

Safety

for Visitors, Contractors,
and Others New to the Building



Welcome to OFS

Enjoy your Visit

Stay Safe



In Case of Emergency:

Emergency instructions are posted in every main area of the plant. Please promptly notify your OFS Host and or call one of the numbers below if you experience or recognize any unsafe condition during your visit to the plant.

Emergency cell phone contacts include:

Wes Parker (EHS Manager): 883-5183

Eric Szymczak (Maintenance): 883-5672

Ed Crabtree (Facilities): 883-6905

Jane Cercena (General Manager): 805-6656

To reach an outside line from any phone in the building, please dial 9 first.

Our Environmental Health and Safety Policy

Workplace safety and protection of the environment are part of every employee's job and responsibility. No job we do is so important that we cannot take time to plan how to do it safely, and then do it safely, for people and for the environment. No employee has the authority or the responsibility to work unless the job will be done safely.

What to do if you Hear a Fire (or other) Alarm

Evacuation alarms are visible and audible (pulsing siren & flashing strobe) throughout the plant. Upon alarm all persons shall safely stop what they are doing and immediately follow EXIT signs until they are safely out of the building. Proceed to the parking lot to locate your OFS host. Stay away from emergency vehicles and the bulk-gas tank farm. Do not leave the premises or return to the building until your host has alerted you that it is safe to do so.

Note: Other alarms occasionally sound in production areas; these are usually related to process controls to provide early warning for equipment operators, such as for low supplies, and DO NOT require any action to be taken by a visitor.

Safety Regulations for Outside the Plant

Posted Speed Limits

Please observe the posted 15 MPH speed limit when operating a motor vehicle in the parking lot. Please recognize that cars, large trucks, bicycles, motorcycles, and pedestrians all share use of the parking lot.

Transporting Chemical Substances (or samples) Onto the Premises

Prior to entering the facility, all chemicals, products, and samples that are required to possess a current Material Safety Data Sheet (in accordance with OSHA 29CFR 1910.1200) shall be first approved by the EHS Manager before being allowed on-site.

Smoking Areas

Use of tobacco products is prohibited inside and strictly limited outside to three designated areas on the premises, see map: ★ Reception Entrance (visitors only), ★ Rear Dock Entrance, and ★ roofed-deck adjacent to the Main Employee Entrance.

1. Customer Reception Entrance
2. Front Offices
3. ECR
4. Pigtaills
5. Cafeteria
6. Main Employee Entrance
7. Contractor Entrance
8. Front Dock
9. Test
10. Plating
11. Cable
12. Industrial Assembly
13. Fiber Draw
14. Tank Farm
15. Building 2
16. Rear Employee Entrance
17. Stock Room
18. Rear Dock



Remaining Safe Inside the Building

Identification

Visitors must sign in the designated log book at the Reception Area or Contractor Entrance and display the badge or temporary ID issued by their OFS Host at all times inside the facility (unless the visit is confined to the Reception Area and immediately adjacent conference rooms). If issued, Courtesy Access Badges are required to be returned to the OFS Host at the end of the work day.

Posted Signs and Warnings

Guests must observe all posted signs and floor markings throughout the building. In production areas, stay in designated aisles and be prepared to share aisles with industrial vehicles. Remain alert for moving vehicles at all times, especially at doorways and travel intersections.

Barriers and/or Caution Tape

Do not cross barriers or caution tape which demarcate temporary work areas and overhead work.

Glass Splinters

Consistent with our manufacturing processes, glass fiber splinters may contaminate work surfaces or floors in production areas. These splinters may be difficult to see, so avoid direct contact with any suspect work surface.

Plant Equipment

Guests are not permitted to handle or operate plant equipment unless specifically contracted to do so. Contractor use of OFS stationary or mobile maintenance lifts, overhead cranes, and powered industrial trucks must be pre-authorized by the EHS Manager or an OFS Facility Superintendent. Vehicle users must display current PIV license.

Food & Drink

Food and drink are prohibited in all Production, Laboratory, and Test Areas.



Personal Protective Equipment

Various items of protective equipment are required for safety in different areas of the building. These are typically signed upon entrance to those areas and must be observed by all who enter, including visitors on tour. Specialized items, such as lab coats or hair nets, are signed prominently and available to visitors adjacent to the areas where they are required. Whether or not an area is posted, please be alert to real or potential hazards, report them, and ask for instruction in the proper use of personal protective equipment.

Safety Glasses with Side Shields

Visitor safety glasses (which are designed to fit over any prescription eyewear you may already require) are supplied for borrow-and-return use in receptacles at the two main entrances and throughout the facility adjacent to the entrances of all major production areas. Safety glasses are required in all production, construction, renovation, demolition, and facility maintenance areas. Please return glasses in any labeled receptacle box when you are finished.

Footwear

Sturdy footwear with non-slip soles is advised for all areas of the facility. Footwear with open toes, open sides, open heels, or spiked heels is not permitted, except in carpeted or tiled areas of the building. Sneakers are prohibited in Fiber Draw. If you intend to tour the facility outside of office areas, please wear, or bring with you, sturdy footwear.

Hard Hats

These are always required in Fiber Draw and are generally required in construction, renovation, demolition and facility-maintenance areas.

Hearing Protection

This is not generally required under normal operational conditions, but it is available for prolonged visits to the Mechanical (Chiller) Room and the Fire Pump Room.

Visitor Supplement

Prior to logging in and accepting a badge, please read and sign a Visitor's Agreement and turn it in to your host.

Visitors' hours are 8 am to 5 pm, Monday through Friday, Non-Holidays.

Photographic, electronic, and other communications equipment, are prohibited unless pre-authorized by your host. Cell phones (please refrain from using camera features), laptops and projection equipment required for presentations are permitted.

Contractor Supplement

A separate Contractor Safety Agreement must be read, signed, and agreed to prior to performing work at our facility.

Special Considerations for Work in Fiber Draw:

All work inside the draw towers or under the raised floor must be pre-approved by the EHS Manager.

Electrical Work:

Appropriate Lock Out/Tag Out procedures must be employed for all energized equipment. Suitable fire-resistant apparel shall be owned by the contractor and employed in accordance with NFPA 70E standards.

Quality Policy

OFS, Specialty Photonics Division, is committed to understanding our customers' expectations, then exceeding those expectations through continuous improvement of all our business processes; from development through manufacturing and technical and administrative support of the customer. Furthermore, OFS, Specialty Photonics Division, is committed to meeting all of the regulatory requirements and quality management systems to which the company is certified.

ISO Certification

OFS Specialty Photonics Division is ISO 9001:2000 certified within the scope of supply for Design and Manufacture of Optical Fibers, Cables, Photonic Devices and Assemblies. We also maintain ISO 13485 certification.