

**TRI-STATE STAGING, INC.**

**EMPLOYEE  
HANDBOOK**

**EMPLOYEE  
HANDBOOK**

Effective Date June 20, 2009

**TRI-STATE**

# TRI-STATE STAGING, INC.- EMPLOYEE HANDBOOK

## EMPLOYEE HANDBOOK

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# TRI-STATE STAGING, INC.- EMPLOYEE HANDBOOK

## Welcome to TRI-STATE STAGING INC

The following pages contain information regarding many of the policies and procedures of TRI-STATE STAGING INC. These policies are a condition of employment. Labor relation laws require that all employers maintain a written policy that is applied in a non-discriminatory manner to all employees.

If you have questions or need assistance reviewing this document, please contact: management at the following numbers, during regular business hours.

**Don Ogle - 609-217-2303**

**Chuck Ogle- 609-217-2304**

For life threatening emergencies call 911.

For facility emergencies call **Don Ogle - 609-217-2303 or Chuck Ogle- 609-217-2304** at any time, day or evening

### Disclaimer

This handbook is intended only to outline the employment policies, procedures and benefits of TRI-STATE STAGING INC. This manual is not intended to be all-inclusive and should not be considered to be an employment contract. TRI-STATE STAGING INC reserves the right to change employment policies, procedures, benefits or this manual at any time without notice. It is the responsibility of the employee to stay abreast of policy. TRI-STATE STAGING INC will make every effort to notify employees of any policy changes, additions or deletions. Said changes will immediately become a part of this manual.

# TRI-STATE STAGING, INC.- EMPLOYEE HANDBOOK

## Introduction

### TRI-STATE STAGING INC Mission Statement

To provide staging services to our facilities in a safe, efficient manner.

### Open Door Policy

It is our objective to provide a work environment free from elements that would deter employees from performing their best work. All concerns may be expressed through our open door policy. Management at TRI-STATE STAGING INC maintains this open door policy to discuss any issues you may have. Feel free to express yourself about work related or personal matters. We welcome your input.

If you feel you have been discriminated against in any way you are encouraged to express concern through this open door policy.

### Code of Conduct

Employees of TRI-STATE STAGING INC are to conduct themselves in a responsible, professional and ethical manner. Report any unethical or dishonest behavior to your immediate supervisor.

Reported activities will be investigated by appropriate TRI-STATE STAGING INC management team members. The management team will determine appropriate means for resolution. Employees found to be conducting themselves in an unprofessional, unethical, or unsafe manner may be subject to appropriate disciplinary action up to and including termination.

## Documented Workers

### Worker Documentation

The Immigration Reform and Control Act outlines requirements for worker documentation, via a Form I-9.

Every U.S. employer must have a Form I-9 in its files for each new employee, unless the employee was hired before November 7, 1986, and has been continuously employed by the same employer.

Unless the employee is providing services for the employer, under a contract, subcontract, or exchange entered into after November 6, 1986. (In such cases, the contractor is the employer for I-9 purposes; for example, a temporary employment agency.)

TRI-STATE STAGING INC requires employees to submit a Form I-9. All new employees must complete Section 1 of a Form I-9 no later than close of business on his/her first day of work. The employee's signature holds him/her responsible for the accuracy of the information provided. Employee is required to provide a PHOTO ID (Driver's license, or passport) and the

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following documents birth certificate, social security card, and union card, if applicable. No employee will be permitted to commence work without this documentation.

TRI-STATE STAGING INC reserves the right to revise this policy without notice to comply with state and federal law.

## Employment

### Equal Opportunity Employment

Employees are hired based solely on TRI-STATE STAGING INC's personnel requirements and the qualifications of each individual candidate.

We will not tolerate nor condone discrimination due to age, race, color, religion, gender, sexual orientation, national origin and/or disability. We will comply with the spirit and letter of all local, state and federal laws pertaining to employment. Furthermore, we will not discriminate due to membership in a protected class such as age, race, color, religion, gender, sexual orientation, national origin and/or disability when making employment decisions.

