

CVG POLICY ON HEALTH AND SAFETY

7.1 Safety Considerations

Safety is everyone's business and is to be given primary importance in every aspect of planning and performing all Company activities. We want to protect you against industrial injury and illness, in addition to minimizing corporate risk exposure. Employees are expected to participate in all required safety training and conform to all safety standards.

We are committed to providing a safe workplace and an environment that allows our associates to protect the equipment and materials entrusted to them. We rely on you to report to work in a suitable mental and physical condition and to notify us immediately of any potential safety threats. Please report all work-related injuries or illnesses immediately, regardless of the severity.

Where applicable, employees are expected to wear standard safety gear, such as protective work boots, hard hats and protective eyewear and hearing protection as needed. Failure to conform to the safety standards is considered a serious safety infraction and will result in disciplinary action, up to and including termination. Employees are expected to immediately report any unsafe working conditions to an onsite supervisor or manager, to Human Resources or to the Corporate Safety Officer.

Some of the best safety improvement ideas come directly from our employees. Those with ideas, concerns, or suggestions for improved safety in the workplace are encouraged to direct them to Human Resources, your manager or the Corporate Safety Officer. All reports can be made without fear of reprisal.

7.2 Onsite Resources

First aid kits, OSHA logs, and Material Safety Data Sheets (MSDS) documents are maintained onsite or online at each the Company facility as appropriate. If there is a deficiency in the materials available at your worksite, please contact Human Resources or the Corporate Safety Officer.

7.3 Accident/Injury Reporting

Any workplace incident that results in injury or property damage must be reported within 24 hours of the incident. Such reports are mandated by Company policy as well as federal and state laws related to OSHA and Worker's Compensation.

Every Company employee is protected by Workers' Compensation from his/her date of hire. If you are involved in a work-related injury, a report must be filed even if you don't seek medical treatment beyond self-administered first aid. Failure to provide timely notification could result in a delay in processing your claim and/or payment of benefits for which you might be eligible.

7.4 Physical Security

Unauthorized removal of Company property, or property belonging to another employee, is expressly prohibited and will result in disciplinary action, up to and including termination. The Company reserves the right to search offices, workstations, desks, file cabinets, lockers, mail bins and other Company-owned storage facilities or containers at any time. There should be no expectation of privacy for anything created or stored on or in Company property.

If issued, all Company employees should display their access/ID cards at all times while in the facility. Employees are not permitted to loan or borrow access cards. Lost cards should be reported immediately.

Access cards that are damaged or broken through normal use will be replaced at no cost to the employee. Employees who lose their assigned access card may be charged a replacement fee for a new card.

Employees are not permitted to allow others, including coworkers, to piggyback or tailgate into the building using their access card. All visitors, guests and contractors must enter through the main door, register and receive a visitor's badge. Visitors must visibly display their badge while in the building and must be escorted by an employee at all times. Employees who observe unauthorized personnel in the building without an escort and/or a visitor's badge are asked to alert the local Office or Facility Manager.

7.5 Housekeeping

All areas within the Company facilities must be kept clear of debris, trash, scrap, spills, or any other materials that do not belong within the workplace. These materials can easily be the root cause of accidents. Appropriate workplace layout, spacing and arrangement of equipment, and good housekeeping are essential for allowing orderly operation and avoiding congestion. Some examples of good housekeeping include:

- Floors, work areas, and passageways should be kept clear of obstructions.
- Other materials that can affect footing such as loose parts, boxes, packaging material, tools, etc. should also be kept out of passageways.
- Immediately clean up spills.
- Report uneven, defective flooring work carpeting, worn treads, etc. to your supervisor immediately.
- Avoid overfilling wastebaskets or dumpsters.
- Maintain clean and organized conditions of office equipment, storage areas, and work areas.
- Paper products and flammable materials should not be stored in HVAC closets or electrical rooms.
- Materials should not be stored within three feet of exits and/or emergency equipment or within 18 inches of ceilings/sprinkler heads.
- Step-stools or ladders should be provided to access items stored overhead or out-of-reach. These items should be limited to small items such as pens, paper clips, staples, etc.

