



**Hilex Poly – A NOVOLEX
Company**
Jerome, Idaho

Plant Safety Orientation

HILEX Safety Rules

Stop, and ask the Shift Supervisor or Lead Operator for assistance if you don't understand how to perform a task safely.



HILEX Safety Rules Cont.

Perform a task only if you have been sufficiently trained, have all necessary tools and equipment, and have been authorized to do so by the Shift Supervisor or Lead Operator.

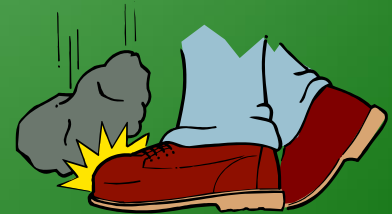
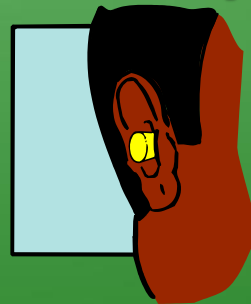
HILEX Safety Rules Cont.

Follow specified job procedures, safety rules and instructions, signs, and labels.



HILEX Safety Rules Cont.

Use Personal Protective Equipment (PPE) appropriate for the area or task (safety glasses, hearing protection and safety shoes must be worn in all manufacturing areas).



HILEX Safety Rules Cont.

Keep guardrails, guards, and access panels in place and properly adjusted

HILEX Safety Rules Cont.

Disabling or attempting to bypass any safety device or feature is prohibited.



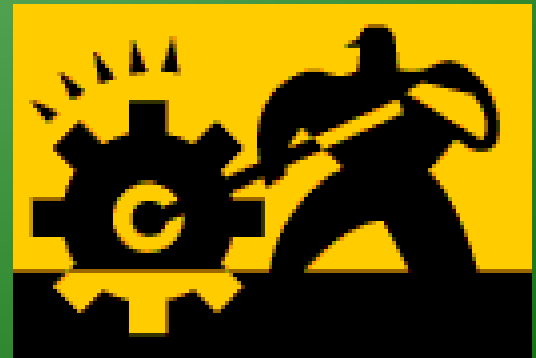
HILEX Safety Rules Cont.

Do not repair or alter any machine, tool, electrical device, or other equipment or system unless you have been trained and specifically authorized to do so.



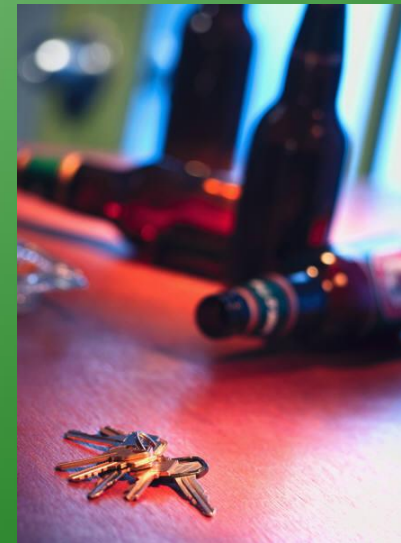
HILEX Safety Rules Cont.

Do not place any part of your body in the hazardous areas of equipment, near moving parts or objects, or near energy sources unless the written energy isolation (lockout & tag out) procedure has been implemented.



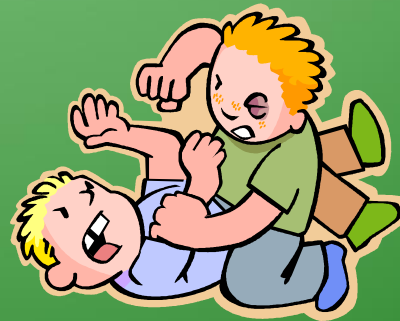
HILEX Safety Rules Cont.

The use of alcohol or illegal drugs, or medication which impairs your ability to work safely is prohibited.



HILEX Safety Rules Cont.

Horseplay, Fighting, running, or other inappropriate behavior that could result in injury is prohibited.



