



Contractor Safety, Quality, & Environmental Orientation



WELCOME

Welcome to Stanley Electric U.S.'s Contractor Safety, Quality, & Environmental Orientation program. Participation in this program means your company has submitted the **Contractor Safety/Environmental Review Form**, signed/submitted a **Confidentiality & Non-Disclosure Agreement**, and you have been approved to work at Stanley Electric U.S.'s ALP and ELP plants.



Stanley Electric U.S.
ALP Plant



Stanley Electric U.S.
ELP Plant

WELCOME



Today we will review:

- General Safety Information
- Personal Safety Habits
- Personal Protective Equipment
- Hazardous Communication
- Hot Work Permits
- Emergency Eyewash & Showers
- Tugger / Forklift & Pedestrian Training
- Pedestrian Walkways
- Emergency Procedures
- Lock Out / Tag Out
- Confined Space
- ISO 9001
- ISO 14001



GENERAL SAFETY INFORMATION

Safety is number one at Stanley Electric U.S., so please be careful.

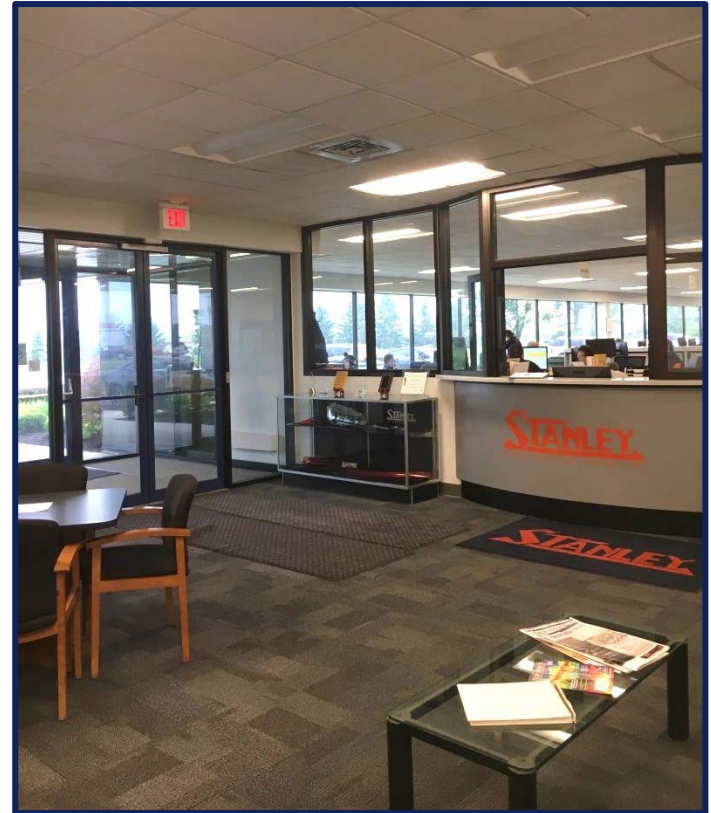
Pay special attention to:

- safety signs
- signals
- barricade warnings of precautions or hazards

Avoid touching production parts.

If an injury or illness happens, First Aid rooms are available.

Contact your Stanley representative if help is needed.





GENERAL SAFETY INFORMATION

Stanley Electric is a tobacco-free facility.

Smoking and use of tobacco products is allowed **ONLY** in designated outside smoking shelters.

Smoking is not permitted inside Stanley and/or anywhere else outside of the designated smoking shelters.



Contractors violating this regulation will be escorted from the site.

If you smoke and/or use tobacco products, please have your Stanley representative indicate the appropriate smoking areas when you arrive.

GENERAL SAFETY INFORMATION

For your safety, food and drinks may only be consumed in:

- cafeteria (Spirit Café)
- designated break rooms
- meeting rooms throughout the ALP and ELP plants

Chemical contamination may be present in parts of each facility, so please wash your hands before eating or drinking.





PERSONAL SAFETY INFORMATION

To help keep you safe while at Stanley Electric U.S., please follow some of these Personal Safety habits:

- Watch for flying sparks, moving parts and chemicals.
- Never operate or attempt to operate plant equipment, unless trained/authorized.
- Running or horseplay is strictly prohibited.
- Use caution when going up or down steps; use handrails when available.
- Watch for slick floor areas.
- Please do not climb on or over pallets and other equipment.



