



SAFETY BOOKLET

Important Facility Safety Information

Welcome to ECM Industries! The contents of this booklet have been assembled to inform you of important safety information pertaining to the New Berlin, WI facility.

What is included in this booklet?

1. Security

- Access Badges for Employees
- Forgotten / Misplaced Badges
- Visitor Badges
- Badge Entry

2. Safety

- First Responders
- Reporting Accidents or Incidents
- Safety Committee

3. Emergency Information

- Medical Emergency – 9-911
- Emergency Evacuation
- Fire Emergency
- Severe Weather in the Area / Tornado
- Emergency Contact Information
- Chemical Emergency
- Gas Leaks

4. Important Phone Numbers

5. Distribution Center Requirements

6. General Guidelines

- Smoking Policy
- Fire Arms and Weapons
- Inclement Weather
- Employee Conduct

7. Housekeeping

- 5S
- Recycling

1. Security

Access Badges for Employees

Access Badges for entry into the New Berlin facility are provided to all employees. Human Resources and the employee's Supervisor will determine the needs for each employee's access and will designate the areas and times each employee will have access to the building or certain areas of the building. This access will be controlled by the employee's individual badge.

Access Badges are issued to each employee on their first day of employment at the New Berlin facility. Badges will display the employee's picture and the employee's name. Badges must be worn and visible at all times while employees are on the premises.

Forgotten / Misplaced Badges

If an employee forgets or misplaces their badge, they may request and use a temporary badge for up to 2 days. This temporary badge can be obtained at the Receptionist's desk. You must fill out a request form for the badge and will be charged \$10.00 if you do not return the temporary badge on the third day. If your badge is lost or destroyed, you may request another permanent badge from the Receptionist. To replace the access badge the first time, there is no charge. Any subsequent badges requested after the first replacement will require the employee to pay \$10.00 for a new badge.

Badges are the property of ECM Industries and must be returned upon termination of employment.

Visitor Badges

All Visitors and Contractors must be pre-registered with the Receptionist, (including food deliveries). The visitor registration form can be found on the DARTboard under Human Resources. Same day notice is to be submitted via email to the Receptionist. If you do not have access to the DARTboard or email, please contact the Receptionist directly.

Visitor or Contractor badges will be assigned to all visitors when registering with the Receptionist. Visitors and Contractors must wear the badge at all times. It is the responsibility of the ECM Industries employee to make sure the Visitor or Contractor badge is returned to the Receptionist when his/her visitor ends the visit.

Outside of normal business hours please coordinate all food deliveries through the Supervisor on duty.

Badge Entry

There are Scanning Stations at selected entrances to the New Berlin Facility. **DO NOT** allow anyone additional in the building, example "Piggy Backing" is not allowed at any time. Should an employee or visitor (even if you know them) ask for access into the facility; please direct them to the Receptionist to obtain a temporary badge. In the event that the Receptionist is not available, it is the Supervisor's responsibility to obtain a temporary badge for the employee.

Distribution center employees needing a temporary badge can contact their Supervisor directly via the telephone located in the distribution center employee entrance vestibule.

2. Safety

First Responders

ECM Industries has a team of First Responders trained in Basic First Aid, CPR and the use of the AED's present at the New Berlin facility. Team member pictures, procedures and reporting documents are located throughout the building.

If you need to call the First Responders to a scene of an accident or incident:

On a Company issued desk phone, press the lower left button as it is programmed to page First Responders. **Speak calmly and clearly: "First Responders to..." (Name the location and area) REPEAT.**

Reporting Accidents or Incidents

Report all Accidents or Incidents to a Supervisor IMMEDIATELY and then follow their directions.

Employees should complete the Employee's Report of Injury Form for all work-related injuries, illnesses, or "near miss" events (which could have caused an injury or illness) – no matter how minor. This form should be completed by employees as soon as possible and given to a supervisor within 24 hours or as soon as employee returns to work for further action.

The incident form is located: On the DARTboard (on the Safety Information page).

As a follow-up to the employee's completion of the Incident Form, the Supervisor is to complete the Incident Investigation Report Form.

Safety Committee

ECM Industries has a Safety Committee to Promote, Maintain, and Continuously Improve a safe work environment for all employees and visitors.

If you see anything that is "unsafe" or questionable in safety, please notify your Supervisor IMMEDIATELY or contact any member of the Safety Committee.

3. Emergency Information

Medical Emergency – 9-911

If a serious life-threatening injury or illness occurs in the facility, immediately call 9-911.