7.6 Slips, Trips, and Falls

Slips, trips, and falls are leading causes of injuries in the workplace. They are also one of the most preventable causes in a workplace. The most elementary of actions can help reduce the number of slips, trips, and falls in the workplace. Observe the following:

- Curbs in parking lots, loose gravel or asphalt, oil patches can all cause falls in the parking lots or other common areas.
- Standing on chairs, working on ladders, and falling up and/or down stairs are all examples of falls from an elevated surface.
- Transitional surfaces such as concrete to tile, asphalt to smooth concrete, hard flooring to gravel, etc. also provide opportunities to slip, trip, and/or fall.
- Electrical cords, furniture, chairs, boxes, file drawers, or any other items extending into walkways can create tripping hazards.

- Obviously one should use extreme caution when walking on wet surfaces, if the area cannot be avoided altogether.
- In stairwells and where provided utilize handrails when ascending or descending stairs. Try to avoid carrying loads while on stairs. When possible use the elevator to move equipment, files, etc. between floors.
- Use only approved step stools and/or ladders. NEVER utilize chairs or other office equipment to climb on.
- Clean up spills as soon as they occur. Do not expect others to clean up after you.
- Do not run through the office.
- Emergency exits and aisle ways must be kept clear and free from clutter at all time.
- The safety rep will check emergency exits regularly for blockage.
- Furniture and equipment should be arranged so that chairs and equipment are not extending into aisle ways.
- File cabinets and desk drawers should never be left open. Doing so can not only make the furniture unstable, but the drawers can pose a trip hazard.

7.7 Office Lighting

Lighting is a very important factor affecting employee comfort and performance on the job. Different tasks require different lighting levels. Intricate work tasks require more illumination than other areas.

There are a number measures that can be taken in order to control lighting conditions:

- Regular maintenance of the lighting system and quick replacement of old bulbs.
- When possible, employees shouldn't face windows, unshielded lighting, or other sources of glare.
- Adjustable shades should be used if associates face a window.
- Task lamps are very effective in supplementing general office lighting for those who require or prefer additional lighting.

7.8 Ergonomics

Today ergonomics is defined as fitting the job to the employee, not forcing the employee to fit the dimensions of the workplace. Workstation design has a huge impact on an employee's health and well-being. There are a number of discomforts which can result from ergonomically poor workstation designs. Most commonly are complaints related the neck, shoulders, and back. Other concerns include the arms, hands, wrists, and occasionally the eyes. For example, poor chairs and/or poor posture can cause lower back strain or decreased circulation to the lower extremity.

Force, frequency, and posture are the three factors that cause ergonomic injuries. These ergonomic or soft tissue type injuries are commonly referred to as Musculoskeletal Disorders (MSDs). Minimizing any of the three factors minimizes the probably of developing one of these injuries. Within an office setting posture and frequency are typically the two most common factors we can affect.

Certain characteristics of Video Display Terminals (VDTs) have been identified and associated with increased risk of musculoskeletal issues. VDT considerations should include:

- Design of the workstation
- Nature of the task

- Repetitiveness of the job
- Degree of postural constraint
- Work pace (or frequency)
- Personal attributes of individual workers

The key to performing the tasks safely is maintaining a relaxed, neutral body position. The ideal work position is to have the arms hanging relaxed from the shoulders. If a keyboard is used, arms should be bent at right angles at the elbow. The elbows should be held close to the body. The head should be in line with the body and slightly forward.

The hands and wrists should be in a straight line with the forearms, not bent up or down.

7.9 Material Handling/Lifting

Proper lifting techniques are essential to back safety, but perhaps more important than lifting is the planning done prior to the lift. Before beginning a lift there are multiple points to consider:

- Must the item be lifted manually?
- How heavy is it?
- What is the best method to grip the item?
- Where are you moving the item to?
- What route are you going to follow?