MANUFACTURING PLANT ATTIRE

Required Manufacturing Plant Attire:

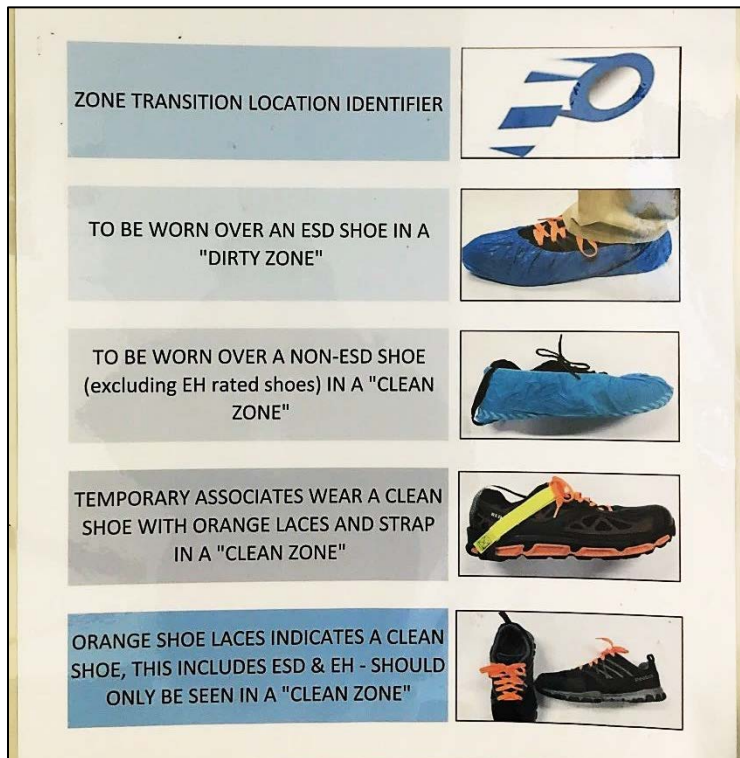
- Safety glasses
- Hats
- Hair and beard contained
- Short or long sleeve shirts
- Ankle length pants
- Closed toe shoes



MANUFACTURING PLANT ATTIRE

- Appropriate shoe coverings in the appropriate designated areas.
- ESD smocks, hats and booties in electronics area.

You can find shoe covering bins hung throughout the plant and office areas.



PERSONAL PROTECTIVE EQUIPMENT

Required PPE in Die Mold and Shipping areas:

- Steel-toed shoes

Other PPE may be required in certain areas:

- Face shields or goggles
- Chemical resistant gloves
- Welding shields
- Hard hat and fall protection with harness and lanyard (man-lift and working from surfaces 4 feet or above floor level)

Please check with your Stanley Electric U.S. representative for more details if you have questions regarding PPE.



PPE

HAZARDOUS COMMUNICATION (HAZCOM)

- Standard by OSHA that identifies and educates the hazards of chemicals to workers.
- Safety Data Sheets (SDSs) are available through Stanley Health & Safety and Environmental departments, or SUS plant kiosks.
- SDSs must accompany any hazardous materials contractors bring on-site.
- All hazardous materials must be labeled properly.



HOT WORK

What is Hot Work?

- Activity that generates flames, heat, or sparks.
- Could ignite flammable or combustible materials, causing a fire and/or explosion.
- Requires a permit.
- Must notify Stanley representative before performing Hot Work.



