



Health and Safety Policy

Policy statement

Brunk is committed to meeting our health and safety goals for all processes, and to maintaining a safe and healthy workplace. It is Brunk's policy to provide a safe and healthful workplace for all employees.

Employees and others acting on Brunk's behalf are responsible for knowing and complying with all applicable health and safety laws and regulations, as well as with Brunk's related policies, standards and guidelines. Brunk management also is responsible for ensuring that employees and others acting on Brunk's behalf are properly trained in these laws and policies.

Safety Policy/Rules

1. **In Case of Injury.** If you receive an injury while on the job, no matter how minor, you must report it to your lead or supervisor immediately. If not available, you must report the injury to the Human Resources Department. You will be given first aid treatment when needed and, if the injury is serious, you will be taken to the hospital for treatment. It is essential that all employees follow this procedure closely. Failure to report an injury while on the job may result in discipline, up to and including termination of employment.
2. **In Case of Fire and/or Emergency.** Brunk Industries has a fire alarm system, or it may utilize an emergency evacuation announcement over the speaker system. When you hear either the announcement or the fire alarm, follow your supervisor's instruction or the posted information in your department. An emergency evacuation path is posted in all departments. Become familiar with fire exits before an emergency occurs. Some employees have been asked to be part of the emergency evacuation plan. In case of an emergency, you must cooperate with these employees.
3. **Eye Protection.** Approved eye protection must be worn by all employees, at all times while in the plant. OSHA-approved eye protection includes non-prescription safety glasses, OSHA approved safety prescription glasses with attached side shields or OTG (over the glasses) eyewear. Visitors must be given eye protection before entering the work areas. Employees who fail to wear approved eye protection at all time in the plant will be subject to discipline, up to and including termination of employment.



4. **Foot Protection.** Safety steel toe shoes must be worn by all plant employees. Office employees or visitors with open toe shoes and/or sandals are not permitted in the plant at any time.
5. **Jewelry** Tool Room and all other employees working on equipment or machines are not permitted to wear rings, watches, earrings (except posts for pierced ear lobes), or any exposed jewelry. Chains around the neck must be worn inside the shirt. Office employees are to follow this policy if outside of the yellow-lined walkways.
6. **Gloves.** Employees working with machinery that has revolving parts are not allowed to wear gloves. Specific gloves must be worn by employees when handling stock and other materials. Samples of gloves are available from the Tool Crib. Check with your lead for the proper glove.
7. **Hearing Protection.** All employees working in areas posted with signs indicating "HEARING PROTECTION REQUIRED" must wear approved hearing protection. They can be found at the Tool Crib
8. **Hair Protection.** Hair beyond shoulder length must be tied back and restrained by either a cap or pins so that it will not catch in equipment.
9. **Clothing.** Work shirts are provided to Brunk employees, except office personnel. They are to be worn at all times. No loose clothing will be permitted while working on or near any machinery where it may get caught. Unbuttoned shop coats, unbuttoned work shirts and work shirts that are not tucked in are potentially dangerous.
10. **Forklift.** Only trained and authorized operators are permitted to operate power lift trucks. All other employees are prohibited from driving or riding on material handling equipment, including hand jacks. All forklift operators are responsible for making sure dock locks or truck restraints are in place before loading or unloading any truck.
11. **General Information**
 - (a) All dropped parts must be picked up before leaving a machine.
 - (b) If you cut yourself, notify your supervisor. If there is blood on parts, all contaminated parts must be properly cleaned or disposed of.
 - (c) All employees are responsible for keeping work areas and machinery clean and in no way create unsanitary or unsightly conditions on company property.



- (d) Running in the plants is prohibited.
- (e) No horseplay, wrestling, practical joking or throwing of articles is permitted.
- (f) Speeding in the parking lot is prohibited.
- (g) Aisles and exits must be kept clear at all times.
- (h) Guards and safety devices provided on machines must be used at all times during operation. Apply foot breaks to die carts when loading, unloading or working on dies.
- (i) If repairs are needed on any equipment, tell your lead or supervisor, who will relay the message to the Maintenance Department with work order.
- (j) The possession, introduction, or use of intoxicating beverages, or illicit drugs or substances on Company property, or reporting to work under the influence of the same is not permitted.
- (k) You are responsible for equipment, materials and Company vehicles. Use extreme care when you are using them. Damage to Company property could result in discipline, up to and including termination of employment.
- (l) All outside doors are to remain closed throughout the workday.
- (m) Cutting through work areas or traffic lanes that are not considered walkways is prohibited.

12. **Punch Presses.**

- (a) Do not operate your machine unless the press and all safety devices are in perfect working order and set for the individual operator.
- (b) Automatic feeding devices, safety tools and guards must be used at all times during operations.
- (c) If material sticks in the die, remove it with a hook, not with your fingers. If this happens frequently, notify the lead who will have the attachments or die adjusted.
- (d) Pay strict attention to your work at all times.
- (e) Never distract the attention of another press operator.



- (f) Press operators must operate their press and handle each piece exactly as they have been instructed. If you learn of a better or faster way to work, notify your lead or supervisor before trying it.
- (g) If a machine is not working properly or safely, stop immediately and notify your lead or supervisor.
- (h) Because of the concern for employee safety, it is the policy of Brunk Industries that every employee is aware of the hazards of chemical substances they might encounter in their work place. In addition to specific training provided, Material Safety Data Sheets are available that list the hazards to health and safety, proper handling procedures, and personal protection equipment required for these substances. The MSDS sheets are available near the time clocks, Intranet and in the Human Resources Department. Disciplinary action for violation of safety rules will be in accordance with the Disciplinary Corrective Action Procedure policy. Discipline will be issued based on the seriousness of the offense and will be at management discretion.

Think Safety

Ten Rules of Safety

1. LEARN the safe way to perform your job before beginning.
2. THINK safety and show it through your actions.
3. COMPLY with safety regulations and rules.
4. USE only equipment you are authorized to operate.
5. WEAR appropriate clothing and protective equipment.
6. ACT professionally at all times.
7. EXAMINE equipment for safety prior to beginning work.
8. REPORT all injuries promptly to management.
9. ALERT management to unsafe conditions or practices.
10. ASSIST safety programs; be active in safety initiatives.



Accident Occurrence

If an accident or injury should occur no matter how minor, the following must be done:

1. Shut off machine if applicable
2. Take or give first aid precautions
3. Do NOT start the machine again until it has been checked by the supervisor and a member(s) of the Safety Committee, and you have been given permission to continue work.
4. It is the responsibility of the employee to report all work-related injuries and illnesses including any required medical treatment to his/her supervisor/manager on duty immediately following the incident. Failure to report work related injuries and illnesses in a timely manner may result in the denial of benefits under the workers' compensation law.
5. It is the responsibility of the employee prior to leaving work to obtain medical treatment to inform HR and/or his/her supervisor/manager on duty

After an accident, the Company reserves the right to request the employee involved to submit a blood or urine test as called for in the Alcohol and Controlled Substances Policy. If the employee refuses to take such a test or if the test indicates the presence of alcohol or illegal drugs, will result in immediate termination of employment.

First aid cabinets are located in various locations throughout the buildings. Please familiarize yourself with the first aid equipment nearest your work station.

Hearing Conservation Program

Brunk Industries requires its employees to be examined by an audiometrist under the circumstances described below. Each production employee is required to take an audiometric test annually. Office staff may take the test if desired. Audiometric tests administered at the request of management will be paid for by the Company. Audiometric test results will be kept as a permanent part of the employee's confidential medical file.