1.0 **PURPOSE:**
To provide newly hired employee(s) specific orientation on facility safety, to minimize the risk of an accident or injury, and to have all newly hired employees trained on the safety expectations of Euramax.

2.0 **POLICY:**
All newly hired employees will receive a formal safety orientation prior to starting work.

3.0 **RESPONSIBILITIES:**
A. It is the responsibility of the Facility Leader to ensure compliance with this procedure in its entirety.

B. Each Supervisor is responsible for conducting the safety orientation for his/her newly hired employee(s).

C. It is the responsibility of all Employees to follow the requirements of this procedure.

4.0 **PROCEDURE:**
A. **UNDER NO CIRCUMSTANCES SHALL AN EMPLOYEE BE ALLOWED TO WORK IN A PRODUCTION AREA WITHOUT A SAFETY ORIENTATION BEING CONDUCTED.**

B. Each new hire will watch a “safety orientation” video. The New Hire Safety Orientation Training Form (see attached) must be completed after the video is shown.

C. After the “safety orientation” video, the supervisor will train the newly hired employee(s) on safety and Euramax expectations. This training should include (at a minimum):

- Plant Safety Rules
- Employee Safety Responsibilities
- JSP’s
- Hazards
- Accident Reporting
- Unsafe Conditions
- PPE
SAFETY POLICY AND PROCEDURE MANUAL
All Euramax Subsidiaries

Number D-1.0 – New Hire Safety Orientation

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- Housekeeping
- Emergency Exit/Fire Extinguishers
- Machine Guards
- Lock-out / Tag-out
- Hazardous Chemicals
- Material Handling
- Powered Industrial Truck Safety
- Pedestrian Safety

D. A copy of The New Hire Safety Orientation Guideline (see attached) should be provided to the new hire for future reference.

E. A New Hire Safety Orientation Training Form must be completed at the conclusion of the training. The form must be signed by the supervisor and the employee. The New Hire Safety Orientation Training Form (see attached) will be placed in the employee’s personnel file.

F. After a new hire works on his/her job for one week, a follow-up must be conducted by the facility leader or supervisor to ensure the new hire understands the safety requirements of his/her job. Such follow-up must be documented on the New Hire Orientation Follow-up Form (see attached) and retained in the employees personnel file.

G. Employees failing to comply with this procedure will be disciplined in accordance with normal progressive disciplinary procedures for the facility.

5.0 ATTACHMENT / FORMS:
A. New Hire Safety Orientation Guideline
B. New Hire Safety Orientation Training Form
C. New Hire Orientation Follow-up Form

6.0 PROCEDURE HISTORY:
Original Issue - 1/2009
Reviewed and Updated - 7/2010
Reviewed and Updated – 12/2013
INTRODUCTION

Safety is the most important element of your job. We believe that every employee is important, and we do not want you or any other employee to suffer an injury at work. We are equally sure you do not want to suffer the pain, possible lost wages, and other consequences of injuries.

This program is designed to give you an overview of your safety responsibilities and the hazards you are likely to encounter in your daily work.

EMPLOYEE RESPONSIBILITIES

You are the person responsible for your safety. The Company provides a safe environment, policies and rules, training, promotional efforts and other safety measures, but only you can work effectively, efficiently, carefully and SAFELY.

KNOW THE RULES

You are responsible for knowing and following all facility safety rules. A list of these rules has been provided to you and are posted on bulletin boards in the plant.

TRAINING

You are responsible for completing all required safety training. It may prevent you from being injured or from injuring a co-worker.

JOB SAFE PRACTICES

Read and understand the Job Safe Practices (JSP’s) for your job. These are written procedures for each job which describe the hazards of each step in the procedure and how to perform the work safely.
HAZARDS

Be aware of safety hazards, safe work practices and rules which apply to your job and your work area. If you are unsure of how to perform an operation safely, ask any supervisor. If you see a hazard, you may take action to eliminate it, but ensure that you also follow your facilities reporting procedures or report it to any supervisor immediately.

REPORT ALL INCIDENTS

You must report all accidents, near miss and property damages to any supervisor. By doing this, you help to identify hazards and ways to eliminate or reduce them. If the accident is more serious, first aid or appropriate medical care will be provided for you. You are covered under the State Worker’s Compensation insurance program at all times while you are working.

UNSAFE CONDITIONS

Report all unsafe conditions to any supervisor. If you see something or someone you think is unsafe, let any supervisor know. Prevention is the best way to avoid accidents.

HOUSEKEEPING

Maintain a clean and organized work area. Not only will this make you work easier and more efficient, but it will be safer too.

EMERGENCY EXITS

Know where all facility exits are located. Be aware of what to do and where to go in case of a fire or other emergency.

