

Vendors/Contractors

Hazard Communication Training:
Pursuant to OSHA's Hazard



Communication Standard (1910.1200), an employer is required to inform and train its employees on hazardous chemicals in their work area at the time of their initial assignment, and whenever a new chemical hazard is introduced into their work area. Also, to inform them of any required Personal Protective Equipment.

If you as a Vendor or an employee of a vendor, upon reading this paragraph, have not been informed of this, we expect you to ask us upon sign-in before the start of the job you will be working on for the necessary safety information.

If you have any questions, please feel free to ask our Human Resources Department regarding our safety rules and programs.

Metallized Carbon Corporation

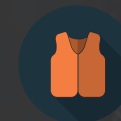


METCAR[®]
Engineered Carbon/Graphite Solutions
for Severe Service Lubrication

VISITOR PROTOCOL

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Welcome to Metcar!

It is Metallized Carbon Corporation's policy to manufacture products and operate our facilities so that we comply with or exceed applicable environmental, health and safety rules and regulations. The Health and safety of our employees, our customers, visitors, and the communities in which we operate are of supreme importance.

We are committed making your visit a safe and healthy one for you and others in the work place. It is for that reason that we require all visitors to Metcar's grounds, facilities and workplace to abide by the following safety rules while they're here. Please take a moment and read this handout and review with your host prior to entering the manufacturing facility to ensure your safety during your visit.

Sign-In / Sign-Out

All visitors to Metallized Carbon Corporation (MET-CAR) shall come to the reception desk at the main office and sign the visitors log immediately upon arrival. A visitor badge will be provided and must be worn at all times during your visit. Visitors must leave through the reception area and sign-out.

ITAR

Metallized Carbon Corporation is registered with the US Department of State Directorate of Defense Trade controls as an ITAR compliant Manufacturer.

Metallized Carbon ensures that manufacturing and delivery of both military product and related technical information only be shared with US Persons. As such we are required to verify the citizenship of all visitors and monitor their activities while on the premises.

Hazard/ Emergency Plan

In the event of an emergency please follow the instructions of your host or nearest Supervisor. If you are involved in or observe a medical emergency, inform your host or nearest Supervisor. Emergency evacuations are announced over the public address system. In cases of evacuations, follow your escort to the correct meeting point.


SDS (Safety Data Sheets) are located in binders in department 100, in the SDS Cabinet.


No Chemical materials (including samples) are to be brought into this facility without prior written authorization and appropriate SDS information.


Exits: All facility exits are clearly indicated by illuminated overhead signs.


Personal Protective Equipment


All visitors must use and wear the following personal protective equipment (PPE) at all times while visiting the Manufacturing areas:

 Safety glasses with permanent side shields (bearing ANSI Z87.1 certification) are required throughout the entire production facility.

 Hearing protection may be required while visiting Plant, if visit is lengthy.

 Please note that some floors are wet and can be slippery. Please watch your step.

 Emergency eye wash stations & first aid kits are located throughout the facility.

 Appropriate clothing and shoes must be worn in the plant. Pants or skirts at the knee or below; shoes must be low heeled and have closed toe. Open toed shoes and high heels are not allowed in the production areas of the facility.

Rules of conduct

All visitors must obey the following rules of conduct at all times:

- We may ask that visitors sign a confidentiality agreement.
- No cameras or videotaping are allowed in the facility during your visit.
- The use of cell phones on company property is prohibited. Emergencies will be accommodated.
- Follow all verbal instructions provided by your escort and obey all signs and warning devices.
- Don't touch any parts or attempt to operate any machine, device or equipment unless told to do so by your escort.
- Avoid interfering with or distracting working employees.
- Stay out of restricted areas. Walk only in designated areas.
- Due to mobile equipment in use such as forklifts, cranes, etc., throughout the facility, please use caution.
- Report all injuries or problems immediately, no matter how minor, to your escort.
- Smoking is only permitted in designated areas outside the building.
- Microwave ovens are located in every break room throughout the facility. Visitors with pacemakers should take precautions in these areas.