EMERGENCY EYEWASH / SHOWERS

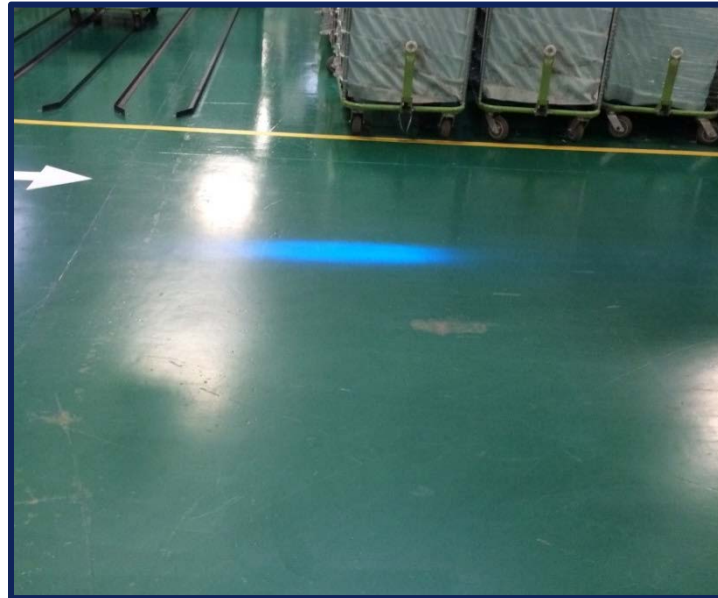
- Emergency eyewash and shower stations are located throughout the plant.
- Have your Stanley representative point out the closest stations near your work area when you arrive at our facility.





TUGGER / FORKLIFT & PEDESTRIAN SAFETY

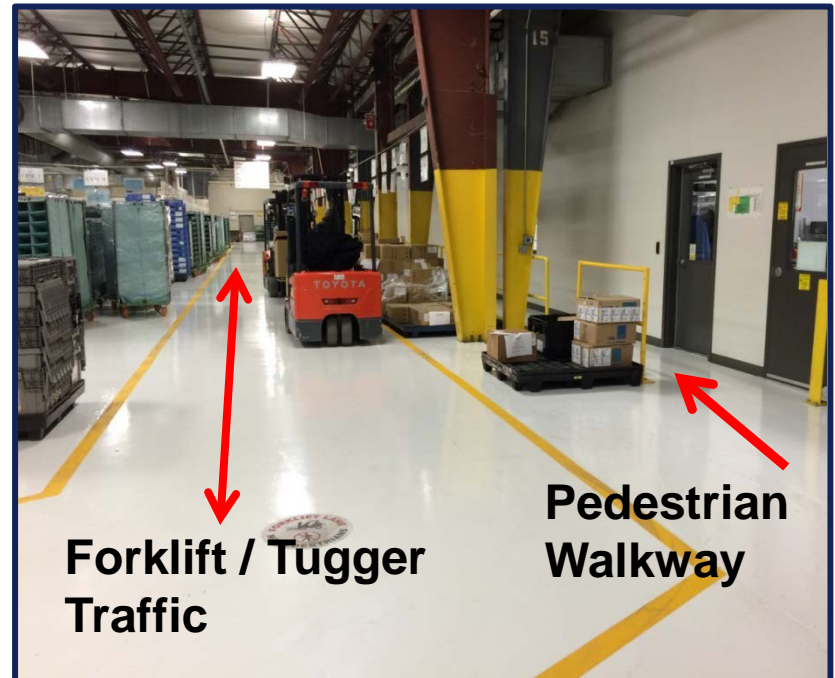
Blue lights on the tuggers and forklifts gives pedestrians a 12-15' visual alert in the MFG areas throughout the plant.



When you see this blue light – know a tugger or forklift is coming – look!

TUGGER / FORKLIFT & PEDESTRIAN SAFETY

- There are a few separate walkways for pedestrians, so please look out for each other.
- DO NOT walk in front of a tugger or forklift – they cannot stop quickly.
- DO NOT stand in the aisle & force the tugger driver to drive around you.
- Please look both ways before pushing carts into aisles or when walking into aisles, regardless of the direction of the arrows.
- Always respond to the sound of a vehicle horn.



EMERGENCY ACTION PLAN

Emergency Actions

Stanley has specific areas to report to during an emergency. You may be asked to evacuate or to take shelter, depending on the situation. You will be instructed what actions to take by your Stanley representative.

Some reasons to evacuate the building:

- fire
- chemical spill
- bomb threat
- gas leak

Emergency Notification

In case of an emergency and/or spill, contact your Stanley representative.



Emergency
Action Plan

TORNADO ALERT

- Tornadoes or severe weather may require you to seek shelter.
- An announcement will be made over the PA system indicating severe weather is approaching and to seek shelter immediately.
- Seek shelter in rooms designated as Tornado Safe locations.