SUPPORT SAFETY

Support all Company safety programs. Your enthusiasm and support will help ensure that every employee thinks and acts safely. Help your fellow employees to work more safely too.
Think about safety at all times. The majority of accidents are caused by people being unaware of the hazards in their surroundings. Pay attention to what you are doing. Always think about the safest way to do what you are doing. Plan how you will do the job to be sure it is done safely.

MACHINE GUARDS

Much of our equipment and machinery has rotating, cutting or other parts which press together tightly. For your safety these machines are equipped with various types of guards to protect operators from being injured by the moving parts. Never remove machine guards without proper training and authorization. Never operate machinery if the guards are removed, open, missing, or not in proper condition. Never attempt to by-pass guards. They are there for your protection. By passing guards will lead to disciplinary action.

PERSONAL PROTECTIVE EQUIPMENT

Wear all personal protective equipment which is required for your job. Your supervisor will let you know what equipment you need to wear. You can always refer to the JSP (Job Safe Practice).

All employees are required to wear safety shoes when working in a production, maintenance, or warehouse area. Safety shoes will protect your feet from falling objects, bumps and other hazards.

Eye protection, including side shields, is also required in all production, maintenance, and warehouse areas of the facility. Check with your supervisor about eye protection requirements, including what type of glasses are acceptable.

In certain areas of the plant, you may be required to wear hearing protection. Be sure you know how to use ear plugs or other hearing protection which is provided.

Other jobs may require specialized protective equipment such as gloves, aprons, hard hats, masks or special clothing. Your supervisor will let you know if any of these items are required on your job (you can also refer to the JSP).
LOCK-OUT

Machinery power sources must be locked in an “off” position to prevent operation whenever someone is working on or repairing the equipment. Never remove a lock-out device or attempt to energize or operate machinery which has been locked out. Only authorized personnel may lock power sources, and only the individual who puts the lock on, may remove it.

HAZARDOUS CHEMICALS

Know what you are handling when you use chemical substances. Read chemical labels. Report any unlabeled barrels, cans or bottles to any supervisor. Know the location of the Safety Data Sheet (SDS) for chemicals you use in your job. Do not handle chemicals without proper training. Observe all safe practices for handling chemicals. Be aware of proper actions to take should a hazardous chemical you are working with comes in contact with your body.

CERTIFICATION REQUIREMENTS

Operating some of the equipment at the facility requires specialized training. Because of this, people who have been properly trained are given certificates or cards which authorize them to use or operate the equipment. You should never operate any of these kinds of equipment unless you have been trained, certified and authorized to do so. This equipment includes, but not limited to:

- FORK-LIFT TRUCKS and other industrial powered vehicles.
- WELDING EQUIPMENT, including handling gas cylinders.
- CRANES, hoists, slings or portable lifting gear.

If you have any questions regarding equipment certification training, please speak to any supervisor.
EXITS & FIRE EXTINGUISHERS

Fire is a danger in any factory operation. It is important to maintain access to all fire extinguishing equipment and all plant exits. Do not leave or store boxes, metal or other materials in front of fire extinguishers or exits and do not block the path to these places.

In case of a fire, do not attempt to put the fire out until you have alerted other employees and sounded the fire alarm. Use fire extinguishers only if you have been trained to use them. If you hear the alarm, exit the building immediately.

TOBACCO USE (including Electronic Cigarettes)

Tobacco use, including electronic cigarettes is prohibited except in areas which have been specifically designated for use.

CLOTHING

Do not wear loose-fitting clothing, un-tucked shirts, unbuttoned long sleeves, ties or other clothing which could become caught in rotating machinery. Remove watches, rings and other jewelry when operating moving equipment. Do not wear clothing that is flammable or would melt when exposed to heat. The following clothing is not allowed in production, warehouse, maintenance and yard areas: Sleeveless shirts, tank tops, shirts which expose midriffs, dresses, scarves, skirts, unsecured belts, ties and shorts.

FIRST AID

Do not attempt to administer first aid to yourself. If you or a co-worker are injured, especially if there is a loss of blood, contact a first aid trained qualified personnel, of which is posted on your safety bulletin board, to handle the situation. A Supervisor must be informed of any incidents requiring first aid.

SIGNS

Safety signs and posting are located throughout the plant. Read and obey all posted signs and directions, for everyone’s safety.
SAFETY POLICY AND PROCEDURE MANUAL  
All Euramax Subsidiaries  

Number D-1.0 – New Hire Safety Orientation  
NEW HIRE SAFETY ORIENTATION GUIDELINE  

CONDUCT  

This is a drug-free workplace. Employees under the influence of drugs or alcohol are a danger to every employee as well as to themselves. Employees who are required to use doctor’s prescribed prescription or non-prescription legal drugs while at work must report such use to the Human Resources Department or any Supervisor if such use could impair their ability to perform their job safely and effectively. The Company tests employees for drugs before hiring, and may test employees at any time while employed (e.g. – at time of injury). If you are taking prescription or other drugs which may affect your behavior or work performance, notify your supervisor immediately.  

