Springs Fab looks forward to welcoming you to our facility.

Safety is our top priority and we want to ensure that our guests remain safe while visiting our facilities. The following Overview and Safety Guidelines will help you prepare for your visit.

**Visitor and Contractor Overview**

All visitors and contractors are required to sign in and sign out at the receptionist desk. Your signature at sign-in indicates that you will have access to potentially sensitive areas of the plant and you agree to not disclose any information, such as Trade Secrets, Manufacturing Process and/or Technical Applications of any type without the written permission from the President/CEO. As part of our Technology Control Plan-Export Controlled Information, your signature and presentation of acceptable identification are also required.

**U.S. Persons:** Your signature implies that you acknowledge and understand that any Export Controlled Information (ECI), to which you may have access to or which is disclosed to you in the course of your visit at Springs Fabrication is subject to U.S. export control laws and regulations including, but not limited to the Arms Export Control Act, or the Export Administration Act of 1979 or Atomic Energy Act of 1954, and you agree that export controlled information will not be further disclosed, exported, or transferred in any manner to any foreign persons or any foreign country.

**Foreign Persons:** Your signature implies that you acknowledge and understand that you are prohibited from access to Export Controlled Information (ECI) which is subject to U.S. export control laws and regulations including, but not limited to the Arms Export Control Act, or the Export Administration Act of 1979 or Atomic Energy Act of 1954, in the course of your visit at Springs Fabrication. Furthermore, foreign persons will not have access to or be authorized to use automated information systems, facsimile and reproduction machines.

**Definition:** U.S. Person is a U.S. Citizen, or National, Permanent Resident (Green Card Holder), Granted Asylum or Refuge.

**Forms of Acceptable Documents:** Military ID, Passport, Driver’s License

- All visitors are to be escorted by a Springs Fab Employee. Remain with your escort at all times.
- Visitors must follow all instructions provided by your escort.
- Cell phone use and picture taking is prohibited unless authorized by your escort.
- Eating or drinking from open containers is not permitted on the production floor.
- Visitors/Contractors are not permitted to carry weapons onto company property.
- Visitors/Contactors must comply with all posted signs.
- Visitors/Contactors may be asked to sign a confidentiality agreement.
- All visitors entering our production area must comply with the PPE and General Safety Guidelines included in this brochure.

**Production Area: Required Personal Protective Equipment (PPE)**

- **Appropriate Attire** is required in the production areas. This includes:
  - Long pants or other full leg coverage (no nylon hosiery)
  - Short/Long Sleeve Shirt (no tank tops, sleeveless shirts, or midriffs permitted)
  - Shoes with fully enclosed uppers, substantial soles (no high heels permitted)
  (Note: Safety-toed Shoes are required outside of aisles and walkways.)

- **Safety glasses** must be worn in all production areas at all times. Safety glasses are available at the front desk.
• **Hard Hats** are required in our high bays, and whenever work is being done overhead to include crane movements.

• **Safety-toed Shoes** are required in production areas outside of aisles and walkways.

• **Gloves** must be worn when handling parts and raw materials. Visitors should not touch or handle any materials without approval from their host.

• **Hearing protection** is strongly recommended for all guests (earplugs, ear muffs).

*Springs Fab can provide Safety Glasses, Hard Hats, Safety Toe Slip-ons, and Earplugs for your visit.*

### General Safety Awareness

#### Aisles and walkways
Always remain in aisles, walkways, and designated paths. *(Note: Contractors, vendors, and customers may conditionally leave the safety of the aisles and walkways ONLY with the appropriate PPE and authorization from your escort.)*

#### Welding Operations
Never watch the welding flash or arc during your visit. Eye damage may result.

#### Machinery, Materials, and Products
Do not touch machinery, materials, or products during your visit unless approved by your escort as items could be hot, wet or sharp. *(Note: Gloves may be required depending on the nature of your visit.)*

#### Confined Space Operations
Never enter confined spaces, and stay clear of labeled confined space operations. *(Note: Contractors may be permitted to perform confined space operations pending Safety Department authorization)*

#### Overhead Cranes / Mobile Equipment
Be aware that we have cranes that may be working overhead. Never walk under a load.

Be aware that we have mobile equipment (forklifts) operating in our shops. While pedestrians have the right of way, remain alert for moving equipment.

Do not operate cranes or mobile equipment in our facilities. *(Note: Contractors may be permitted to operate for inspection or maintenance purposes and must be cleared through the Safety Department.)*

#### Walking Surfaces
Watch for uneven surfaces, obstructions or anything that may cause a slip, trip, and fall. While we strive to maintain safe walkways we prefer our guests to remain cautious and cognizant of cords, airlines or other hazards that could be present.

#### Emergency / Accountability
In the event of an emergency, your escort will assist you to evacuate or take shelter.

Our assembly areas for evacuation are outside in our parking lots away from the building. And our shelter areas for tornado are underneath the mezzanines at all locations.

### Additional Instructions for Contractors

• The Production Area Required PPE listed in this brochure are minimum requirements, additional job-specific PPE may be required based on the work performed. Contractors are responsible for providing their own PPE. For questions ask to speak to our Safety Manager.

• Proof of Liability Insurance is required prior to work.

Your safety is important to us! Thank you for your cooperation with our conduct and safety guidelines. If you have any questions, please contact us at 1.800.466.5896 and ask to speak with our Environmental Safety and Health Manager.

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