Tornado Safety Locations

- Locker Rooms
- Restrooms with the Tornado Safety Location Signs
- First Aid Rooms



LOCK OUT / TAG OUT (LOTO)

- OSHA standard.
- Practices and procedures to safeguard workers from unexpected machine/equipment energization of startup.
- All LOTO processes must meet or exceed Stanley LOTO requirements.
- Contractors shall upon request provide a copy of their LOTO program.
- All personnel involved with LOTO operations must be trained.



WORKING FROM HEIGHTS

Ladders

- Use “3 Points of Contact” at all times.
- Do not carry hindering objects up or down a ladder.
- Do not lean outside of the rails.
- “A” Frame ladders are to be in opened position with locks engaged.
- Always secure straight ladders to a structure.

Fall Protection

- Anyone using fall protection equipment must be trained.
- Must be used when working above four (4) feet.
- Must be used when working within six (6) feet of an unprotected edge.
- Certified harness and lanyard is required.
- Approved anchor point must be used.



CONFINED SPACE ENTRY

Confined space means a space that:

- Is large enough and so configured that an employee can bodily enter it;
- Has limited or restricted means for entry and exit; and
- Is not designed for continuous employee occupancy.

Permits are required for any Permit Required Confined Space that:

- Contains or has the potential to contain a hazardous atmosphere.
- Contains a material with the potential to engulf someone.
- Has an interior configuration which may cause entrapment.
- Contains any other recognized serious safety or health hazard.



LIFT STATION



RESIN SILOS



SECURITY PROCEDURES

After completing this orientation and once you are on-site, you will receive a:

1. Stanley Electric U.S. badge - keep this badge visible at all times.
 2. Special parking pass - park in your designated area.
- Unapproved contractors or visitors must be escorted at all times by a Stanley Electric U.S. associate or by approved contractor personnel.
 - No one under the age of 18 is allowed in the manufacturing area without prior approval.
 - You must ask permission before taking any photos within the plant.
 - Possession of firearms, alcoholic beverages or controlled substances is strictly prohibited. Threatening, intimidating, coercing, or harassing an associate, contractor, or visitor will not be tolerated.



ISO 9001 & ISO 14001 Standards

Stanley is ISO 9001 (Quality Standards) and ISO 14001 (Environmental Standards) Certified.

Procedures are in-place to ensure:

- Customer satisfaction
- Compliance to customer and regulatory requirements

Automotive lighting is an Important Safety Feature:

- Letting people know our intentions
 - Stopping
 - Turning
 - Hazards
- Allowing us to see and be seen at night and during inclement weather

Not understanding or following procedures can have a negative impact to SUS:

- Product and services
- Regulatory compliance and permits
- Customer requirements



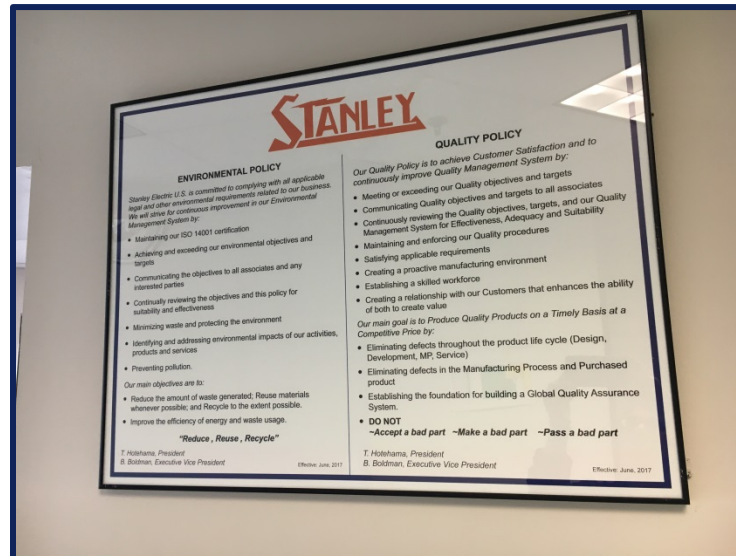
ISO 9001 Standard

The Quality Policy

The Quality Policy is posted throughout the plant.

