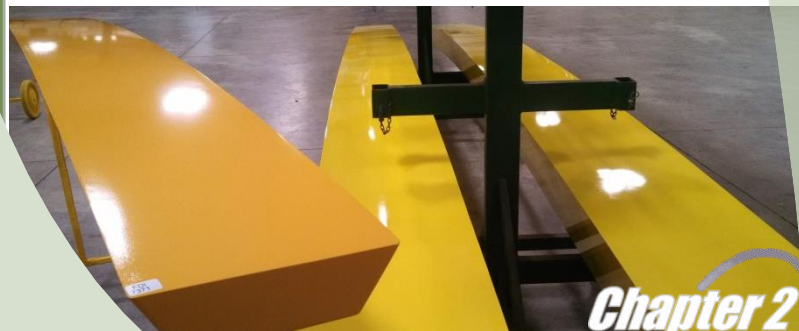
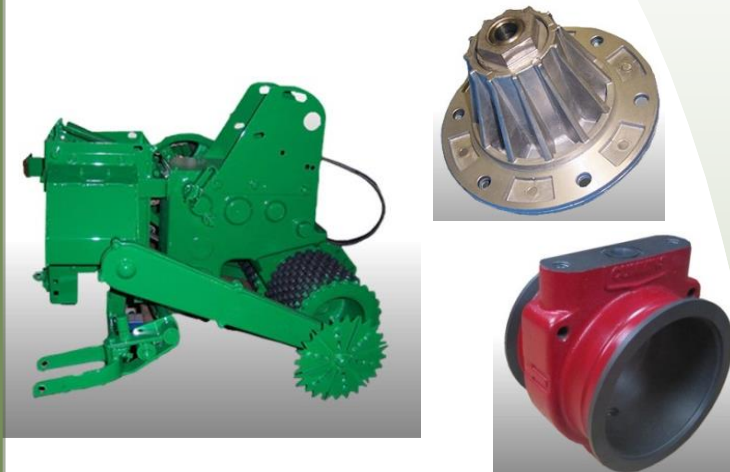


Thank you for visiting!



Chapter 2
Incorporated

305 S. C.P. Avenue
Lake Mills, WI 53551

Phone: (920) 648 – 8125
Fax: (920) 648 – 8298

Web: www.chap2.com
Email: chap2@chap2.com

Chapter 2
Incorporated

Visitors Safety Policy

- **Site Access:** Visitors should park in the front “visitor” parking lot (not marked with numbers).
- **Identification for Badging:** All visitors must sign in & out and wear a “visitor” name tag in the front office.
- **Host/Escorts:** Visitors should be accompanied by an escort unless in the front office areas. Please stay with your host/escort at all times while in the production, “work” areas. Your escort will identify these areas if applicable.
- **Items:** Some items are not allowed on / in Chapter 2 property including firearms, alcoholic beverages, explosive materials, hand-held weapons, illegal drugs and items prohibited by state & federal law.

Other items that are not allowed include electronic recording devices and cameras unless preauthorization has been requested and granted.

- **Security:** To protect workers & co. property, Chapter 2 uses camera surveillance throughout all facilities, with the exception of break rooms, bathrooms and conference rooms.

Safety glasses with side shields are required in all work areas!



Chapter 2 policies identify specific plans for incidents or events that could occur in any of our facilities. Special actions are required in the event of an emergency. Consult with your host for instructions and familiarize yourself with all (actions, exits and meeting areas).

If you're not certain what action is required, ask for directions from any employee in the area.

Fire– Evacuate the building, walk briskly to the nearest exit and follow your host or other employees to the designated meeting areas.

Emergency – Safely stop and listen to the address / announcement. If you cannot hear, follow your host to a location where you can.

Every employee has the responsibility to correct any unsafe act or condition and/or notify their team leader as soon as possible.

All employees are expected to accept responsibility for their personal safety & the safety of others.

During your visit at Chapter 2, your host is responsible for informing you of any hazards (or potentials) and assisting / mitigating any hazards to ensure a safe work environment.

Whether you are a visitor or an employee, you should know that safety is a core value at Chapter 2. The success of the Chapter 2 depends on the safety and protection of employees, the public & environment.

The cornerstone of Chapter 2's safety program is the individual right of every employee to inform the company (Safety Committee) if they observe safety being compromised. It is our primary concern to address and guarantee safety at Chapter 2.

To achieve our safety & security goals, Chapter 2 has established Safety practices to ensure a safe & clean working environment for all.

By familiarizing yourself with and adhering to our safety & security policies, rules and warnings, you'll join our team in creating an injury & incident-free workplace.

Immediately report any injuries, incidents, near-misses and/or unsafe conditions to a host or a team leader.



THIS ESTABLISHMENT IS
SMOKE FREE
THANK YOU FOR NOT SMOKING

Ask for help or clarification if you are unsure about your safety or of others, regardless of the situation.

- Obey all warning **signs & safety notices**.
- **No smoking** in any facility.
- Appropriate PPE (Personal Protective Equipment) must be worn when required & necessary. Other specialized PPE may be required where specific hazards or environmental conditions warrant additional protection.
- **Safety glasses with side shields are required at all times** (exceptions are break/conference/bath rooms, office areas and parking lots).
- If you do not have the necessary PPE, STOP & do not proceed.

Notify your host to obtain PPE.

- Walking: Do not take shortcuts. Stay in **designated walking aisles** / painted surfaces. Walk, do not run.
- Do not attempt to operate special tools or equipment unless you are trained, qualified and authorized to.
- Do not become involved in a work activity that could compromise your safety or the safety of others as a result of not being properly trained, qualified or if you are not authorized to assist.
- Do not proceed with any task until you are certain all is safe.