Any questions or concerns regarding any aspect of this policy should be directed to the Management.

### Eligibility for Employment

Federal law requires both new employees and re-hires to provide documentation of eligibility to work in the United States plus proper identity. A properly submitted form I-9 is required for employment.

### Familial Employment

TRI-STATE STAGING INC does allow family members and relatives of employees to be considered for employment, provided they are qualified for the position and no other conflict of interest exist. Hiring decisions will be the exclusive responsibility of the Management.

### Part-Time Employment

TRI-STATE STAGING INC has part-time employment positions available only when the business needs require such part-time employment.

### Minimum Wage

TRI-STATE STAGING INC adheres strictly to minimum wage standards as outlined by the United States Government, State of New Jersey and the Commonwealth of Pennsylvania.

### Criminal Convictions

Criminal convictions are taken seriously at TRI-STATE STAGING INC. We reserve the right to disqualify any applicant for employment that has been convicted of a criminal offense.

Furthermore, conviction of a crime may result in an automatic termination. TRI-STATE STAGING INC will make every effort to evaluate the nature and circumstances of the conviction. With the safety and well being of co-workers at stake, criminally convicted employees may be subject to termination.

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## Violence

Threats of violence and acts of violence are strictly prohibited. Employees threatening or committing acts of violence will be subject to appropriate disciplinary action, up to and including termination. Report any such activity to your immediate supervisor or the Management.

## Weapons

Weapons are generally defined as guns, knives and other objects universally considered a weapon by the vast majority of society. A "weapon" can also be any object which would do harm to another when used as such. TRI-STATE STAGING INC shall deem any such object a "weapon" for the purpose of enforcing of this policy.

Possession of weapons is prohibited on company property and while on duty performing company business at any location. Any employee on duty or on facility premises in possession of a weapon will be subject to appropriate disciplinary action, up to and including termination. Report any weapon possession to your immediate supervisor or the Management.

## Alcohol, Drugs & Illegal Substance Abuse

Possession of alcohol, illegal drugs or other illegal substances is not permitted on company property, or while on duty in the employment of TRI-STATE STAGING INC. Furthermore, employees are not permitted to report for duty while under the influence of alcohol, illegal drugs or other illegal substances. Employees failing to adhere strictly to this policy will be subject to disciplinary action, up to and including termination. Report any suspicious activity to your immediate supervisor or the Management. Should an employee appear to the employer and/or shop steward to be under the influence of illegal drugs or alcohol, the employee will be required to submit to drug/alcohol screening immediately. Positive results will be grounds for termination.

## Sexual and Other Unlawful Harassment

It is the objective of TRI-STATE STAGING INC to provide a working environment free from discrimination and conduct commonly referred to as sexual harassment and/or other unlawful harassment.

The E.E.O.C. (Equal Employment Opportunity Commission) has provided a broad definition of sexual harassment. It is general in nature and may not always be clear when evaluating everyday situations.

"Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when

1. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment,
2. submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting such individual, or
3. such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment."

Sexual harassment refers to behavior inappropriate in the workplace because it is offensive, unwelcome behavior which would not occur but for the sex of the offended person. If you experience or witness what you believe to be unlawful harassment or accusations of sexual

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harassment, report it promptly to your immediate supervisor or management. TRI-STATE STAGING INC will investigate any employee, regardless of job position, when such allegations are made. Based on available information, TRI-STATE STAGING INC will take appropriate action and communicate on a need-to-know basis.

Appropriate disciplinary action, up to and including termination will be taken against any individual for sexual harassment charges determined to be valid.

## Seniority

TRI-STATE STAGING INC does consider length of continuous service when making decisions for advancement, job placement, layoffs or staff reductions.

## Credit Union

TRI-STATE STAGING INC is not affiliated with a credit union.