The policy defines actions needed to:

- Ensure customer satisfaction
- Be compliant to legal and other requirements





ISO 9001 Standard

The Quality Policy

Do Not:
Buy, Make, Pass a Bad Part (defects)



Stanley Electric U.S. Co., Inc.

QUALITY POLICY

Our Quality Policy is to achieve Customer Satisfaction and to continuously improve the Quality Management System by:

- Meeting or exceeding our Quality objectives and targets
- Communicating Quality objectives and targets to all associates
- Continuously reviewing the Quality objectives, targets, and our Quality Management System for Effectiveness, Adequacy and Suitability
- Maintaining and enforcing our Quality procedures
- Satisfying applicable requirements
- Creating a proactive manufacturing environment
- Establishing a skilled workforce
- Creating a relationship with our Customers that enhances the ability of both to create value

Our main goal is to Produce Quality Products on a Timely Basis, at a Competitive Price by:

- Eliminating defects throughout the product life cycle (Design, Development, MP, Service)
- Eliminating defects in the Manufacturing Process and Purchased product
- Establishing the foundation for building a Global Quality Assurance System
- **Do not:**
 - Buy a bad part
 - Make a bad part
 - Pass a bad part



ISO 9001 Standard

Quality Objectives

Safety: Have a zero accident mentality by keeping yourself and others safe.

Quality: Ensuring quality products and services to the customer. Do not accept, make or pass a bad part.

Cost: Decrease costs and eliminate waste of time and motion.

Delivery: Ensure on-time delivery.

Development: Continuous improvement of knowledge, skills and technology.



ISO 9001 Standard

Impacts to Quality

Contact the department you are working with if any of the following occur:

- You have to move product but have not been instructed on what to do with it.
- You drop, damage or cause a container to fall.
- You are working with power boards, bulbs or cords.
- You are working above product and/or a line or work station.

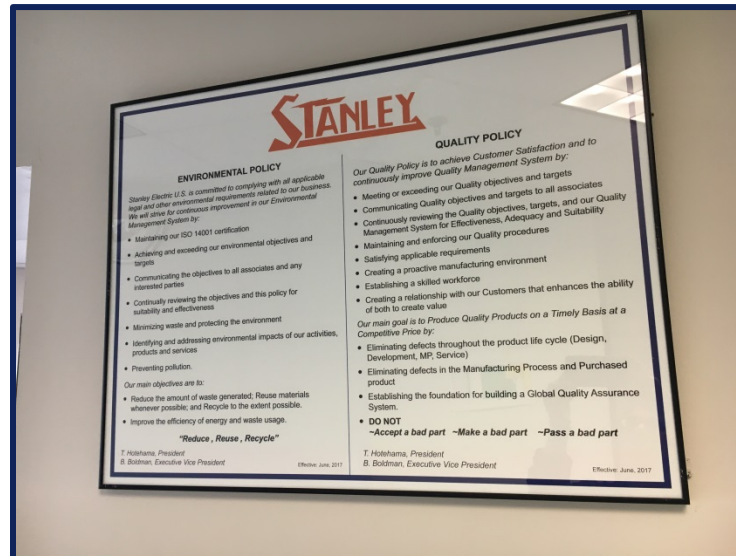
ISO 14001 Standard

The Environmental Policy

The Environmental Policy is posted throughout the plant.

The policy defines actions needed to:

- Protect the environment
- Be compliant to legal and other requirements





ISO 14001 Standard

The Environmental Policy

Purpose:

Actions Stanley has created to help protect the environment.



Stanley Electric U.S. Co., Inc.

Basic Environmental Philosophy

Stanley Group will strive to “create new values in harmony with the environment” through all our corporate activities by reducing the environmental impacts to a bare minimum, so that we can pass on the immeasurably rich blessings of our earth and its ecosystem to the next generation in a healthy state.

Environmental Policies

In our corporate activities, which primarily consists of our business for automotive devices, components, and applied electronics products, Stanley Group will follow our Basic Environmental Philosophies, with each member of our company aware of his or her roles and responsibilities regarding our efforts for environmental protection.