What you'll need to know when calling 9-911:

- 1) Your Name.
- 2) Address - 16250 W. Woods Edge Rd, New Berlin, WI 53151.
- 3) The easiest entrance for EMS/Fire to access the patient.
- 4) What happened? What is going on?
- 5) The age of the patient.

Do not hang up until released by the emergency operator.

IF YOU CALL 9-911 YOU MUST NOTIFY THE RECEPTIONIST & SAFETY COORDINATOR.

Designate an employee to contact the emergency First Responder(s), as stated above. If a non-life-threatening situation, contact a Supervisor in the area for assistance.

Emergency Evacuation

Please familiarize yourself with the Emergency Evacuation Maps located throughout the facility.

Fire Emergency

Should you encounter a fire emergency, contact the nearest Supervisor and give the location of the fire and evacuate the fire area. If operating powered industrial lift trucks and material handling equipment park off to the side with forks lowered to the floor and exit the building via nearest emergency exit door and proceed quickly to the meeting point.

Supervisor or employee shall make an emergency page by pressing the lower left button on a Company issued desk phone. Speak calmly & clearly announcing fire emergency in effected area. Exit the building via nearest emergency door and proceed quickly to the meeting point.

DO NOT STOP AT LOCKERS, RESTROOMS OR VENDING MACHINES.

Once at the meeting point report to your direct Supervisor for roll call. Do Not Leave the meeting point unless instructed to do so by the Emergency Coordinator.

The meeting point is in the back of the building located at the NW corner of the loading dock (near driveway to BuySeasons). Assemble on the grass to allow fire trucks access to the lot.

DO NOT LEAVE THE SHELTER AREAS WITHOUT BEING GIVEN THE ALL CLEAR.

Severe Weather in the Area / Tornado

In the event of severe weather or a tornado emergency, all employees shall proceed to the designated shelter areas. Distribution Center & Production associates, turn off equipment, park powered industrial trucks with forks lowered to the floor and material handling equipment off to the side and proceed to the designated shelter areas. Shelter areas are located in the restrooms.

Emergency Contact Information

All employees please make sure that your emergency contact information is up to date in ADP Workforce Now.

Chemical Emergency - CHEMTREC: 1-800-262-8200

In the event of an emergency spill or release of chemical, employees will immediately evacuate the area and notify a Supervisor or Safety Coordinator.

In the case of Chemicals in the Eyes, there is an eye wash station located outside the DC café; know how to operate it in case of an emergency.

Gas Leaks - Wisconsin Gas Co. 1-800-261-5325

If you smell gas and suspect a gas leak, cease all operations. DO NOT switch on lights, electrical equipment (including powered industrial lift trucks) or use a cell phone. Evacuate the building by the nearest exit.

Notify the Supervisor and other building occupants to evacuate the area. Assemble at the designated meeting point in the back of the building located at the NW corner of the loading dock (near driveway to BuySeasons). Assemble on the grass to allow fire trucks access to the lot.

4. Important Phone Numbers

Emergency

9-911

Poison Information Center

1-800-222-1222

Local Fire Department Number (non-emergency)

262-785-6120 - 16300 W. National Ave, New Berlin, WI 53151

Local Police Department Number (non-emergency)

262-782-6640 - 16300 W. National Ave, New Berlin, WI 53151

Medical Treatment (non-emergency)

Froedtert & Medical College of Wisconsin
Moorland Reserve Health Center Urgent Care
4805 S. Moorland Road, New Berlin, WI 53151
262-798-7200
Sunday - Saturday 7:00am – 11:00pm

Distribution Center – New Berlin

262-317-8701
Press 1 – Employee Absentee or Tardy
Press 2 – Employee Emergency
Press 3 – Inclement Weather Info

Main Switch Board

262-317-8700

ECM Industries, LLC Emergency Coordinator

Tim Duenkel: 414-416-1438

Inclement Weather

In the event that a decision is made about inclement weather, we will post announcements on the following TV station: Channel 4. Employees should also call 262-317-8701 and press 3 for inclement weather info.

5. Distribution Center Requirements

Footwear

Designated areas have safety shoe requirements. Sandals, flip flops, and open toe/heel shoes are not permitted on the distribution center floor except for the pedestrian walkway from the office to the DC café.

Attire

Sleeved shirts and NO loose-fitting clothing should be worn in the distribution center.

