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Waupaca Foundry, Inc. Contractor Safety Program
General Safety Guidelines

Waupaca Foundry, Inc., – Environmental, Health and Safety Corporate Contacts

Bryant Esch, Corporate Environmental Coordinator, ISO 14001 contact
715-258-6674

Kim Voss, Corporate Director of Safety & Health
Corporate Safety – OHSAS 18001 contact
(715) 258-6784 (office)
(715) 204-5553 (cell)

Plants 1, 2, 3 - Waupaca, WI –EHS Contact Information

Jon Loken, Plant 1 Safety Coordinator
(715) 258-1945

Todd Gunderson, Plant 1 Environmental Engineer, ISO 14001 contact
(715) 256-6879

Wendy Morey, Plant 2/3 Safety Coordinator
715-258-1760

Randy Peterson, P23 Environmental Engineer, ISO 14001 contact
(715) 258-1799

Daily Sign in location:

Plant 1 Front Desk, Guardhouse, or Maintenance Planner office

Plant 2/3 Main (west) guard house, or Main Reception area

*When traveling from one plant to the other, please repeat the sign in / out process

Emergency Procedures:

Evacuation - In the event of a plant evacuation, an alarm will sound
(3 whoops / break / 3 whoops - repeating)
All employees, contract workers and visitors shall leave the building immediately.
Contract employees & visitors shall report to the guardhouse and remain there until an
All Clear has been announced.

Take Cover - Severe Weather - The alarm for take cover is:
(High to Low, High to Low - constant and repeating)
At plant 1 - take cover in the main office area, floor level 1 bathrooms and adjoining
hallways.
At plant 2/3 - take cover in the shower rooms, downstairs area.

Emergency Numbers:

For Medical Care of Blood spill clean up -
Dial 6699 (hear beep) dial **630** (hear beep) speak then wait for beep before hanging up
For Fire, Chemical Spill, Confined Space rescue -
Dial 6699 (hear beep) dial **690** (hear beep) speak then wait for beep before hanging up
State “Attention ERT” “The location of the emergency” “The type of incident”

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Plant 4 - Marinette, WI – EHS Contact Information

Dan Nyman, Safety Coordinator	Telephone: (715) 735-4982 Pager: (715) 735-4971 pager 91
Cory Haberland, Safety Tech. Heather Gauthier, Safety Tech.	Telephone: (715) 735-4847 Pager: (715) 735-4971 pager 91
Jim Lawatsch, Environmental Engineer ISO 14001 contact	Telephone: (715) 735-4970 Pager: (715) 735-4971 pager 04

Daily Sign in Location

Plant 4 Guard House or Main Office

Emergency Procedures

Evacuations

In the event of plant evacuation, an alarm will sound.
A voice message will alert you to “EVACUATE THE BUILDING”
All employees, contract workers, visitors shall leave the building immediately.
Contract employees shall report to the Guard House and remain there until an
All Clear is announced.

Take Cover - Severe Weather

The alarm for take cover is a voice message that says “TAKE COVER”

Take cover areas at Plant 4

- Melt control room
- New compressor room
- Lab office
- Both the men’s shower rooms (locker room)
- Main Office Hallway
- Stockroom office
- Men’s & women’s bathroom (stockroom)

Emergency Numbers

For Fire, Chemical Spill, or Confined Space Rescue:
Contact the Emergency Response Team @
(Dial 4971) hear tone (dial 90) hear tone and (speak)

**For Medical assistance or blood spill clean-up. Contact a 1st Responder.
For Identification purposes, Responders wear RED hard hats.**

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Plant 5 - Tell City, IN - EHS Contact Information

Safety Contacts at Waupaca Foundry, Inc. - Plant 5

Gary Greubel; Environmental, Health, Safety & Training Manager	812-547-0737
Andy Kress; Safety Coordinator	812-547-0751
Brian Greulich; Environmental Engineer/ISO 14001 Contact	812-547-0471
J.J. Sanders; Safety Process	812-547-0448
Audra Gehlhausen; Safety and Environmental Technician	812-547-0689

Daily Sign in locations for Contractors

Vendors/Guests - main guardhouse and then the front office with green parking pass (leave pass in vehicle).

Contractors - main guardhouse morning and evening with red parking pass to use parking lot. An orange pass will allow access beyond the parking lot after receiving approval (leave pass in vehicle).

Evacuation/Take Cover Procedures - announcements are made by in-plant system, radio or word of mouth

The alarms are as follows:

Evacuation – Continuous High to Low tone

- Vendors/Guests –follow instructions of your host and go to the guardhouse that you signed in at and wait for instructions
- Contractors - go to the guardhouse that you signed in at and wait for instructions

Take Cover - High to Low tone and an announcement to seek shelter, repeated

- Vendors/Guests – follow the instructions of your host and proceed to the nearest shelter in the main building.
- Contractors - go to the nearest shelter located in the plant or front locker rooms

Emergency Phone Numbers

Medical, Hazardous Spill, Fire and Rescue Emergency

- On an in-house phone, **dial ext. 0799 to reach the guardhouse** and relay information to the guards who will then call out for the emergency team
- *Contractors are encouraged to enter (812) 547-0799 into their cell phone for quick access to the guardhouse phone in case of emergency.
- Contact any Waupaca Foundry, Inc. employee with a radio and inform them of the issue. They will use channel (1) to relay information
- Contact any Waupaca Foundry, Inc. employee wearing a white or red hard hat

Material Safety Data Sheets: a copy of an MSDS may be obtained by contacting the Safety Department.

