

SAFETY

Formosa provides information to employees about workplace safety and health issues through regular internal communication such as:

- Training sessions
- Team meetings
- Server station postings

Each employee is expected to obey safety rules and exercise caution and common sense in all work activities. Employees must immediately report any unsafe conditions to their supervisor. Employees who violate safety standards, cause hazardous or dangerous situations, or fail to report, or where appropriate, remedy such situations, may be subject to disciplinary action including termination of employment.

SAFETY GUIDELINES

The following rules were developed to provide general guidelines for all employees to perform their jobs safely. It is every employee's responsibility to follow these rules and to encourage other employees to follow them as well. Willful violation of safety rules will result in disciplinary action up to and including termination. These rules are subject to change and will be reviewed periodically.

- If you are unsure how to safely perform any task, ask a manager for direction.
- If you feel that a task is beyond your physical capabilities, ask for help.
- Use common sense when performing any job.
- Know the location of your First Aid Kit, and notify management if any item needs replenished.
- Practice good housekeeping. All work areas must be neat, clean, and organized.
- Know the location of the following:
 - Main water shut-off valve
 - Main gas shut-off valve
 - Main electrical breakers
 - Hand-held fire extinguishers
 - Fire alarm pull stations
- Do not block fire extinguishers and fire alarm pull stations.
- Immediately report any unsafe act or condition to your immediate supervisor whether or not an injury has occurred.
- Report any injury, whether personal, employee, or guest, to your immediate supervisor regardless of how minor.
- Do not run any equipment unless appropriate safety guards are in place and operational and you have been trained and certified in the proper operation of the equipment.
- Employees must wear appropriate personal protective equipment whenever required. These include but aren't limited to company-approved slip-resistant safety shoes, rubber gloves, splash-resistant goggles or appropriate safety glasses, hot mitts, cut-resistant gloves, protective aprons, etc.
- Employees must wear approved slip-resistant safety shoes at all times when working in the building.
- Employees must wear seat belts (both driver and passengers) while traveling in a motor vehicle on company business and abide by all traffic laws.
- Never distract the attention of another worker. Horseplay is a serious violation and will not be tolerated.
- Never run.
- Be cautious in congested areas and blind corners.
- Keep the floor clean, dry, unobstructed, and free of any trip and slip hazards.
- Always use "wet floor caution signs" whenever there is a spill or wet floor slip hazard.

- Help the management team in its enforcement of safety rules. Report weaknesses in safety rules, make suggestions for improvement, and teach fellow employees the safe way to perform a job. Play an active role in the Formosa safety program.
- Keep all chemicals labeled, stored away from food, and covered when not in use.
- Keep all storage areas clean, organized, and safe. Do not store unapproved chemicals or flammable liquids.
- Keep all exits free from obstructions.
- Keep all coolers clean, organized, and safe. Do not block cooler aisle ways. Do not store glass containers in coolers.
- All products in coolers must be covered unless they are being cooled on the cooling shelf or a top shelf.
- Keep electrical rooms clear and uncluttered. Electrical panels must be clear 36 inches from the panel to allow easy access.
- All garbage bags from restrooms must remain in the container and be taken to the dumpster to be discarded. At no time should an employee use their hands, feet, or other body parts to “push” trash down to make more room. Sharp items such as needles, glass, or can lids may be present.

In the case of an accident that results in injury, regardless of how insignificant the injury may appear, employees should notify their supervisor.

GENERAL SAFETY RULES

All Formosa employees are required to follow these general safety guidelines, which have been established to provide a safe working environment.

- Observe and obey every safety rule. Management will take such action as is necessary to maintain safety.
- Report all injuries immediately to the manager, no matter how slight. Formosa will ensure that prompt attention is provided.
- Horseplay, fighting, and any other action that has a negative impact on the safety or well being of employees, is prohibited.
- Receive safety instruction through orientation and training.
- Be familiar with, and practice all of the specific safety requirements associated with your job.
- Report all unsafe acts and unsafe conditions to your manager immediately.
- There will be no use of alcohol, drugs, or other controlled substances on or before your shift.
- Use all appropriate and required safety equipment.
- Keep all safety guards and devices in place and in proper working condition.
- Use the right tool for the job. Makeshift tools are not permitted; they may fail and cause injury.
- Keep tools in good condition.
- Keep the work area clean, neat and orderly.
- Do not wear headphones connected to a personal stereo during your shift.
- Always announce when carrying something hot.
- Never carry hot liquids above eye level.
- Remember to use correct lifting techniques when necessary to prevent back injury.
- Never store heavy materials above chest level.
- Perform only the work that has been authorized.
- Do not expose yourself to known hazard substances without training or warning labels and necessary safety equipment.
- Assist co-workers who are less experienced.
- Contribute comments and ideas to the Formosa Safety Program.
- Know the location of the first aid kit, fire extinguishers, and earthquake kit.
- Know who is trained in CPR.
- When in doubt, ask questions first. Employees will not be reprimanded for being safe.

- Use good judgment at all times when at work.