evacuation alarm.
- When directed to evacuate, do so immediately in an orderly fashion. Do not stop at washrooms or closets. Walk quickly out of the building, but **DO NOT RUN**.
- Know the locations of all emergency exits from your workspace and out of the building. Use the closest safe available exit door when evacuating the building. A map of the facility layout depicting evacuation/escape routes and assembly areas is posted in each department.
- Once you are out of the building, go directly to your predetermined assembly area. If you do not know this location, check with your immediate supervisor. Do not re-enter the building for any reason unless directed by your evacuation team leader, a member of senior management or someone else in actual authority such as a fireman or police officer. **DO NOT LEAVE THE GROUNDS**. All personnel must be accounted for when a headcount is taken in the parking lot assembly area.
- After evacuation, stay with your group. Do not attempt to get involved in the emergency situation unless asked to do so. Emergency teams are specially trained to deal with the problem. Do not interfere with emergency crews trying to do their job.

Safety and Health

Tempco is committed to maintaining a safe workplace. Tempco believes strongly that its employees are its greatest asset, and their safety is our greatest concern. Throughout the Company, safety is a high priority in terms of management's time and attention, as it is essential to the successful operation of Tempco.

Safety requires a team effort and is everyone's full-time job. Being alert during the performance of your duties will prevent accidents to you and others. No job is so important, and no job effort is so urgent, that you cannot take the time to perform work safely in order to prevent accidents.

Tempco prides itself on providing our employees with a clean and safe environment to work and flourish. However, it is your awareness of safety and its importance that makes the Company a safe place to work. This is why safety plays such an important role in your job performance evaluations. You may jeopardize your job by consistently practicing poor safety habits or knowingly engaging in unsafe work practices. Keep in mind that if you are careless, you not only endanger yourself, but others as well.

The Company encourages you to accept and fulfill your individual responsibility, to think and act safely, and to conduct yourself in accordance with our safety rules. We encourage you to remind your coworkers to work safely and to point out unsafe acts to others. If there is any doubt in your mind about a possible unsafe practice regarding your job, or any other unsafe condition that you may observe, you should report it to your supervisor immediately.

If you witness any unsafe conditions or potential safety or health hazards (such as wet floors/broken equipment/defective tools), you must report them to your direct supervisor immediately or if your direct supervisor is unavailable, then the condition should be reported to the Human Resources Department as soon as possible.

No Retaliation

Tempco prohibits any form of discipline, reprisal, intimidation, or retaliation for reporting a health and safety concern or a violation of this policy or for cooperating in related investigations. Employees have the right to report work-related injuries and illnesses, and Tempco will not discharge, discriminate, or otherwise retaliate against employees for reporting work-related injuries or illnesses.

Disregard of any Company safety rule and/or regulation may result in disciplinary action up to and including termination of employment.

Safety Rules and Regulations

Each employee shall comply with occupational safety and health standards and all rules, regulations, and orders that are applicable to his or her job. All employees are encouraged to submit suggestions to their supervisor or the Human Resources Department that may improve safe working practices or promote a safe and healthy working environment.

The following is a list of Tempco's safety rules and regulations:

1. All unsafe conditions should be reported to your supervisor at once.
2. All defective materials or tools must be brought to the attention of the supervisor in order to be removed and their use discontinued for the safety of all employees.
3. Use tools only for their intended purposes. Do not use broken or dangerously dull tools.
4. All injuries, however slight, should be reported to your supervisor as soon as practical. First aid supplies are available at specific locations within the building.
5. Know where the fire extinguishers are located, and if you have been trained on the proper use of a fire extinguisher in the workplace, then you should use it in accordance with your training, otherwise you should evacuate the building immediately in accordance with Tempco's Emergency Action Plan.

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Safety, Health & Emergency Procedures

Safety Rules and Regulations (continued)