Running, horseplay, not paying attention and distracting others can all be very dangerous. Pay attention at all times. Be careful not to distract others. Do not engage in running or horseplay of any kind in the plant. The safe way to do the job is the right way to do it. Unsafe acts need to be reported immediately. Think Safety!  

MATERIAL HANDLING  

Much of the work in our plant involves moving, lifting and handling materials. These materials are heavy and often have sharp edges and corners.  

When you have to move something, plan ahead. Think about how you will lift and move the load. Be sure the path you will take is clear of obstacles. When lifting materials, do not try to lift too much at one time. If the load is too heavy, get help or have the load moved by an industrial powered vehicle such as a fork-lift or crane. Lift by keeping the load close to your body, keeping your back as straight as possible and allowing your legs to bend to do as much of the work as possible. Avoid lifting and twisting your back at the same time. Pivot your whole body when moving a load, by moving your feet. Do not attempt to lift heavy loads above you shoulder height. If a load is too heavy, all employees must ask for assistance (25 to 40 pounds maximum is recommended for one employee). Get help or mechanical assistance. Boxes should be carried by holding opposite corners and keeping the box close to your body. When you set a load down, keep your back straight, bend at the knees, squat and don’t rush.
When handling metal, wear approved safety gloves cut level 4 or higher to avoid cuts.

Barrels should never be rolled on their sides. Keep the barrel upright and move it by rolling it carefully on its lower edge. In most cases, barrels should be moved with a fork-lift truck or a barrel cart.

CONCLUSION

Of all the things you have to learn and do, none is more important than learning how to work safely and to always remember to do every job the safe way.

IF IN DOUBT

If you do not know or understand the safe way to do a job, ask your supervisor. Do not attempt to bypass safety rules, safe practices, safety training or common sense. Our safety rules, like rules concerning attendance, job performance and employee conduct, are strictly enforced. If you violate these rules you may be subject to disciplinary action, including possible termination. If it’s not safe, don’t do it!
A copy of this completed checklist should be maintained in the employee’s personnel file.

After viewing the “Safety Orientation” video and receiving the plant safety rules, it is the **Supervisor’s responsibility** to ensure that the new hire has been fully instructed in all of the following items. The Supervisor and newly hired employee(s) must initial next to each area that training was performed and understood:

<table>
<thead>
<tr>
<th>Employee</th>
<th>Supervisor</th>
<th>1. JSP (Job Safe Practice)</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td>Give a copy to the new hire and have her/him read it. This can be done as part of showing the person how to properly perform the job duties.</td>
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<td>Explain how the job is done, and at each step, discuss the potential hazards and how they are avoided.</td>
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<td></td>
<td>It is the employees responsibility to read and sign the JSP to the new job that they are assigned to before operating.</td>
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<thead>
<tr>
<th>Employee</th>
<th>Supervisor</th>
<th>2. PPE (Personal Protective Equipment)</th>
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<td><strong>Safety Shoes.</strong> Explain required types and facility purchasing procedures.</td>
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<td><strong>Hard Hats.</strong> List hard hat required areas. Explain proper wear and care.</td>
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<td></td>
<td></td>
<td><strong>Safety Glasses.</strong> Explain required types and cover prescription safety glasses procedure if necessary.</td>
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<td></td>
<td><strong>Hearing Protection.</strong> List areas requiring hearing protection. Explain proper wear and use.</td>
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<tr>
<td></td>
<td></td>
<td><strong>Welding Equipment.</strong> Explain required PPE, proper use and permits</td>
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<td><strong>Clothing.</strong> Explain Euramax’s dress code and any job specific details.</td>
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<thead>
<tr>
<th>Employee</th>
<th>Supervisor</th>
<th>2. Hazardous Communication Program</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td>Explain to the new hire what chemicals used in the plant are hazardous and how to recognize them.</td>
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<tr>
<td></td>
<td></td>
<td>Show location of SDS (Safety Data Sheets) books and review secondary labeling procedures.</td>
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</tbody>
</table>
### 3. Hazardous Communication Program (cont.)

**For each hazardous chemical:**

- Explain why the chemical is hazardous. (Is it flammable, caustic, toxic, etc.).
- Explain first aid and emergency procedures. What should the employee do if the chemical contacts, skin, eyes, or is ingested.
- Explain what to do if the chemical is spilled.
- Explain how to dispose of the chemical after use.
- Explain any special storage or handling requirements of the chemical.
- Explain what Personal Protective Equipment must be worn when handling or working with the chemical.
- Tell employee not to use them without prior training. Insure understanding that no hazardous chemical is to be used without proper training and review of the SDS.