## Personnel File

TRI-STATE STAGING INC maintains a confidential personnel file for each employee. Files are the property of TRI-STATE STAGING INC. Employees must acquire permission to view his or her personnel file from the Management. These files are the property of TRI-STATE STAGING INC; no documents may be altered or removed by the employee. Every reasonable effort is made to keep the information confidential; access is limited to staff members who require access to perform their job functions. Copies will not be distributed to any third party unless mandated to do so by law.

## Policies & Procedures

### Attendance and Punctuality

Punctual attendance is mandatory for efficient job performance. In cases of absence for any reason, notify your immediate supervisor as well as the front office as soon as reasonably possible. Poor attendance, absence without notification or habitual tardiness will be subject to appropriate disciplinary action, up to and including termination. Punctuality is expected and required.

Employee shall receive a written warning for the first lateness offense. Employee shall be terminated for any subsequent offense of lateness.

### Work Schedule Requirements

With variations in work load and performance schedules, it is our responsibility to meet critical deadlines, sometimes with little notice. As a result, you may be required to work overtime be it pre-planned or spontaneous. Overtime is mandatory when required; it is a condition of employment.

### Bulletin Boards

Bulletin boards placed in the office display notices and announcements for employees to review. It is the responsibility of each employee to review the bulletin boards several times per week to be aware of information posted.



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## Sign In/Out

All union employees are required sign in with their respective shop steward immediately upon reporting for a work call and sign out at the end of the work shift. All non-union employees are required sign in with their respective supervisor immediately upon reporting for a work call and sign out at the end of the work shift.

Employees are required to leave the facility immediately upon signing out. Employees are required to stay within their designated work area during work hours.

## Lunch Break and Breaks

Union Employees - Any breaks are as set forth in the Collective Bargaining Agreement.

Non-Union Employees - Breaks must be scheduled through their respective supervisor.

## Medical Attention

TRI-STATE STAGING, INC. requires employees to notify the shop steward/supervisor when medical attention is required for any reason, accident or illness. Employees requiring transportation to a medical facility must be taken by trained medical personnel. A Report of Injury must be completed by the employee before leaving the facility, unless it is an emergency. In that instance, the shop steward/supervisor should complete the Report of Injury. Most facilities have an on-site EMT, who will examine injured employee, and who shall administer emergency care and drug/alcohol test, if the injury is work related. Refusal to submit to the test may be grounds for termination. Employee must submit a doctor's note clearing employee to return to work, prior to returning to work.

## Compensation

Compensation for employment is on the Collective Bargaining Agreement for all Union Employees.

Non-Union Employees shall be compensated consistent with the hourly rate at which they were hired.

## Overtime

Overtime is paid in accordance with the Collective Bargaining Agreement for all Union Employees.

Non-Union Employees must receive approval from a supervisor for any overtime. Any such overtime shall be paid in accordance with applicable wage laws.

## Payroll Schedules

Employees are paid weekly. Regardless of shift schedule, the work week begins Monday and ends Sunday. Payday is Friday. In the event payday falls on a holiday, paychecks will be distributed on the last business day before the holiday. Payroll checks are available at 3:00 P.M.

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## Paychecks

Payroll checks shall be distributed on payday as established in the Payroll Schedule section of this handbook. Federal, state and any other required taxes will be withheld from wages as will any voluntary deductions.

## Payroll Deductions for Federal Tax, State Tax, FICA and Medicare

As required by law, TRI-STATE STAGING INC withholds taxes from employee earnings, as well as social security (FICA) and Medicare. TRI-STATE STAGING INC also participates in matching programs as required.

## Reporting Personal Information Changes

Employees must notify the Management whenever there is a change in their personal information on file with TRI-STATE STAGING INC This includes address, phone number, income tax withholding information, emergency contacts and if applicable, any information which may impact your insurance coverage.

## Gifts, Entertainment & Meals

TRI-STATE STAGING INC employees and their families are not allowed to give or receive business gifts, favors, meals or entertainment to or from any customers or suppliers of TRI-STATE STAGING INC, except as approved by TRI-STATE STAGING INC.

