

~First Name~ ~Last Name~

### Safety Rules and Regulations

1. Be responsible for your own safety and use care to avoid injury to other workers.
2. Injuries must be reported immediately to your supervisor.
3. Report any unsafe situation to your supervisor immediately.
4. Keep your work area clean and neat.
5. Except in cases of emergency, running on company property is prohibited.
6. Horseplay and practical jokes are strictly prohibited.
7. Employees should make no attempt to catch falling objects.
8. Steel-toe safety shoes must be worn at all times when working in the plant.
9. Safety glasses must always be worn when in the plant. Lenses must be clear - no tint. Prescription glasses that are clear in the plant and turn into tinted sunglasses in the sunlight (photogray, etc.) are allowed.
10. Ear protection must be worn in all designated ear-protection areas.
11. Wear approved gloves and when applicable, arm/shoulder guards when handling glass lites.
12. No shorts or sleeveless shirts/blouses. Apparel must be in good taste (graphics, etc.) and in good condition (no excessive holes, tears, etc.). Pants/Trousers/Jeans must be of a length that they do not touch the floor.
13. Do not wear any jewelry such as watches, rings, bracelets, and necklaces while working around or operating moving machinery.
14. The use of MP3 Players or any like device, along with 'earbuds' is prohibited.
15. When beginning your shift, check your work area and equipment to see that they are in good order. Report any needed repairs to your supervisor immediately.
16. When going off duty, check your work area and equipment to see that they are in good order. Report any needed repairs to your supervisor.
17. Maintain all tools in good repair.
18. Never use defective machinery. Use only authorized equipment in specific operations.

19. Removal of locks or danger tags on any machinery by any one other than maintenance personnel is prohibited.
20. Overriding any safety switches or alternating any OSHA-required safety equipment is forbidden.
21. Tampering with any machinery is forbidden.
22. Forklift, rider pallet truck and tugger drivers must be certified by Cardinal LG. No one else is allowed to drive.
23. Forklift, rider pallet and tugger trucks are intended for only one person. No one other than the driver shall ride on these vehicles or its load.
24. Glass lites and IG units must be secured to the rack/A-frame when being moved.
25. No firearms, ammunition or similar articles are permitted in the plant.
26. Know the locations of all fire extinguishers and exits.

I, ~First Name~ ~Last Name~, understand that safety is the single most important thing at Cardinal LG. I recognize that working safely and following the safety rules is essential and that I will be reviewed on my ability to work safely. I also understand that failure to follow Cardinal LG's safety rules and regulations can result in corrective action, up to and including immediate discharge.

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~First Name~ ~Last Name~ Date