Jewelry

No hooped earrings or necklaces are to be worn in the distribution center. Unless a medical alert – then it must have an unsoldered/open-able links for easy removal/break-a-way. Watches and medical alert bracelets must have unsoldered/open-able links.

Pedestrian Traffic

If walking through the distribution center, stay in designated pedestrian walkways. Be alert of powered industrial lift truck activity; listen for powered industrial lift truck safety horns. Be cautious at intersections and corners. Make eye contact with powered industrial lift truck operators to be sure it's safe to proceed. The pedestrian has the "right of way".

Powered Industrial Vehicles

Only Certified powered industrial lift truck operators, may operate motorized lifts and material transportation vehicles in the distribution center. Do not stand or ride on pallet jacks, or step on or walk across pallets.

Automated Conveyor

Loose fitting clothing or jewelry is not permitted near the conveyor equipment. These can become entangled in the conveyor system which can cause a significant injury.

Food & Beverage

No food is allowed in the distribution center. All beverages must have lids.

Cell Phones & Personal Electronics

Cell phone & Personal Electronic use is NOT permitted on the distribution center floor.

6. General Guidelines

Smoking Policy

Our company is dedicated to providing a healthy, comfortable, and productive work environment for all our employees and visitors. To contribute to this objective, the ECM Industries property in New Berlin, Wisconsin is tobacco-free except as designated below. This means that the use of all tobacco products, including cigarettes, chewing tobacco, electronic nicotine delivery systems – known as e-cigarettes, e-cigars, e-hookahs, e-pipes, and other related products are banned from the property, except as designated in this policy.

Policy

Tobacco products are prohibited in all of the enclosed areas within the ECM Industries worksite, without exception. This includes common work areas and the distribution center. Smoking and vaping are prohibited in all enclosed areas within this worksite without exception. This includes common work areas, conference and meeting rooms, private offices, hallways, cafes, restrooms, employer-owned or leased vehicles and all other enclosed facilities.

Definitions: Smoking refers to the use of traditional tobacco products; Vaping refers to the use of electronic nicotine delivery systems or electronic smoking devices. These are commonly called e-cigarettes, e-pipes, e-hookahs and e-cigars.

Inside an employee's personal vehicle, is the only designated area where employees can use tobacco and vaping products. No one may smoke or vape near the exterior door exits, along any

path way or walk way leading to or from the designated smoking area, nor may employees smoke or vape at any picnic tables or outdoors in any of the grassy areas or the parking lot. Employees may smoke or vape in their personal vehicles, but the smoke and tobacco products must be completely contained within the vehicle.

All materials used for smoking, including cigarette butts and matches, will be extinguished and disposed of properly. This helps to keep a neat and clean environment for all employees and our visitors. If the area is not properly maintained (for example, if cigarette butts are found on the ground), smoking can be eliminated at the discretion of management. No additional breaks are provided in relationship to this policy.

Consequences

An initial violation of this policy by an employee will result in a written warning. Subsequent violations will result in further disciplinary action up to and including termination of employment.

Fire Arms and Weapons

Absolutely no fire arms or weapons are allowed inside the ECM Industries facility or are to be displayed on the property at any time. Should you have a concealed carry permit, any firearm must be contained and concealed in your vehicle at all times while on the property.

Employee Conduct

Hourly distribution center employees are not allowed to leave the Company premises during working hours (including paid breaks) without management authorization. Failure to follow this policy may result in disciplinary actions up to and including termination of employment.

7. Housekeeping

5S (Sort, Straighten, Scrub, Standardize, Sustain)

Each employee is responsible for maintaining their workspace and building standards each and every day.

Recycling

ECM Industries has implemented a GREEN initiatives program to recycle waste.

In the office the following should be collected and disposed of in the blue recycling bins located at the Copy Stations: Paper, Paper Products (including catalogs) and Cardboard.

Please dispose of all Food and Beverage containers that display the recycle symbol, in designated bins located in the cafés.

In the distribution center we also recycle Cardboard, Scrap Pallets, and all forms of Metal and Wire, in designated areas located throughout the distribution center.

RECEIPT OF SAFETY BOOKLET

My signature acknowledges that I received a copy of the *Safety Booklet for ECM Industries, LLC and Its Divisions*. I understand that the Booklet contains information about the Company. I acknowledge that I have read, understand and will adhere to the contents of the Booklet and that the Company may modify, revoke, suspend, terminate or change any information in this Booklet, in whole or in part, at any time, with or without notice.

I acknowledge I have been informed of the location of the Booklet and how to access this information online.

Signature

Date

Print Name