6. Safety glasses will be provided by the Company. They will be used at all times while working in the production areas of the plant.
7. Hearing protection devices are supplied by the Company for jobs that require them. Employees must wear them if they are so instructed.
8. Employees must wear personal protective equipment at all times while on the production floor that is provided or mandated by the Company.
9. Shorts, open-toe shoes, sandals and/or high heel shoes are not to be worn by plant personnel.
10. Good housekeeping throughout the facility is essential to safety, efficiency, and satisfactory working conditions. Please do your share in helping keep the facility clean.
11. Employees will not operate any equipment until their supervisor has instructed them as to proper operating procedures and techniques.
12. Never operate or attempt to operate any piece of equipment or machinery or be present on the plant floor while under the influence of any drug or controlled substance, legal or illegal, that could impair your physical abilities or senses.
13. Non-authorized personnel shall not remove any lock-out tag or lock-out device on any machine or attempt to start-up operate any machine that is being serviced by authorized maintenance personnel.
14. Learn to lift the correct way. Bend knees. Keep back erect. Get help for heavy loads.
15. No scuffling or horseplay on the job.
16. Do not run within the work area.
17. Sharp edges projecting from any source should be dulled or corrected to eliminate the hazard.
18. Keep guards and protective devices in place at all times during operation of machines and tools. **Removal of guards is strictly prohibited! Employees are also prohibited from bypassing any machine guard or protective device or from placing any part of their body into an area of a machine or piece of equipment where work is actually performed upon material being processed (point of operation) or where an associated danger zone exists during a machine's operation.**
19. Do not allow raw material, finished goods, or trash to accumulate in the aisles.
20. Flowing ties, long sleeves, loose fitting clothing, jewelry, or long hair shall not be worn around moving equipment or machinery.
21. When on deliveries or service calls, employees are not to pick up hitchhikers. Drivers must adhere to and obey all traffic laws including the wearing of seat belts. The Company will not be responsible for any fines incurred due to moving violations or any act of negligence by the driver or passenger.
22. Do not operate equipment if it is not running and/or functioning properly, or if it appears to be broken or unsafe. To do so could be a potential hazard to you and to other employees. **Malfunctioning equipment must be reported to your supervisor immediately.**
23. Follow all safety rules and policies at all times while performing your job.

Company safety policies and rules are for your protection and the protection of your co-workers. Everyone's safety depends upon a thorough understanding of all applicable safety rules and always requires you to perform your job using safe work practices. Employees who fail to follow Company safety policies or rules, or otherwise engage in unsafe work practices, jeopardizes their own safety and the safety of others. Employees who violate any Company safety policy or rule, or otherwise engage in unsafe work practices, will be subject to disciplinary action, up to and including termination.

Good Housekeeping

It is far more pleasant, and safer too, for everyone to work in a clean environment. When each employee helps keep our facility clean, both efficiency and safety will increase. A few common-sense procedures follow:

1. All work areas and aisles must be kept clear of stock and debris.
2. A minimum clearance of three (3) feet shall be maintained around all fire extinguishers, drinking fountains, alarm boxes, and power panels.
3. All waste should be placed in the proper containers provided.
4. Employees must not throw food or other debris on the floor at any time. Food or debris dropped accidentally are to be cleaned-up immediately.
5. Food and drink other than water are not allowed in the plant areas.
6. The no-smoking policy will be observed at all times.
7. The lunchroom is provided for your convenience. It is an air-conditioned area that offers you a place to get away from the plant to enjoy your rest and lunch periods. It is equipped with vending machines, microwave ovens, and refrigerators. We ask that you give extra attention to maintaining this room and to keeping the equipment clean and free of leftover foods. This will allow your fellow employees to enjoy a clean area when it is their turn for lunch and provide a sanitary environment for all. Receptacles have been provided for your wastepaper, scraps, and other leftovers.
8. The Company makes every effort to keep the washrooms clean and sanitary at all times. Please exercise extra care in doing your part to keep these facilities clean by properly disposing of all wastepaper, such as hand towels, in the waste containers. Also, do not place any trash items in the toilets.

Heat Illness Prevention

During the summer season, employees, at times, may experience high temperature and humidity on the production floor. Employees should understand that exposure to heat can cause illness and death. Risk factors for heat illness includes:

- High temperature and humidity
- Low liquid intake
- Heavy physical labor
- Heavy or non-breathable clothing

Symptoms of Heat Illnesses

Symptoms of Heat Exhaustion	Symptoms of Heat Stroke
<ul style="list-style-type: none"> • Headache, dizziness, or fainting • Blurred vision • Weakness and wet skin • Irritability or confusion • Thirst, nausea, or vomiting 	<ul style="list-style-type: none"> • Confusion, unable to think clearly, pass out, collapse, or have seizures • Very high body temperature • May stop sweating

Tempco wants to make sure that when such conditions exist, employees take precautions to reduce their risk to heat-related illnesses. Accordingly, when the work environment is hot, employees are encouraged to frequently drink small amounts of cool water, with up to four cups per hour recommended, to stay hydrated (avoid caffeinated drinks). Employees should eat regular meals and snacks as such food typically provides enough salt and electrolytes to replace those lost through sweating as long as enough water is consumed. Employees who do not take precautions can possibly suffer from heat exhaustion or heat stroke.