If an item needs to be moved manually, and is either heavy or awkward, ask for help. When moving an item from a hard-to-reach place, be sure to position yourself as close to the load as possible, slide the item to get it closer to you and ensure that you have adequate room for your hands and arms. Be aware of adjacent obstructions, on either side, above and below the load. Consider where the item will be placed once you've lifted it. Check the route along which you will be moving the item. Remove tripping hazards, uneven materials, or loose items and get summon assistance if the load is to be moved up stairs or ladders. Remember the shortest distance isn't always the safest path. Ensure that the lighting is sufficient to allow you to see where you are going. Allow yourself as much room as possible when setting down the load.

Most back injuries are avoidable. Correct lifting choices play an important role in avoiding those injuries. Strength, flexibility, overall conditioning, etc. are all factors that affect the probability of a back injury occurring.

Not all back injuries are the result of sudden trauma. Often times the injury is cumulative in nature. This type of injury sometimes occurs from continued use of a heavy tool, remaining in the same position for a long period of time, repeatedly bending to retrieve parts, etc. Safe lifting should be practiced not only on the job, but at home as well. Lift as follows:

- Plan your lift.
- Stand with your feet shoulder width apart, beside the object to be lifted.
- Squat beside the object, getting as close to it as possible.
- Get a good grip on the object.
- Lift with the legs, not your back.
- Keep the object close to your body as you begin with lift.
- Center the weight over your feet.
- Avoid twisting once the object has been lifted, instead move your feet to move the object.

7.10 Equipment and Machinery

- Do not operate any equipment that you have not been trained on or authorized to operate.
- Do not use faulty equipment or tools in need of repair. Check all equipment before using.
- Machine guards must be in place and properly adjusted before operating equipment.
- Under no circumstances may an employee tamper with, override or modify in any way, any safety feature on any machine without permission from senior management personnel.
- Lockout/Tagout procedures will be utilized whenever the unexpected start up or energizing of equipment would cause injury. Only authorized and trained employees will be allowed to perform operations requiring lockout/tagout.
- Never remove a lockout/tagout device unless you are the person responsible for placing the device on the equipment.
- Do not remove danger or other safety tags from equipment.
- Never attempt to clear a jam while the machine is running.
- Loose or baggy clothing or loose jewelry shall not be worn while working on the production floor. Long necklaces must be worn inside of shirts. Employees working on the production floor with hair longer than shoulder length must have it tied back. This is to prevent the clothing or hair from becoming entangled in machinery.

7.11 Fire Protection

- Fire extinguishers must be kept clear of obstructions and easily accessible.
- Discharged extinguishers must be exchanged for fully charged extinguishers.
- All flammable liquids such as paints, thinners, and solvents must be stored in approved flammable storage cabinets.
- All emergency exits and the paths to and from must be kept clear of any obstructions.
- Parking a vehicle in front of an emergency exit, or a designated "no parking" area is strictly forbidden.

7.12 Exit/Egress

- Exits, aisles, and points of egress must be kept clear and accessible at all times. Do not bolt exit doors if the building is occupied.
- Exits are marked and in some areas there are directional arrows. Any door or passage that is not an exit or a way to an exit, but may be mistaken for one, is identified by a sign reading "**Not An Exit**". Do not hang decorations, furnishings, or put equipment in front of signs.

7.13 Emergency Procedures

Planning and procedures are the key to your safety in an emergency. Obey these procedures.

Maps and Procedures - Emergency maps and summary procedures are posted on throughout the buildings. Detailed procedures are below. Maps have evacuation routes, shelter locations and procedures. Learn the routes, locations and procedures. Refer to the map often. Be sure to tell your supervisor of your whereabouts if you are not working in your regular work area.