### 4. Tool Safety Program

- Explain proper use and storage of commonly used tools on the job.

### 5. Machine Guarding Safety Program

- Explain guarding requirements.
- Explain rules regarding guard removal.
- Explain any necessary machine guarding.

### 6. Material Handling

- Explain proper/safe lifting techniques and when to ask for help.
- Explain any material specific precautions.

### 7. Safety Meetings

- Explain the Purpose and schedule of the Safety Meetings (Both Weekly and Monthly).
- Employee Participation is Expected at all Safety Meetings.

### 8. Bloodborne Pathogens Program

- Explain the Purpose of the Bloodborne Pathogen Program and universal precautions.
- Explain the First Aid Practices and location of first aid kit(s).
- Review First Aid Responders list and introduce a responder.
<table>
<thead>
<tr>
<th>Employee</th>
<th>Supervisor</th>
<th>9. Confined Spaces</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td>Explain the Purpose of Confined Space Program.</td>
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<tr>
<td></td>
<td></td>
<td>Review the Confined Spaces at the Facility.</td>
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<tr>
<th>Employee</th>
<th>Supervisor</th>
<th>10. Emergency Action Plan</th>
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<tr>
<td></td>
<td></td>
<td>Explain the Purpose of Program/Types of Emergencies.</td>
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<td></td>
<td></td>
<td>Review the Emergency Paging System.</td>
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<td></td>
<td>Review the Evacuation Routes (Facility Map).</td>
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</tbody>
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<tr>
<th>Employee</th>
<th>Supervisor</th>
<th>11. Fire Extinguishers</th>
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<td></td>
<td></td>
<td>Review the Locations and Marking on Fire Extinguishers.</td>
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<td>Review the Need to Keep Clear for Use.</td>
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<tr>
<th>Employee</th>
<th>Supervisor</th>
<th>12. Lockout / Tagout</th>
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<td></td>
<td></td>
<td>Review the Purpose of the Lockout / Tagout Program.</td>
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<td></td>
<td></td>
<td>Explain Locking Devices.</td>
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<td></td>
<td></td>
<td>Review the Authorized / Affected / Other Employee Responsibilities.</td>
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<tr>
<th>Employee</th>
<th>Supervisor</th>
<th>13. Other safety programs or items covered:</th>
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<tr>
<td></td>
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<td>Safety suggestions. How to make suggestions.</td>
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<td>Other:</td>
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<td></td>
<td></td>
<td>Other:</td>
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<tr>
<th>Employee</th>
<th>Supervisor</th>
<th>14. Copy to New Hire</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td>Employee was provided a copy of the “New Hire Safety Orientation Guideline”.</td>
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</table>

Training presented by: Supervisor    Date

I received instruction on the topics noted above and understand the contents of the instruction.

Employee Signature    Date

Employee Name (Print)
SAFETY POLICY AND PROCEDURE MANUAL
All Euramax Subsidiaries

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NEW HIRE SAFETY ORIENTATION FOLLOW-UP FORM

Employee Name: _____________________________________  Date: _____________________
Department:_________ Position: __________________   Hire Date: ________________
Training Partner: ________________________ Supervisor: ______________________________

FOLLOW-UP REVIEW - Review with the employee to see if he/ she has questions regarding the following:

FACILITY LEADER REVIEW

Safety:
_____ General Safety
_____ Housekeeping
_____ Proper PPE (Eyes, Ears, Etc.)
_____ Hazardous Conditions
_____ Hazardous Acts
_____ JSP Training
_____ Job Specific Goals (see attached)
_____ First Aid Station Location
_____ Emergency Evacuation
_____ Other _____________________

Company Policy:
_____ Attendance
_____ Harassment
_____ Cooperation - Teamwork
_____ Other _____________________

Facility Leader Initials: ______________________
Employee Initials: _______________________

SUPervisor REVIEW

Safety:
_____ General Safety
_____ Housekeeping
_____ Proper PPE (Eyes, Ears, Etc.)
_____ Job Specific PPE (Aprons, Gloves, etc.)
_____ Hazardous Conditions
_____ Hazardous Acts
_____ JSP Training
_____ Job Specific Training Information
_____ Who To Ask Questions Of
_____ First Aid Station Location
_____ Job Specific Goals (see attached)

Employees comments (if any): __________

Facility Leader Initials: ______________________
Employee Initials: _______________________

Supervisor Initials: ______________________
Employee Initials: _______________________

Training Partner Comments (if any):
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________