Area Doctors

Medical	Dr. Stephen Syler	Professional Building, SR 66 (812)-547-3447 (by McDonald's/Old National Bank)
Eye	Dr. Burris/LeClere	715 Main St. (Downtown) (812)-547-6497

Emergency: Perry County Hospital

Emergency Room - Hospital Rd, SR 66 (by Walmart) 812-547-0120

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Plant 6 - Etowah, Tennessee, EHS Contact Information

Brad Moses; Safety and Environmental Coordinator (423) 263-6032 (office)
ISO 14001 contact (423) 462-4094 (cell)
Terry King; BBS/Assistant Safety Coordinator (423) 263-6037 (office)

Lorene Powers, Health Services Department (423) 263-6045 (office)

Daily Sign in Location:

Plant 6 Guardhouse and Main Office

Emergency Procedures:

Evacuation

In the event of a plant evacuation, an alarm will be sounded that will consist of:
(3 whoops / break / 3 whoops- *repeating*)

All employees, contract workers and visitors shall leave the building immediately. Contract workers & visitors shall report to the guardhouse and remain there until an all clear@ has been announced.

Take Cover- Severe Weather

The alarm for take cover is: (High to Low, High to Low- constant and repeating).

At Plant 6 “Take Cover” in the following areas:

Men and Women’s shower rooms, Disa/Core Bathroom, Melt Lab, Millroom Bathroom, and the main hallway between the shower rooms.

Emergency Numbers

Medical Care or Blood Spill clean up or Fire, Chemical Spill, Confined Space rescue-

Use Channel 1 on In Plant Radio

Or call extension 5999 to Guardhouse to report Emergency

WAUPACA FOUNDRY, INC. RESERVES THE RIGHT TO REMOVE ANY CONTRACTOR FROM OUR PROPERTY AT ANY TIME, FOR ANY REASON.

1.0 INTRODUCTION:

The listed rules and requirements are only minimum guidelines, full compliance with all Safety & Environmental, Federal, State and Local requirements must be adhered to by the Contractor, contractor's agents, subcontractors and their employees.

Waupaca Foundry, Inc. is hereinafter identified as "Company"

OSHA and NIOSH have published a joint guidance document regarding the expectations of host employers in relation to temporary workers. Contractors can review their responsibilities at <https://www.osha.gov/Publications/OSHA3735.pdf>

2.0 AIR/WATER EMISSIONS

- Any project resulting in the discharge of significant hazardous air emissions or wastewater discharges must gain pre approval by the Environmental Department PRIOR to the initiation of the project. It is the responsibility of the contractor to provide this notification to the Plant Environmental Engineer.
- Any Contracting Company working with CFC's (Chlorofluorocarbon's) must provide Technician Certification for all on-site technicians.

3.0 ALCOHOL/DRUGS, EXPLOSIVES, CAMERAS AND CELL PHONES,

Alcoholic beverages, regulated drugs, and explosives, are not permitted on Company property.

Reference CWI 3-0010 "Drug and Alcohol Abuse Testing and Rehabilitation".

Cameras are prohibited without prior approval of the Company Project Supervisor.

Cell phones may not be used in the plant production areas.

4.0 BULK LIQUID LOADING/UNLOADING

Contractors responsible for delivering bulk liquids must adhere to the following requirements during delivery/pickup service:

- Turn off all unnecessary engines.
- Chock wheels prior to loading/unloading.
- Check the receiving tank level by visual gauge or other equally effective means to confirm the quantity of fuel needed.
- Tanks must be supervised during the pumping activity.
- Confirm that all hoses are disengaged prior to driving away.
- Page the WF Emergency Response Team to respond to non-routine spills

5.0 CAFETERIAS, BREAK AREAS, PUBLIC TELEPHONES AND RESTROOMS

These areas are available for use by all Contractors who have signed in, and have proper identification.

Telephones are located near the Break Areas.

Contractor use of locker rooms at all facilities is prohibited, unless used as a take cover area during emergency.

6.0 CONFINED SPACE ENTRY

Reference WF Compliance Work Instruction CWI 3-0006 "Confined Space Entry".

The work instruction and the pre-job meeting will provide the Contractor with information about the Permit Required Confined Spaces and Permit system of the Company. It also lists the elements, hazards and previous experience with the spaces, and the precautions and procedures needed for entry. It is the equal responsibility of the Company as well as the Contractor to coordinate all entry operations.

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The Contractor must at a minimum conform to all requirements of the Company Confined Space Entry procedures, using their own equipment and trained personnel. It is the responsibility of the Contractor to provide training to their personnel prior to entry.

7.0 CRANES AND HOISTS

Reference WF Compliance Work Instruction CWI 3-0009 “Mobile Crane Safe Operation” and CWI 3-0016 “Hoist Safe Operation”.