Tornadoes - Management will monitor weather radios when tornado conditions exist. If a tornado approaches, we will give you instructions over the "PA" system and you must follow the emergency procedures and go to a tornado shelter. Shelters are identified on the maps on the bulletin board and by a

sign at each shelter location. Remember to remain calm and go orderly to a shelter. DO NOT attempt to retrieve personal property. Remain in the shelter until you receive further instructions.

Small Fires - When a fire starts, your first thought should be of your safety and the safety of others. Only if you have been trained by the Company in the use of extinguishers, and the fire is small and tame enough to be extinguished by a hand-held extinguisher should you try to put it out by that method. Extinguish small fires using the correct type of extinguisher for the fire. Then notify your supervisor. If the fire cannot be extinguished, announce an evacuation over the PA and evacuate the building (see Large Fires).

Large Fires - When the fire is out of control, the combustible material is unknown, or you have not been trained in the proper use of extinguishers, leave the firefighting to professionals and evacuate. Stay close to the floor if there is smoke. The air is usually less smoky along the floor. Remember, smoke inhalation can kill you. Test doors, if hot, don't open. Use an alternative escape. Remain calm, shut down your machine as trained and evacuate by your assigned route on the map. DO NOT attempt to retrieve personal property. After leaving the building, stay with your department in the area designated on the map. Stay with your group until you get further instructions. Do not re-enter the building.

Acute Hazardous Chemical Exposure - If there is an acute exposure, contact a first responder, then consult the MSDS at the Right To Know Station. Next call EMS at 911 and then call the employee's emergency contact (available from the Office Administrator) and notify the Plant Manager. Provide a copy of the MSDS for the emergency personnel or for the employee to take with him/her if getting medical attention on his/her own. For further information contact the Poison Control Center.

Chemical Spills/Leaks - A spill/leak is an unexpected release of hazardous material from a container. A small spill/leak is one that does not pose a hazard that is immediately dangerous to health and life (IDHL) per the MSDS and can be easily contained. A large spill/leak is one that may pose a hazard immediately dangerous to health or life (IDHL) per the MSDS and cannot be easily contained.

Small Spills/Leaks - You may clean up any small spill or slow leak, following instructions outlined in the appropriate MSDS sheet.

1. Dispose of all hazardous waste materials in proper receptacles.
2. Fill out an incident report and give it to Management.

Large Spills/Leaks - You must report any large spill or leak to your supervisor. If it is immediately dangerous to health or life (IDHL), call the fire department and follow the evacuation procedures above.

If it is determined that the spill or leak can be contained and cleaned up, call trained and authorized employees. Emergency response personnel must follow these procedures:

1. Leave the immediate area while donning appropriate personal protection equipment. Eye, face, hand and respiratory equipment as advised on the MSDS.
2. Identify the spilled material (MSDS) and if possible, remove any documentation from the spilled container to a safe place.
3. Select appropriate spill fighting equipment and agents (MSDS information).
4. Contain the spill by diking with appropriate material.
5. Absorb all free liquid.
6. Follow any (MSDS) instructions for the neutralization or detoxification of the material.
7. Place all spilled materials into an appropriate container.

8. Thoroughly decontaminate the area.
9. Clean, repair and recondition all emergency response equipment.
10. Management must certify the area is safe before it is returned to normal use.
11. All spills and details of the cleanup operation must be documented and filed.

7.14 Chemical Safety-Hazard Communication

Hazard Assessment – The Company is an end-user of various chemicals that have been found to present possible hazards to its associates. As a user, rather than a manufacturer or importer, the Company does not evaluate those chemicals for hazards. Instead, the Company relies on the chemical hazard evaluation conducted by the manufacturer as contained in the MSDS.

In order to insure that all hazardous materials on-site have been evaluated a chemical listing of all chemicals used is maintained. This listing is periodically revised to capture any new materials that may have been approved for use. The chemical listing includes the common name of the chemical and the manufacturer.

Original Containers - Chemicals used at the Company will only be accepted at the receiving dock if they are labeled properly upon delivery. Proper labeling will be considered to have:

- Identity of the hazardous chemical;
- Appropriate hazard warnings (corrosive, flammable, etc.) and
- Name and address of the chemical manufacturer or responsible party.