1. Throughout the lifecycle of our business operations, products and services, we set environmental targets and promote environmental protection that includes preventing contamination, mitigating climate changes, and making use of sustainable resources globally.
2. In addition to observing the environmental laws and regulations of each country and region, as well as other environmental agreements we conclude with other parties, when necessary we undertake management by setting voluntary standards of our own on the basis of those regulations and agreements.
3. We make continuous improvements to our environmental management systems in order to improve our environmental performance.
4. We communicate our Basic Environmental Philosophy and Environmental Policies at all the persons working for Stanley Group, and we also gain the understanding and cooperation of our suppliers through informational efforts.
5. We make our Basic Environmental Philosophy and Environmental Policies accessible to the general public, and we report the progress of our environmental activities in order to increase communication with the local community, when requested.
6. We actively participate in the environmental conservation activities of the local communities in collaboration with governmental agencies or other local affiliated organizations.



ISO 14001 Standard

Environmental Objectives

Recycle: Reduce, reuse, and recycle

Energy Conservation: Reduce electric and water usage

Compliance: Comply to all applicable regulations

ISO 14001 Standard

Environmental or Potential Environmental Aspects/Impacts

Contact the department you are working with if any of the following occurs:

- Moving items outside for disposal. Stanley has designated locations and rules to ensure proper environmental controls. Example, no leaking oil or solvents.
- Your process is generating waste. Stanley has designated locations for disposal and recycling.
- Chemical, solvents, oil, paint, etc., and items containing these contaminants, such as rags, filters, etc., have specific controls for disposal.
- You are charging/evacuating refrigerant.
- You see anything leaking into a drain, storm drain or pond.
- You accidentally spill a chemical.



CONTRACTOR SAFETY, QUALITY, & ENVIRONMENTAL ORIENTATION



TURN OFF water faucets after use and where applicable.

SWITCH OFF lights and any applicable electrical equipment after work hours.



DO NOT prop-open exterior doors.

CLOSE overhead dock doors after use.



SEGREGATE all recyclable wastes. Use recovered RCRA empty drums for consolidating compactible waste streams where applicable.



AVOID use of multiple drums if compatible RCRA waste can be consolidated in a single drum.





ENVIRONMENTAL ISSUES

Contractor Responsibilities

- Do not allow discharges to empty into drains and/or sewers without prior approval.
- Provide adequate spill/release prevention for all materials.
- Report spills, releases, or other environmental incidents to the Stanley Electric U.S. Environmental representative or your SUS representative.
- Immediately notify Stanley representative of any abnormal conditions found during excavation (i.e. visibly discolored soils; soils with a discernible odor; and/or heavily stained concrete).



ENVIRONMENTAL ISSUES

Contractor Responsibilities

- Properly label, store, and/or dispose of all waste materials generated by their activities (per Stanley Electric U.S. procedures and/or guidance).
- Be sensitive to the effects of noise, odor, light, fugitive dust emissions, and traffic movement to SUS and the local community.
- Ensure protection of the natural environment surrounding the work area.
- Secure a storm water permit for construction projects that disturb greater than one acre of soil (in conjunction with Stanley Electric U.S. Environmental department).
- Do not bring chemicals on-site without prior approval by Stanley Electric U.S. (Contact your Stanley representative for a New Material Introduction form).



ISO 9001 & ISO 14001 Standards

Your Contribution to ISO 9001 / 14001

Rules & procedures need followed to:

- Ensure customer satisfaction
- Prevent pollution
- Comply with legal and other requirements

Implications for Not Complying

Not following rules and procedures can cause:

- Customer dissatisfaction
- Loss of business
- Injuries
- Pollution
- Fines



CLOSING

Thank You For Your Participation

Today we reviewed:

- General Safety Information
- Personal Safety Habits
- Personal Protective Equipment
- Hazardous Communication
- Hot Work Permits
- Emergency Eyewash & Showers
- Tugger/Forklift & Pedestrian Training
- Pedestrian Walkways
- Emergency Procedures
- Lock Out / Tag Out
- Working From Heights
- Confined Space
- ISO 9001
- ISO 14001

Thank you for your commitment in keeping yourself, as well as Stanley employees, safe; ensuring our products are of the highest quality; and protecting the environment.





STANLEY ELECTRIC U.S. CO., INC.



Contractor Safety, Quality, & Environmental Review Quiz

StanleyElectricUS.com