If you or a co-worker is approached to give or receive such gifts you are required to request approval from your supervisor or management. Failure to do so may result in disciplinary action.

## Visitors

Due to the nature of our business, security clearances and agreements with our facilities, visitors are not allowed at any work location. Notify a supervisor immediately if you become aware of any unauthorized visitors.

## Personal Property

Each Employee is required to bring those tools needed for his/her job. All tools should be in good working condition. TRI-STATE STAGING INC is not responsible for personal property of employees in facilities, vehicles or parking areas. Any personal items brought on premises deemed inappropriate by TRI-STATE STAGING INC, will be removed without notice.

## Personal Safety

At TRI-STATE STAGING INC the safety of our employees is a top priority. We will make every effort possible to ensure the safest working environment possible. If you have suggestions or concerns discuss them with your immediate supervisor or the Management. If you feel you are in danger performing your job duties, stop working and report the hazard to your immediate supervisor. Failure to comply with all health, safety and environment policies and procedures may result in disciplinary action, up to and including termination.

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## Food & Beverage

Without exception, food and beverage is strictly prohibited within immediate proximity of any computers, servers, related hardware, application storage areas or production equipment. In all other areas, employees should be mindful of potential business visitors within the work area. Meals should be eaten in the specified lunch area.

## Smoking

Smoking is permitted only as permitted by law. Where permitted, smoking may occur only in designated smoking areas.

## Solicitation

As a courtesy to other employees TRI-STATE STAGING INC does not allow solicitation of political information, religious information or items for sale. Solicitation for sale of items involving fund raisers for school projects and the like will be permitted subject to prior management approval.

## Company Property

### Confidential Information Security

As a matter of course employees of TRI-STATE STAGING INC will have access to confidential and proprietary information. This information includes, but is not limited to, personnel information, production materials, contractual agreements, intellectual property and marketing/sales strategies. It is a condition of employment that you not disclose this information to third parties during or after employment. Disclosure of TRI-STATE STAGING INC confidential information without express written approval is prohibited and may result in disciplinary action, up to and including termination.

### Facilities Security

It is the responsibility of all employees to make sure the facilities and work areas are secure, clean and safe. Any employee entrusted with facility keys shall make certain the facility is secure when that employee is the last to leave. See your immediate supervisor if you will be left with this responsibility. This includes, but is not limited to, turning off appropriate lights and closing and locking all doors and windows.

Report any potential security risks to your immediate supervisor.

### Office Supplies, Postage & Company Accounts

TRI-STATE STAGING INC postage, postage systems, shipping accounts and accounts with various vendors and suppliers are to be used for company business purposes only. Improper use of these items may result in appropriate disciplinary action, up to and including termination. Any employee who takes property from another employee, venue, facility to traveling production without authorization will be terminated immediately.

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## Policies for Leave of Absence

### Unpaid Family & Medical Leave

TRI-STATE STAGING INC employees who are eligible may take unpaid leave as per the terms of The Family and Medical Leave Act of 1993, and/or any similar state statute. Consult your supervisor for details and applications for FMLA Leave.

### Funeral Leave

TRI-STATE STAGING INC will provide reasonable unpaid time off for employees to attend funerals of immediate family members (spouse, parent, child).

### Jury Duty

Notify your immediate supervisor if you are summoned for jury duty. Time off from work will be granted as necessary in compliance with applicable law.

### Military Duty

In accordance with requirements of law TRI-STATE STAGING INC will provide military leave of absence and reinstatement for qualifying employees.

## Benefits

### Overview

Benefits for Union Employees are as stated in the Collective Bargaining Agreement.

### Worker's Compensation

Worker's Compensation insurance is provided to all employees. State and federal law governs eligibility requirements. All premium costs are paid by TRI-STATE STAGING INC. Claims are paid directly to employees. All employees are expected to return to work immediately upon release by their physician. For any work related injury or disease, Employees must seek medical treatment with one of the panel physicians posted in the office.