Transfer Containers -Once a chemical is on-site and available for use by associates the labeling requirement stays with the material even if it is transferred out of its original container. The secondary (or transfer) container must also be labeled. This label include only:

- Identity of the hazardous chemical and
- Appropriate hazard warnings (corrosive, flammable, etc.) Pictures, symbols, or a combination thereof may be used to communicate the appropriate hazard warning.

Typically the NFPA “diamond label” or equivalent will be used. This label will pass along information concerning the reactivity, flammability, health hazards and/or any special conditions of a chemical. These labels are available in the tool crib.

All Containers - All chemical container labels will be maintained in a legible condition. If the labels become worn or illegible they should be replaced immediately. Labels shall also be written in English and prominently displayed on the container.

Material Safety Data Sheets - Material Safety Data Sheets (MSDSs) contain pertinent information about the chemical in question. Examples of information found in an MSDS include, but are not limited to:

- Physical and chemical characteristics
- Physical and health hazards
- Routes of entry into the body
- Exposure limits
- Applicable control measures
- Emergency and first aid procedures
- Precautions for safe handling

It is the responsibility of the manufacturer or importer to develop an MSDS for each hazardous chemical they produce or import. The Company has an MSDS for each hazardous chemical used in the workplace. There are extensive criteria that must the MSDS must meet. It is the responsibility of the manufacturer or importer to meet those requirements.

The Company maintains a master listing of Material Safety Data Sheets via a third party resource. If there are questions concerning an MSDS please consult the area supervisor or safety coordinator.

Chemical Use - Before using any chemical, consult with your supervisor and read the label and/or the MSDS sheets for specific information on safe handling and usage of the chemical. Always wear the appropriate personal protective equipment indicated by the label or MSDS sheet when using chemicals. Do not pour oils or solvents down the drain.

7.15 Electrical Safety

Electrical equipment used in an office is potentially hazardous and can cause serious shock and burn if improperly used or maintained.

- Never change fuses or make electrical repairs. Only qualified electricians shall perform such work. See your supervisor or write a work order for maintenance.
- Ensure that power tools are properly grounded before using them.
- Report any questionable electrical equipment or suspicious looking wiring to your supervisor immediately.
- Any cord that has exposed wires is to be taken out of service immediately.
- Never splice an electrical cord.
- Electrical plugs should not be altered. If a piece of equipment is originally equipped with a three prong ground plug, that plug should never be altered to fit an electrical outlet.
- Turn off all electrical equipment when not in use.
- Electrical cords should be visually inspected to identify frayed or worn cords.
- Keep all electrical cords out of walkways.
- Extension cords are not to be used on a continuous basis. Extension cords are only approved for temporary use.
- Use only approved surge protectors. Never plug extension cords or surge protectors into other surge protectors.
- Do not store combustibles such as paper or cardboard near electrical outlets or connections.
- Thirty inches of free space must be maintained around electrical panels.
- Personal items brought into the office area, must be labeled with the name of the owner.
- Poorly maintained or unsafe, poor quality, non-rated (UL listed) coffee makers, radios, lamps, space heaters, etc. cannot be brought on-site.
- Only use ceramic heaters with tip-over protection.
- Disconnect electrical equipment before cleaning or adjusting.
- Wall receptacles should be installed so that receptacle cover plates are tight to eliminate the possibility of shock.

At the end of the day be sure to power down all electrical equipment.

7.16 Motor Vehicles

Only licensed and authorized employees may operate Company motor vehicles or operate personal vehicles for Company business. Operators must maintain acceptable driving records. Authorized operators must report all traffic citations, including if your license is suspended, revoked or canceled whether personal or work related.

Drivers Must:

- Obey all traffic laws.
- Wear eye glasses if required.
- Wear your safety belt.
- Secure material being transported.
- Lock vehicles when parked.