Prior to the use of Cranes on Waupaca Foundry, Inc. property the contractor shall inspect and complete a written inspection form for the equipment and appropriate safety measures to protect personnel and equipment of the contractor, Company and others shall be taken.

Only trained, authorized and certified personnel shall be allowed to operate such equipment. Proof of training and certification must be submitted for review by the Contractor to the Company prior to Crane Operation. No work over occupied buildings will be allowed without the approval of the Company Project supervisor, and/or Safety Department.

When hoisting materials overhead, the area below shall be secured and a spotter will be on the ground. The spotter will ensure that no one will enter the lift area during the pick. The crane operator may not serve as the spotter and operator at the same time. The contractor operating the crane must supply and use caution/danger tape, barricades, and/or safety cones to clearly mark the working area of the crane, and prohibit pedestrians from entering the area. It is the responsibility of the crane operation to maintain the barricades and remove unauthorized personnel from the area.

Proper paperwork including critical lift, and rigging calculations must be completed prior to the work beginning. Reference HSF 4-0064 “Mobile Crane Load Chart Calculation”, and HSF 4-0065 “Mobile Crane Critical Lift Plan”.

8.0 CUTTING, WELDING, AND OTHER HOT WORK

Reference WF Compliance Work Instruction CWI 3-0020 “Fire Prevention - Welding, Burning, Torching and Hot work”.

A permit is required for any HOT WORK (welding, burning, torch, or soldering etc.) on Company property. The permit must be completed prior to the work being initiated.

Permits are nontransferable from one site or project to another, and must be obtained **at least weekly** from the Company Project Supervisor.

Contractor employees must follow the guidelines of the Burning Permit. Suitable Fire Extinguishers are to be provided by the contractor as distinguished in the project contract.

The back copy of the permit shall be completed after the fire watch is over, and returned to the plant safety department.

- The use of any portable open flame heaters such as salamanders, propane heaters or heating barrels shall require the implementation of the Hot Work Permit system. This is to ensure that the area of use is compatible with an open flame. The permit may be authorized for a maximum of 1 week in the area of use. A new permit shall be issued after the one week period, or if surrounding conditions change in the area of use.

The immediate area around the heater shall be kept clear of debris and trash. The fuel source for the heater shall be stored as far away as possible from the heater to avoid possible ignition.

- All liquid flammables shall be stored in proper dispensing containers and kept in flammable cabinets when not in use.

All HOT WORK equipment must comply with OSHA requirements (CFR 1910.251-257). **All Contractors are required to have Flashback protection installed on all equipment used at Waupaca Foundry, Inc.**

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It is the responsibility of the contractor to ensure a Fire Watch is maintained and all combustible materials are removed or protected prior to work beginning. Adequate shielding shall be provided by the contractor to protect passersby from sparks and harmful rays emitted by the process.

- Cylinder Storage:

Oxy-fuel cylinders shall be secured at all times. Cylinders must be secured in a cart or tied securely to a fixed object for storage. Flammable gas cylinders must be stored separately from the oxygen, either a 20 foot separation, or a 5 foot fireproof wall. Cylinders should not be stored in areas of high heat and/or molten iron. When not in use, cylinders should be capped.

9.0 DEMOLITION

Reference Form HSF 4-0004 “Demolition – Engineering Survey Worksheet”. A Pre-Job meeting with Waupaca and the contractor is required for any Demolition work. Prior to permitting employees to start demolition operations, a documented engineering survey shall be conducted, by a “competent person”, of the structure to determine the condition of the framing, floors, and walls and possibility of unplanned collapse of any portion of the structure.

Any adjacent structure where employees may be exposed shall also be considered during the survey.

The engineering survey may be initiated at the pre-job meeting, and should include consideration of all affected personnel and departments. An area may need to be evacuated during demolition work. The engineering survey must be reviewed and approved by the Waupaca plant Safety department before work can begin.

10.0 ELECTRICAL (SAFE) PRACTICES

Host and Contract Employers Responsibilities 2014 NFPA 70E, Article 110.3

Waupaca Foundry, Inc. shall inform contractors performing work on or near exposed energized electrical conductors or circuit parts of the hazards and safe related work practices as outlined in CWI 3-0031 "Safe Electrical Work Practices" All approved contractors participate in annual training and a copy of this work instruction is provided on the company web site.

- Contractors are instructed to advise Waupaca Foundry, Inc. of the following:
 - Any unique hazards presented by the contract employer's work
 - Hazards identified during the course of work by the contract employer that were not communicated by the host employer.
 - The measures the contractor took to correct any violations reported by the host employer to prevent it from recurring.
 - New conditions related to contracted work..
- Contractors are also required to complete a documented Pre Job Meeting (documented)
 - Exchange of electrical safety programs
 - Means/methods for reporting violations
 - Requirement for energized work permit
 - Energized Electrical Work Permit (HSF 4-0234): **When working within the limited approach boundary or the arc flash boundary of exposed energized electrical conductors or circuit parts that are not placed in an electrically safe work condition, work to be performed shall be considered energized electrical work and shall be performed by written permit only.** The intent

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of the permit is to ensure that all appropriate safety precautions have been taken prior to starting energized electrical work
Required additional PPE

Reference WF Compliance Work Instruction CWI 3-0031 “Safe Electrical Work Practices”.