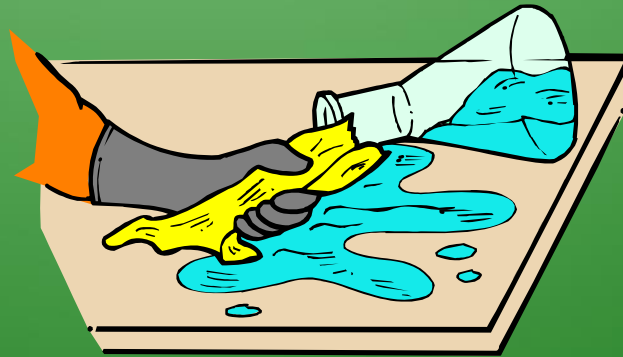
HILEX Safety Rules Cont.

Do not perform any task if you are not capable of working safely.



HILEX Safety Rules Cont.

If you observe a hazard, correct it if you can do so safely; if not, block the area and tell the Shift Supervisor or Lead Operator.



HILEX Safety Rules Cont.

All injuries and near-miss incidents must be reported immediately to the Shift Supervisor or Lead Operator.



Jerome Cardinal Safety Rules

1. Cut-resistant gloves and sleeves must be worn when cutting down rolls.
2. A machine must not be operated with a safety device bypassed (switches or interlocks).





General Safety Rules

1. Work attire should not compromise your safety or that of your co-worker.
2. No exposed jewelry to include necklaces, rings, earrings and Watches are allowed in the production, maintenance, and warehouses areas of the plant.



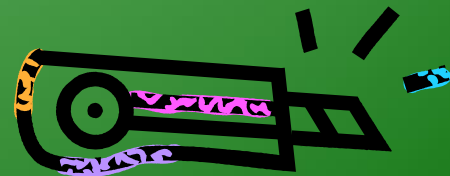
General Safety Rules Cont.

3. If you have long hair (below the shirt collar) you must wear a hat, cap, hair net or have your hair tied up.
4. Pocketknives or tools that include them are not allowed in the plant.
5. Areas around sprinkler cut off valves, eye wash stations, emergency exits, electrical panels, fire hoses and fire extinguishers must be kept clear at all times.



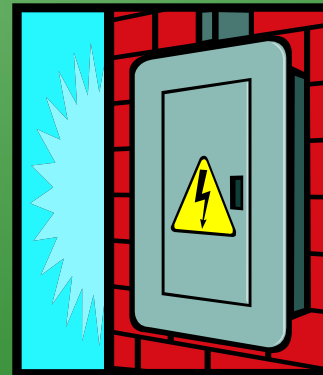
General Safety Rules Cont.

6. Handrails must be used when walking on stairs or steps that are equipped with them.
7. Only maintenance personnel authorized by the Plant engineer will attempt to reset breakers, repair or replace any electrical equipment.



General Safety Rules Cont.

8. Do not operate any equipment with the electrical cabinet doors open except by authorized qualified maintenance personnel.



General Safety Rules Cont.

9. Reporting presence:

- No one will leave the plant without notifying the shift supervisor both upon departure and return.
- If working on a shift other than the assigned shift notify the supervisor on duty before starting work.
- * *In absence of supervisor, you must notify the lead operator in the area you are working.*



General Safety Rules Cont.

10. Only Qualified / authorized personnel are to operate forklifts and electrical hand driven trucks. (forklift operators are required to be licensed).

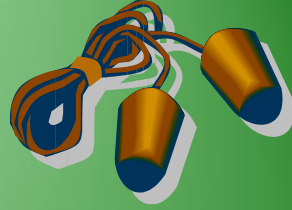


General Safety Rules Cont.

11. Only water or electrolyte beverages (Powerade, Gatorade or Sqwincher) in a spill proof container are allowed on the production floor and in warehouse areas. No food or glass containers are allowed.
12. No personnel will operate any shop equipment unless qualified and authorized by the Maintenance Supervisor.



General Safety Rules Cont.



13. When moving materials (rolls, pallets, boxes, etc.) with a manual pallet jack, you are required to walk behind the load.

14. Follow all JSAs and PPE requirements appropriate for the area or task (safety glasses, earplugs, and safety shoes must be worn in all manufacturing areas).