Employees are required to report job-related injuries immediately. Failure to comply could result in difficulty with the employee's claim.

Report to your shop steward all accidents or injuries.

Any employee returning to work after a job-related injury must submit medical documentation from the employee's treating physician which releases the employee to return to work.

### Holidays

Holidays, if any, as stated in the Collective Bargaining Agreement.

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## Discipline Policies

### Problem Resolutions

The solution to most problems is often found through communication. We will make every reasonable effort to assist in solving problems or disputes amongst employees.

We recommend the following:

For disputes between employees, first discuss the problem between the two employees and make every attempt to resolve it. If no resolution is reached, both employees together should approach a shop steward/supervisor and allow the shop steward/supervisor to participate in the resolution. If a resolution is not reached, it should be turned over to the Management or the Union. If appropriate, Management will gather and review all information and provide a solution with the best interests of all parties.

If a shop steward/supervisor is involved as a party in the initial dispute, the employee should report the issue directly to the Management at the outset.

Decisions of the Management will be final.

### Violation of Company Policy

Employees found to be in violation of company policy will be given official notice of the infraction. Employees will be subject to immediate termination as stated in this policy handbook. At management's discretion, reasonable attempts to resolve the problem will be made to constructively resolve the situation. Appropriate disciplinary action, up to and including termination, may be taken if the violation continues.

Notices of violation, appeals and final disposition documentation will become a permanent record in the employee's personnel file.

## Termination of Employment

### Termination

Employees of TRI-STATE STAGING INC are not given tenure. The employee of TRI-STATE STAGING INC may choose to terminate employment at any time.

Employees choosing to terminate their employment with TRI-STATE STAGING INC are required to return all company property to their immediate supervisor before leaving the premises on their final day of employment. Upon receipt of all company owned property, the employee will receive their final paycheck including any earned vacation pay, if applicable. Union Employees shall receive their final paycheck only, as all vacation benefits are paid directly to the Union Trust fund per the Collective bargaining Agreement.

TRI-STATE STAGING INC may terminate employment at any time for any reason. If an employee is terminated for a violation of policy they will be escorted from the premises immediately. Any personal property, plus their final paycheck including any earned vacation pay, if applicable, will be given to the employee upon receipt of all company owned property. Union Employees shall receive their final paycheck only, as all vacation benefits are paid directly to the Union Trust fund per the Collective bargaining Agreement.

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The Management will provide opportunity to all employees leaving TRI-STATE STAGING INC to have an exit interview. Request for exit interviews must be made within reasonable time for the Management to schedule the interview.

TRI-STATE STAGING INC considers personnel files confidential. In response to any request for employment confirmation TRI-STATE STAGING INC will provide the inquirer only with employment dates and positions held.



TRI-STATE STAGING INC

SAFETY  
MANUAL

Effective Date June 20, 2009

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## SAFETY MANUAL

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#### Safety

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# TRI-STATE STAGING, INC.- EMPLOYEE HANDBOOK

## TRI-STATE STAGING INC EMPLOYEE SAFETY MANUAL

The following pages contain information regarding safety issues at TRI-STATE STAGING INC. This safety manual is intended for distribution with the TRI-STATE STAGING INC Employee Handbook.

If you have questions or need assistance reviewing this document, please contact: Don Ogle at (609)217-2303 or Chuck Ogle at (609)217-2304 at any time.

For life threatening emergencies call 911.

For facility emergencies call Don Ogle at (609)217-2303 or Chuck Ogle at (609)217-2304 at any time

### Disclaimer

This safety manual is intended only to outline the safety policies and procedures of TRI-STATE STAGING INC. This manual is not intended to be all-inclusive. TRI-STATE STAGING INC reserves the right to change safety policies and procedures of this manual at any time without notice. It is the responsibility of the employee to stay abreast of all safety policy. TRI-STATE STAGING INC will make every effort to notify employees of any policy changes, additions or deletions. Said changes will immediately become a part of this manual.