- Contractor employees will understand safety practices needed when working around overhead, buried or concealed electric lines. Awareness will include an understanding of working clearances around energized lines and safety practices related to conductive equipment (e.g., back hoes, cranes, and aerial lifts) and platforms and scaffolds.
- Contractor employees will be aware of the importance and function of lockout programs in electric safety.
- Contractors performing electrical work will follow the NFPA 70E guidelines, with regard to Arc Flash and other safe electrical work practices. It is the contractor’s responsibility to provide their employees with the proper PPE for electrical work.
- Energized Electrical Work Permit (HSF 4-0234): When working within the limited approach boundary or the arc flash boundary of exposed energized electrical conductors or circuit parts that are not placed in an electrically safe work condition, work to be performed shall be considered energized electrical work and shall be performed by written permit only. The intent of the permit is to ensure that all appropriate safety precautions have been taken prior to starting energized electrical work. 2015 NFPA 70E Article 130.2(B)(1)
- Contractor’s electrical extension cords, temporary feeders, etc. shall be 3 wire grounded units using NEMA grounded receptacle and plug caps.
- All temporary lighting or other equipment must be Ground Fault protected according to 1926, Subpart K, especially if being used in Wet environment, or outdoors. Double insulated tools are exempted from this requirement.
- Temporary services and extension cords that must be suspended over aisles or walk ways must be suspended at least 7 feet from the ground.

11.0 EXCAVATION

It is the responsibility of the contractor to determine the location of any underground electrical cables, water pipes, etc.

Evaluation of the Excavation (and or Trench) area shall be completed:

1. Original Evaluation / Documented - Before any work begins – Comprehensive
2. Daily Evaluation / Documented - Each day before work begins, by a “competent” employee, with the ability to make changes as needed.
3. Ongoing evaluation throughout the day

Reference Form HSF 4-0005 “Excavation Permit”.

The walls and faces of all excavations in excess of 5 feet shall be guarded by shoring, sloping, or other suitable means. Spill piles shall be maintained a minimum of 2 feet from the opening.

Adequate means of egress shall be provided from all excavations in excess of 4 feet deep (every 25 feet).

12.0 FACILITY SHUTDOWN

Contractor personnel are not to operate valves or controls to shut down, isolate, start or adjust operating systems or equipment without the prior approval of the Company. When working on systems that could be activated, or on an isolated section of an active system, isolation devices must be closed, tagged and when possible locked out. The Company will coordinate all shutdowns and reactivation with the departments involved.

13.0 FALL PROTECTION

Reference WF Compliance Work Instruction CWI 3-0013, “Fall Protection”.

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- Working on top of machinery and equipment such as Molding machines, Core machines, casting coolers, conveyors, or overhead cranes.
- Working on overhead plant facilities equipment such as heaters, blowers, exhaust equipment, air conditioners, and piping systems.
- Working on building roofs including hazards from roof openings, unsupported surfaces, or working near the roof edge.
- Working at heights on conduit, wiring, cable trays, ductwork, piping, lighting fixtures.
- Walking or working on overhead I-Beams or H-Beams.
- Exposure to falls into or onto tanks, scrap pits/containers, moving conveyors or compactors.
- Working in High Reach equipment (Raymond lift), or on Aerial work platforms.

Fall protection is required for any unprotected work in excess of 4 feet from ground level.

Fall protection required in any articulating lift equipment. The equipment shall be secured to the manufacturer's identified tie off.

Any floor or wall opening must be guarded by adequate barriers, or covered with material secured in place and substantial enough to hold twice the load of the traffic expected.

If guardrails are used, a mid-rail & toe board shall be required to prevent objects from falling onto personnel below.

Caution Tape is not considered to be an adequate fall barrier.

Work in electrical cable trays requires the completion of HSF 4-0031, "Cable Tray Pre Entry Checklist".

14.0 FIREARMS

WAUPACA FOUNDRY, INC. PROHIBITS CARRYING FIREARMS OR OTHER DANGEROUS WEAPONS INSIDE OUR FACILITIES. " Weapons includes but is not be limited to the following; a switchblade knife, electric weapon (stun gun or Taser), explosive, machete, hatchet, billy club or similar object. The only item specifically excluded are knives with a blade of 3" inches or less.

This includes all property owned, leased, rented, or used by the Company.

Reference CWI 3-0021, "Workplace Violence Prevention".

15.0 FIRE PREVENTION

Reference Compliance Work Instruction, CWI 3-0020, "Fire Prevention - Welding, Burning, Torching, Hot work".

Contractors shall be aware of the location of the closest fire extinguisher to their work area. Waupaca Foundry, Inc. displays extinguishers on red beams and/or with labeling throughout the plants, located at intervals of 75 feet or less. Contractors engaging in burning, torch, or welding shall provide an adequate number of extinguishers for the specific job.