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Safety, Health & Emergency Procedures

Heat Illness Prevention (continued)

Employees must immediately report to their supervisor if they experience any symptoms or signs of heat illness in themselves or their co-workers, so that Tempco can respond with medical attention, as appropriate.

In order to prevent heat-related illnesses during days where the ambient air temperature or humidity may be high, Tempco may implement various work practices to help employees avoid the effects of such heat stress which may include more frequent breaks, longer access to air-conditioned lunchrooms, access to chilled drinking water and other hydrating liquids and refreshments.

Security

Notify your immediate supervisor if you observe any suspicious individuals or situations, or unauthorized visitors. All doors, files, desks, gates and any other equipment with locks must be kept locked securely when not in direct use and at the end of each day. Locks should be checked regularly. Company vehicles should be kept locked at all times. Lost keys must be reported to the office immediately. Any concerns about security should be directed to the manager of each individual department and/or the Human Resources Department.

Prohibition of Weapons in the Workplace

To ensure a workplace safe and free of violence for all employees, the Company prohibits the possession or use of any type of weapon anywhere on Company property, except as specifically outlined below. Employees are prohibited from bringing or otherwise carrying weapons, including firearms, tasers and knives (except authorized work tools), inside Company buildings, structures, or other areas or structures and possession of a valid concealed weapons permit or license is not an exception to this policy. Any employee in possession of a firearm or other weapon while on Company property will be subject to disciplinary action, including termination. This policy applies to all Company-owned or leased vehicles. To enforce this policy and protect our employees' safety, we reserve the right to search all Company-owned or leased vehicles and all packages, containers, purses, briefcases, backpacks, lockers, desks or persons entering or located on Company property. Any violation of this policy, including refusal to promptly permit a search under this policy, will result in prompt disciplinary action, up to and including termination.

This policy, however, shall not be interpreted to prohibit any employee who is lawfully licensed to carry a concealed weapon from carrying a concealed weapon, a particular type of concealed weapon or ammunition in such employee's own vehicle regardless of whether the motor vehicle is used in the course of employment or whether the vehicle is driven or parked on property used by the company. Nonetheless, such employees shall keep all weapons stored in their vehicles out-of-sight and in a secure location such as in the trunk or locked glove box. Employees who are not lawfully licensed to carry a concealed weapon are prohibited from possessing any weapons in any vehicle parked or located on Company property.

The Company may, at its discretion, inspect any locker, package, desk, purse, toolbox, vehicle or other personal belongings brought onto the Company's premises in connection with the investigation of any policy violation or in the maintenance of a safe workplace. Any employee who interferes, obstructs, or fails to cooperate with any inspection may be subject to discipline, up to and including termination.

Access to Company Premises

For purposes of safety and security, only Tempco employees will be admitted in the Company work areas. All visitors to the Company must enter through the office reception area, be approved by management, and escorted by an employee while on the premises. This requirement applies to all outside visitors including former employees and family members. As a reminder, employees are not permitted to loiter about the premises after their work shift has ended. Disregard for security policies may result in disciplinary action.

Employees who are authorized and have an alarm security clearance code card to gain entrance into the building must not enter the facility except during scheduled working hours. Failure to comply with this guideline will trigger the alarm, as your clearance code card has been pre-programmed for access to the building within a specific time period only.

One entrance/exit is designated for use by employees. This entrance, located on the north side of the building, must be used at all times by employees entering or leaving the building. Under no circumstances should an employee enter or leave the building through any other entrance except in the case of emergency or when directed by management.

Chemical Safety and Hazardous Materials

Tempco has established a hazard communication program for the safety of our employees. Tempco will comply with all applicable federal and state and health standards. Tempco's hazard communication program complies with OSHA requirements to inform employees about the content of the OSHA Hazard Communications Standard, the hazardous properties of chemicals with which they work, safe handling procedures and measures to protect themselves from these chemicals, and the location of Safety Data Sheets (SDS). SDSs contain specific, detailed information about the chemical's hazard using a specified format. SDSs are readily available to all employees during their work shift. Employees can review SDSs for any hazardous chemical used at Tempco. SDSs are maintained on Tempco's computer network and can be found in your work area by accessing any computer terminal located on Tempco's production floor. Employees are instructed to find either a department head or any supervisor to access any SDS on Tempco's electronic database. If you would like to review any SDS maintained by Tempco, simply ask your supervisor, the Purchasing Manager, or anyone in the Human Resources Department.