# TRI-STATE STAGING, INC.- EMPLOYEE HANDBOOK

## Introduction

### TRI-STATE STAGING INC Management Statement of Safety

Health and safety of every TRI-STATE STAGING INC employee is a primary consideration in every phase of operations. Our policy is to conduct every operation and activity in a responsible manner, avoiding recognized hazards to promote health and safety for employees, customers and vendors by complying with all applicable safety, health and environmental laws and regulations of jurisdictions where we conduct business. The management of TRI-STATE STAGING INC is committed to achieving the goals of this policy and ensuring that our facilities comply. Your participation and compliance with all safety rules and policies will assist in accomplishing our mission for the safety and well being of our entire staff.

### Safety & Accident Prevention Is Everyone's Job

Safety procedures outlined in this manual are considered basic, minimum requirements in helping to provide a healthy, safe work environment. It is not meant to be all-inclusive or cover every possibility. Exercising good judgment, reason and common sense is expected from all employees.

Employees are responsible for adhering to the directions of supervisor and these guidelines. Specific safety issues and environmental requirements vary depending on job duties. Supervisors will inform you of specific hazards as well as safety, health and environmental procedures for specific job duties. If for any reason you do not fully understand your safety-related responsibilities, ask your supervisor or team leader for clarification. All employees have the authority to stop ANY activity if there is a clear threat to health or safety. Violation of any health, safety and environment rules or policies may result in disciplinary action, up to and including termination.

### In Case Of Emergency

In addition to 911 or other emergency contact, immediately contact Don Ogle at (609)217-2303 or Chuck Ogle at (609)217-2304 at any time in the event of any health, safety or environment emergency including, but not limited to, injuries, medical emergencies, accidents, chemical leaks or spills, fire, equipment safety issues or any other situation deemed to be hazardous in any way.

## Safety

### Accident Prevention

Accidents are the result of unsafe conditions, behavior or actions. Accidents can be prevented with a conscious effort to obey all health, safety and environment rules as well as notices and posted safety posters. Employees can reduce the probability of accidents by using common sense.

## TRI-STATE STAGING, INC.- EMPLOYEE HANDBOOK

Some simple ways to reduce accidents include:

- Always wear safety equipment as recommended.
- Be aware of activity around you.
- Walk – never run in the facility.
- Never carry heavy or large items without proper assistance.
- Never use or handle chemicals without proper training.
- Never operate machinery or equipment without proper training.
- On stairs, use handrails and watch your step.
- Keep your work area clean, organized and safe from hazard.

Report all unsafe conditions or activities to Don Ogle at (609)217-2303 or Chuck Ogle at (609)217-2304 at any time.

### Accident Reports

All accidents and near accidents must be reported to the shop steward immediately. Reporting a near accident could help avoid a serious accident in the future. All accidents which result in an injury must be reported immediately to Don Ogle at (609)217-2303 or Chuck Ogle at (609)217-2304 at any time.

Medical treatment outside the work place, for all work-related injuries must be provided by a panel physician. The employee may be responsible for the cost of unauthorized treatment. Failure to properly follow these procedures could compromise benefits of Workers' Compensation.

All reported accidents and near accidents will be investigated to identify risk of future accidents and identify measures required to rectify unsafe conditions. If the accident was caused by the affected party or another employee, appropriate disciplinary actions may be initiated.

Failure to report any accident or near accident may result in disciplinary action, up to and including termination.

### Leave of Absence

The Family and Medical Leave Act (regulated by the Department of Labor), Worker's Compensation and TRI-STATE STAGING INC policies may affect eligibility and length of time off for work-related accidents. See the TRI-STATE STAGING INC Employee Handbook for leave of absence details. If you have questions direct them to Your supervisor.