To report a fire, dial the emergency number using the closest telephone, and/or page the ERT

@ Waupaca dial 6699 (beep) dial 690 (beep) and (talk)

@ Marinette dial 4971 (beep) dial 90 (beep) talk

@ Tell City dial telephone extension 0799 (guardhouse)

@ Etowah dial telephone extension 5999 (guardhouse)

To contact the Fire Department:

Waupaca dial 9-911

Marinette dial 9-911

Tell City dial 9-911

Etowah dial 9-911

Until help arrives, a fire extinguisher may be used to control or limit the fire where possible if the Contractor has been trained in the proper use of the extinguisher.

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Used extinguishers shall be given to the department supervisor or the safety department to be refilled.

An incident report must be completed any time a fire extinguisher is discharged.

Do not return a used extinguisher to its designated location until it has been refilled and inspected.

Company fire equipment, first aid supplies, stretchers, eyewash fountains and showers, etc. shall not be moved, blocked or rendered inaccessible. Permission to move equipment must be obtained from the safety department. Contractors may not use fire hydrants or company fire hose (other than for emergencies) without the authorization of the Company.

16.0 HAND AND POWER TOOLS

Hand and power tools shall be maintained in safe working condition. Only tools with properly operating ground circuits shall be used. Tools with double insulation are acceptable. All electric and power tools and extension cords must have rubber insulation, graded for industrial and construction use. Damaged cords and equipment should be removed from Waupaca Foundry, Inc. property.

When power operated tools are designed to accommodate guards, they shall be equipped and used with such guards. Approved personal protective equipment shall be worn when the type of work being performed warrants its use. Pneumatic power tools shall be secured to the hose or whip by some positive means to prevent the tools from becoming accidentally disconnected. The manufacturer safe operating procedures shall be followed.

When refueling a gas or LP powered tool, the tool shall be shut off and allowed to cool down. Fuel should be handled and stored in approved containers designed for their use.

The use of unsafe hand tools is prohibited. Always use the correct tool for the job, and know the correct use of each tool. The condition of the tool should be checked before each use, for cracks, mushroomed heads, sprung jaws or other signs of wear that would render the tool unusable.

Salamanders and other portable heating units must be of a type approved by Factory Mutual or Underwriters Laboratories.

17.0 HARASSMENT POLICY

Waupaca Foundry, Inc. has a written policy of Equal Employment Opportunity. This policy is designed to extend equal opportunity in employment to qualified applicants and employees without regard to an individual's membership in a legally protected class, such as age, race, color, sex, religion, national origin or disability.

Illegal harassment is a form of discrimination. Waupaca Foundry, Inc. has long regarded the harassment of any employee on the basis of his or her membership in a protected class, for example sexual or racial harassment, as a violation of the Equal Employment Opportunity Policy. Harassment based on protected class membership is a form of misconduct that undermines the integrity of the employment relationship and negatively impacts upon the morale and productivity of our employees. All employees are expected to deal fairly and honestly with one another and to respect the rights and integrity of all persons. Accordingly, Waupaca Foundry, Inc. has adopted a ZERO TOLERANCE policy toward harassment. Consistent with Waupaca Foundry, Inc. policy, sexual harassment or harassment of any employee on the basis of his or her membership in a protected class is STRICTLY PROHIBITED.

18.0 HAZARDOUS MATERIALS AND EMPLOYEE COMMUNICATION

Reference WF Compliance Work Instruction CWI 3-0015, "Hazard Communication".

Contractors are responsible to train their employees in Hazard Com; Chemical handling and use, and proper labeling.

A list of WF chemicals and MSDS are available from the plant Safety Dept.

Reminder – Request a copy of MSDS for chemicals commonly used by contractors be provided to WF prior to work. **Just the ones used @ WF not complete filing cabinets!*

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MSDS need to be retained by Waupaca Foundry, Inc. for any hazardous material used by the contracting company.

This includes materials that are essential to the project or job @ Waupaca Foundry, Inc.

Examples would be cleaning products, roofing materials, painting materials, floor repair/installations involving sealants or adhesives, insecticides etc.

No chemical may be discharged into any drain without the approval of the Safety & Environmental department at Waupaca Foundry, Inc.

All chemicals used by the contractor shall be used in accordance with OSHA regulations.

All chemical waste and residue shall be disposed of by the contractor, off Company property with all Federal, State and Local regulations and ordinances.

19.0 HOUSEKEEPING

Good housekeeping practices shall be maintained by the Contractor at all times, and final payment is contingent upon satisfactory completion of the project and a housekeeping inspection by the Company project engineer.

Acceptable housekeeping consists of the following:

Clean up of trash and other debris.

Removal of all fuel and empty chemical containers (drums, pails, etc.) from Waupaca Foundry, Inc. property.

These materials shall not be placed within any Waupaca Foundry, Inc. waste receptacle.

Clean up of bulk materials (cement, sand, etc.) to prevent eventual storm water run off and vehicle tracking.

Control of chemicals and oil laden equipment to prevent weather exposure.

20.0 HOT ZONE

Areas of our facilities where molten iron is produced, transported or poured are identified as the "Hot Zone".