The Safety Data Sheets are updated and managed by the Purchasing Manager. If a Safety Data Sheet is not immediately available for a hazardous chemical, employees can obtain the required information by asking their supervisor or by calling the Purchasing Manager. If neither individual is immediately available, then you can contact the Human Resources Department located in the front office.

The Environmental Protection Agency has classified certain chemicals and chemical groups into hazardous categories. This means that in concentrated form, or by accumulating and combining with other chemicals (even the air), these chemicals can be hazardous to human health if exposure occurs.

As a Company, we are committed to minimizing any hazardous wastes that may contaminate the environment. Whenever possible, we will choose materials that have been judged as non-hazardous, and properly dispose of hazardous materials if used. We will not knowingly engage in the improper dumping of wastes into the environment at any time and employees are prohibited from doing so. We will inform employees of how to control hazardous wastes and what to do if they are exposed to them. If any employee suspects that waste materials they may encounter are hazardous (whether or not they are being created or used by the Company), he or she should inform their supervisor immediately.

Safety Glasses

Safety glasses that meet the requirements of this policy must be worn in the plant area at all times. Failure to wear required safety glasses that meet the requirements of this policy will subject an employee to discipline, up to and including termination.

It is important to understand that “regular” prescription eyewear or non-prescription reading glasses (sometimes referred to as dress eyewear) is not acceptable protection because dress eyewear does not meet the applicable OSHA standards for eye protection. Therefore, all employees are required to wear approved Tempco issued safety glasses that meet OSHA standards.

If you wear prescription eyewear, you will be required to wear either special safety glasses over your prescription glasses **or** you can obtain a pair of prescription safety glasses that will meet all applicable protective safety standards through Tempco’s prescription safety glasses program. 90 days of employment is required to participate in the safety glass program. After eligibility, the cost will be shared between Tempco and the employee.

Protective/Safety Clothing and Footwear

Employees of certain departments at Tempco will be required to wear personal protective equipment (e.g., safety clothing) and/or footwear. They are part of your working apparel and **MUST BE WORN** at all times in the related production areas. Employees who need to wear personal protective equipment (including appropriate safety clothing) and/or footwear will be so informed.

The Company will pay for or provide personal protective equipment for all plant employees who warrant the use of such equipment. After 30 days of employment, the cost of protective footwear will be shared between the employee (60%) and the Company (40%), subject to a maximum of two pairs of shoes per calendar year. Employees that work in the pouring area of the foundry will receive 100% reimbursement for safety shoes with steel toe and external metatarsal protection. Employees are not permitted to perform their daily work tasks unless they are wearing appropriate personal protective equipment (including appropriate safety clothing and footwear). Failure to wear required personal protective equipment will subject an employee to discipline, up to and including termination.

Hearing Protection

The nature of some of our production processes generates noise levels that require hearing protection. In order to comply with governmental (OSHA) safety codes, all plant employees for their protection and in compliance with the law, must at all times wear hearing protection devices; these devices are provided by the Company. They will be issued by your supervisor at Company discretion and on a need to wear basis. All plant employees will be required to take annual hearing exams provided by the Company and at the Company’s expense.

Warning - Personal Protective Equipment Must be Worn at all Times!

Failure to comply with Company policy regarding the use of safety glasses, protective clothing, footwear, or hearing protection will result in disciplinary action, including but not be limited to oral or written warnings and/or suspension. Repeat offenders will be subject to termination of employment.

Fetal Protection Notice

The law prohibits employers from excluding pregnant female employees from hazardous working conditions even if it is known to the employer that the employee’s exposure will cause adverse health risks to the employee’s fetus. While Tempco strives to maintain a safe and healthy working environment, working with certain workplace substances or chemicals within the working environment may pose a health risk to a fetus. If you are pregnant and you are concerned about the effects your job or working environment may have on your unborn child, and you wish to disclose that information to the Company, Tempco will agree to openly discuss the issue with you and will consider alternative work assignments or reasonable accommodations if such modifications are requested by the employee for the protection of the fetus.