This includes our melt and molding departments and areas where the Hot Metal Carrier travels. Additional PPE including Fire Resistant clothing is required for work in the Hot Zones. Personnel and vehicles also may not travel beneath any part of the Hot Metal Carrier at any time. Personnel must obey the gates used to stop pedestrian travel beneath the Hot Metal Carrier.

21.0 IDENTIFICATION OF CONTRACT EMPLOYEES

All Contractor personnel shall sign in when arriving at the site each day, at the designated sign in areas. At the time they leave Waupaca Foundry, Inc. property they shall sign out. This allows for an accurate head count in emergency situations.

Supervisory personnel shall sign in and out on the separate sheet.

All Contractor personnel shall carry personal and company identification while on Waupaca Foundry, Inc. property.

Unauthorized use of an ID such as giving it to another person is prohibited.

22.0 INCIDENT REPORTING - NEAR MISS - PROPERTY DAMAGE

Reference Health and Safety OHSAS Procedure, HSP 2-4.5.3-1 "Incident Investigation".

All incidents in which the contracting company is involved which may be considered a "near miss", Or that result in property damage, MUST be reported to the Safety Department immediately.

This is the responsibility of the contractor.

INJURY, FIRST AID, BLOOD SPILL CLEAN UP

ALL INJURIES AND INCIDENTS MUST BE REPORTED PROMPTLY TO THE SAFETY AND HEALTH DEPARTMENTS

Contractors requiring First Aid treatment (non-emergency) shall report to Health Services with their immediate supervisor. Evaluation of the seriousness of the injury will be given. Unless the injury is a life-threatening situation, Waupaca Foundry, Inc.'s medical department will not be responsible for the care of, or transportation of the injured employee.

Contact the plant Health Services, or First Responder for assistance with blood spill clean-up. Reference Compliance Work Instruction, CWI 3-0003, "Bloodborne Pathogens".

23.0 ISO 14001 AWARENESS

Waupaca Foundry, Inc. has been certified in ISO 14001, an international standard for the development of an Environmental Management System (EMS).

Your assistance in this effort as a Waupaca Foundry, Inc. contractor is critical to our success. Maintaining this certification makes our business stronger, and therefore yours as well.

It is important that your people are aware of the following information

Waupaca Foundry, Inc. has an Environmental, Health & Safety Policy. The entire policy reads as follows:

ENVIRONMENTAL, HEALTH AND SAFETY POLICY

"CAST"

C - Commitment to Environmental, Health and Safety excellence through compliance with EHS regulations and other requirements.

A - Always strive for continuous improvement and prevention of accidents, injuries, and pollution.

S - Set and review EHS objectives and targets.

T - Train employees on their EHS responsibilities.

Aspects are things that come from our operations that may have an end result on the environment. Examples of Aspects include smoke or fumes from any process, waste materials that must be disposed of, or the discharge of used cooling water. Impacts are the resulting effect on the environment of those Aspects. For example, one Aspect of a molding line is the generation of smoke and fumes. The Impact of this smoke on the outside world would be increased air pollution.

The number one significant aspect identified for contractors at Waupaca Foundry, Inc. facilities is the potential to cause accidental chemical spills or fire. This has actually happened several times in the past.

Remember that the significant aspect of your presence onsite is the potential to cause a chemical spill or fire if procedures are not followed. If a spill/fire does occur, contractors must page, or have a WF employee page the Waupaca Foundry, Inc. Emergency Response Team to respond to the spill.

The ISO 14001 Certification (in our case) is awarded by Underwriters Laboratories (UL). UL auditors will ask three main questions of any contractor representatives they see:

1. Are you aware of Waupaca Foundry, Inc.'s Environmental Policy and, in general, what does it say?
2. Are you aware of any significant aspects for your area?
3. What do you do in the case of a spill/fire?

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Pocket cards with this information have been developed for your use and will be available at the guardhouse check-in. You and your fellow contract employees must be prepared to answer the three stated questions correctly.

24.0 LADDERS

All ladders shall be **appropriate for the job**, and meet the requirements of OSHA 1910.25-30 Subpart D and 1926.1053. It is the responsibility of the Contractor to provide their employees with training in the proper use of the equipment being used.

If the contractor is going to use a WF ladder, the contractor loan agreement must be completed prior to its use.

25.0 LEAD EXPOSURE

Reference Compliance Work Instruction, CWI 3-0017, “Lead Exposure Plan”.

A by-product of our scrap melting procedure may be lead fumes. It is the responsibility of the Contractor to provide awareness level training, proper respiratory evaluation and equipment to their employees.

26.0 LOCK OUT AND ENERGY CONTROL

Reference WF Compliance Work Instruction CWI 3-0011, “Energy Control and Lockout”.

When Contractors are involved in activities covered in the WF Lockout program, the Company and the Contractor shall inform each other of their respective procedures. Contractors shall have a complete understanding of WF Lockout prior to beginning work.

Contracting company must provide their employees with Lockout equipment - locks, hasps, lockbox, etc. Specific machine lockout procedures can be obtained from each plant’s maintenance planner.

Before beginning work on Waupaca Foundry, Inc. equipment, the Contracting employee must lockout with a knowledgeable Waupaca Foundry, Inc. employee.

27.0 MATERIALS AND EQUIPMENT

Waupaca Foundry, Inc. does not wish to issue or loan equipment to Contracting Companies, nor do they wish to have Waupaca Foundry, Inc. employees using Contractor’s equipment.

Exceptions may be made only after an approved Equipment Loan Agreement has been completed. Training records for those contracting employees who will be using the equipment shall be provided along with the agreement.

28.0 PERSONAL PROTECTIVE EQUIPMENT

Reference WF Compliance Work Instruction CWI 3.0018, “Personal Protective Equipment”.

The Contracting Company shall provide all protective equipment. At minimum Contractors shall wear the following equipment on Waupaca Foundry, Inc. property (indoors and outdoors): Clear (not tinted or mirrored) safety glasses/goggles that are tight fitting, hard hats, steel toed shoes, gloves and hearing protection.

At a minimum, contractors shall wear a T-shirt and long pants.

Areas of Waupaca Foundry, Inc. may require respiratory protection; these areas include our shaker system, millroom areas and the pelletizer buildings. Employees may be over exposed to silica in these areas. It is the responsibility of the contractor to provide employees with respirators, training and health evaluations related to working in these areas.

The HOT ZONE requires additional PPE such as fire resistant clothing and training.

29.0 POWDER ACTUATED TOOLS

Powder actuated fasteners are used to bond various construction materials together, such as wood and concrete, or steel and concrete. What do we mean by powder actuated? The tool holds a charge of gunpowder that is ignited and literally blows the fastener into place with the same pressure of a bullet being fired.

Powder actuated fastening is a unique and very cost-efficient method that is used in a variety of construction situations from home building to large urban structures. When you see a bridge being built, it's a powder actuated tool that's being used to connect the steel to the concrete.

An example of a Powder Actuated Tool that may be used at Waupaca Foundry, Inc. is a NAIL GUN.

Employees using the tool must be trained, must have inspected the equipment prior to use.

Notification of use must be given to Waupaca Foundry, Inc. Safety personnel prior to use.

Employees must be trained in the operation of the specific tool. The tool should be tested in accordance with the manufacturer's specifications, each day before loading to see that the safety devices are in proper working order. The correct shield, guard or attachment shall be used as recommended by the manufacturer.

Use in an explosive or flammable atmosphere is prohibited.

The personnel in the area should use approved eye and hearing protection.

Loading of the tool shall not be done until just prior to the intended firing time. The tool shall not be pointed at anyone, and hands shall be kept clear of the open barrel end. Powder Actuated tools are not to be left unattended where they are accessible to unauthorized personnel. Fasteners are not to be driven into very hard or brittle materials (cast iron, glazed tile, surface hardened steel, glass block, live rock, face brick, hollow tile, etc.) or a spalled area caused by unsatisfactory fastening.

30.0 RAILROAD

The rail lines shall have a right of way clearance of 8 feet to each side of the track maintained at all times. If work is to be performed closer to the tracks, Waupaca Foundry, Inc. and the railroad shall be contacted so that the track can be properly secured.

No equipment shall be left unattended on any railroad track at any time.

A moving train shall always have the right of way. Contractor employees shall not cross the railroad tracks between cars. An attempt to "race the train" to a crossing will result in the contractor being removed from the property.

Rail employees shall not ride a car ladder that is in front of a moving set of wheels. They shall ride the last ladder in line. This is to prevent being crushed in the event of falling from a car ladder.

31.0 SCAFFOLDING

Use on scaffolding on Waupaca Foundry, Inc. property requires a pre-job meeting.

Contractors must use trained and competent personnel for the erection, disassembly, moving, operating, repair, maintenance or inspection of scaffold equipment. Contract employees using the scaffolding must also be trained in the hazards of scaffold use, and methods to minimize the hazards.

Basic scaffolding must be able to support its own weight and at least 4 times the maximum intended load.

32.0 SECURITY

For security reasons, entrances to and exits from the company buildings are restricted to those areas designated as the Contractors work area. Entrance to an area other than this is prohibited.

Emergency exits should only be used in the event of an emergency.

Doors locked from the inside are not to be propped open without prior approval from the Company.

Contractors that observe any suspicious behavior while on our property shall report it to the Security Officers.

Parking in areas other than the designated parking lot, requires a parking permit, which may be obtained at the Guardhouse.

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General Safety Guidelines
Additional Information available at: www.waupacafoundry.com

Contractors shall not drive on lawns, sidewalks, or landscaped areas without Company permission. Parking in reserved areas, or in the roadways is prohibited.

Loading and unloading at the shipping docks is permitted only with prior Company approval.

33.0 SOLVENTS, PAINTS & FLAMMABLES

Adequate ventilation must be maintained at all times where paints or solvents are used. Personnel must use proper respiratory protection and protective clothing when toxicity of the material requires such protection.

When spray-painting ceilings, all sprinkler heads must be marked off prior to spraying.

It is the responsibility of the Contractor to dispose of any remaining solvents and paints at the completion of a project.

The contractor must post warning signs when using flammables. The areas shall be clearly marked as No Smoking, No Open Flame. Flammables shall be dispensed in safety cans with flash arrest protection, and FM approval. Containers shall be clearly marked as to the contents and hazards.

Non-sparking tools shall be used in areas where flammables & solvents are used.

Outdoor storage of containers without proper containment is not allowed.

Flammable cabinets and/or containment pans are recommended.

34.0 SPRINKLER SYSTEMS

Reference WF Compliance Work Instruction CWI 3-0046, "Fire Protection System Impairment".

The Company Engineering department shall approve all prints. Shut down of fire systems shall be scheduled at least 24 hours in advance when possible.

A permit to disable a fire system must be obtained from the Safety Department, prior to any work on the system. Reference Form HSF 4-0063 "Fire Protection Impairment and Shut off".

35.0 UNION OFFICIALS

It is the policy of Waupaca Foundry, Inc. that if an occasion should arise that a contracted employee is to meet with his/her union official, the union representative shall present at the plant guardhouse and request that the employees foreman bring the employee to the guardhouse. The contracted employee and the union official may then meet either in the guardhouse, the union official's automobile, or off the company property.

36.0 VEHICLES & PARKING

Contractors are NOT considered to be "visitors" and should refrain from parking in these designated visitor parking areas.

For further information regarding parking at each plant, consult with the plant guardhouse. Generally, contractor vehicles must park in the designated lots only.

The speed limit outside of the plant is 15 miles per hour, unless otherwise posted, or slower if conditions warrant. All Contractor vehicles may be subject to inspection on Entrance to and Exit from the plant.

37.0 WARNING SIGNS

Warning, safety and security signs and barriers are to be observed and obeyed by Contractors. Additionally, the contractor shall provide warning signs and barriers when this protection is needed in related to their work.

Where signs and barricades do not provide adequate protection, such as along a roadway, flagmen shall be provided. Signs that are not longer legible, which need to be removed for Construction purposes, or are otherwise noted to be missing, shall be noted by the Contractor with the Company Safety department. This shall insure their replacement.

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38.0 INSURANCE PROVIDED BY THE CONTRACTOR

All companies and/or individuals performing work for Waupaca Foundry, Inc. under Purchase Order contracts (including maintenance and repair work on Blanket orders) must carry adequate insurance coverage, satisfactory to Waupaca Foundry, Inc.

It is the responsibility of the Buyer, or Company personnel requesting the service to ensure that a Certificate of Insurance is on file for the Contractor, prior to any authorization and/or initiation of work at the Company.

The contractor shall furnish the Company with a Certificate of Insurance indicating current coverage of the following insurance's, with limits equal to or higher than stipulated below; provided that the Company may, at any time, require an increase in such limits by notice to the Contractor.

All Certificates must include a ten-day cancellation notice in favor of Waupaca Foundry, Inc.

Insurance Requirements of Waupaca Foundry, Inc.: Applies to projects *less than* \$100,000

Limits by type of work:	Minimum Limits for Comprehensive Liability Including Contractual Liability Coverage (\$000)		
	Involvement	Injury	Property Damage
Service: Any on-site service work involving one or more individuals	Each Person Each Accident Aggregate	500 500 - -	- 250 500
Hazardous Waste Disposal: Any waste disposal by a contractor who is classified by the Environmental Protection Agency as a transporter or operator of a storage or disposal facility for hazardous waste material.	Each Occurrence Aggregate	3,000 6,000	3,000 6,000
Construction: Any on-site work involving Construction Contracts cost less than \$100,000	Each Person Each Accident Aggregate	1,000 1,000 1,000	1,000 1,000
Rigging Operations	See form 3800-4, for Machinery moving contracts riggers must provide inland marine coverage for rigging contracts in an amount equal to or in excess of the value of the WF property being transported.		
Workers Compensation and Employers Liability Insurance	Workers Compensation – Statutory with Waiver of Subrogation (see below) Employers Liability - \$100,000 each accident		

Projects exceeding \$100,000 require the following insurance coverage:

Workers Compensation (including Occupational Disease Coverage)	Statutory With Waiver of Subrogation (see below)
Employer's Liability	\$1,000,000
Public Liability for Bodily Injury	\$5,000,000 per Occurrence
Contractor's Protective Liability (If any work is subcontracted)	With the Owner (Waupaca Foundry, Inc.) to be named as an <i>Additional Insured.</i>
Completed Operations Coverage	
Contractual Liability Coverage	
Automobile Liability for Bodily Injury and Property Damage	\$3,000,000
Companies providing Trucking Services	Name Waupaca Foundry, Inc. as an Additional Insured on Auto Liability policies.

Example - Waiver of Our Right to Recover from others Endorsement (W3008)

Endorsement (number) _____ for Policy Number _____

Effective from _____ to the end of the policy period.

Waiver of Our Right to Recover from others Endorsement

We have the right to recover our payments from anyone liable for an injury covered by this policy. We will not enforce our right against the person or organization named in the schedule. This agreement applies only to the extent that you perform work under a written contract that requires you to obtain this agreement from us. This agreement shall not operate directly or indirectly to benefit anyone not named in the Schedule.