### Workplace Housekeeping

A clean, organized work area promotes positive health, safety and environment conditions which can help prevent accidents. The following are some of the ways to maintain good housekeeping:

- Store tools, materials and supplies in approved storage areas.
- Keep all walkways, pathways and exits clean and free of hazardous clutter.
- Position cords and cables safely away from traffic.
- Be considerate of fellow employees when using common areas.
- Be the example of a clean work area to those around you.

# TRI-STATE STAGING, INC.- EMPLOYEE HANDBOOK

## Dress Code for Safety

Long hair as well as certain types of clothing, shoes and accessories may impose unsafe conditions in certain areas of the facility. Loose clothing,, long hair, jewelry and hanging accessories may get tangled in machinery and cause injury. Some areas of the plant require safety glasses, hard hats or other personal protection equipment be worn at all times.

Safety requirements may vary throughout the day in some areas, based on work functions being performed. Please adhere strictly to notices and supervisor warnings regarding safe dress policies in specific areas of the facility. Area managers have authority to define safety issues in their area as it relates to safety policy, including dress codes.

If you have questions or concerns contact Don Ogle at (609)217-2303 or Chuck Ogle at (609)217-2304 at any time.

## Personal Protective Equipment (PPE)

In an effort to ensure a safe environment, it may be necessary to require the use of various PPEs when performing certain job functions. The Occupational Safety and Health Administration (OSHA) requires employers to provide protective equipment, (for example, eye, face, hand, feet and head protection) any time an employee encounters the potential of injury. PPEs must be worn as required by management, supervisor and area safety rules. Safety requirements for PPEs are posted within specific areas.

Employees are responsible for cleaning and maintaining provided PPEs. If you require replacement PPEs or have questions about the safety status of your existing PPE, contact Don Ogle at (609)217-2303 or Chuck Ogle at (609)217-2304 at any time.

### PPEs – Eyes & Face

Delicate tissues of the eye, mouth and nose are susceptible to damage from many substances. Dust, liquids, gasses, fumes from solvents and particles can produce serious damage, burns or irritation, including potential permanent damage. In areas of the facility where potential conditions exist, safety glasses, goggles, face shields or safety hoods must be worn.

Safety glasses, with fixed side shields must be worn by anyone entering an area where eye protection is required. Additional face and/or eye protection requirements are posted within specific production, lab and storage areas. No sunglasses allowed in areas posted for safety glasses.

These safety rules apply to workers, employees, office staff, vendors, contractors and visitors.

### PPEs – Feet

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Steel-toe, safety shoes are required in areas of the facility where a potential of foot injuries exists due to any heavy object striking the foot. Fork lift operators, truck drivers, material handlers and machine shop employees and anyone working in production and storage areas must wear safety shoes.

### PPEs – Hands

Gloves or other hand protection may be required if the employees hands are exposed to hazards such as harmful substances, potential chemical burns, cuts or abrasions. When hands are exposed to chemicals such as isopropyl alcohol, solder paste, flux or any other eroding chemicals, employees must wear approved protective latex gloves. When hands are exposed to harsh abrasion, welding sparks, heat, or puncture hazards employees must wear approved protective gloves. Adhere to safety warnings and guidelines from glove manufacturers.

### PPEs – Hard Hats

Hard hats are required in all posted areas of the facility including areas with non-permanent items positioned higher than six feet above floor level, overhead storage or potential falling objects. Maintenance workers, fork lift operators and warehouse employees are required to wear hard hats at all times while performing job functions.

### Chemical Safety

All chemicals, even those generally considered safe, have the potential to be harmful when improperly used, mixed or stored. The OSHA Hazard Communication standard and the “Right-to-Know” laws require that all employees be given detailed information about the hazards of the chemicals they work with and how to store and control them. Chemical containers should also be labeled with the NFPA diamond indicating flammability, health, reactivity hazards and other special hazards.

Our goal is to assure all chemicals used on site are evaluated for harmful components and the information concerning their hazards is provided to employees. Employees will be notified when special hazard classes are conducted.

### Handling Flammable Liquids

Vapors from flammable liquids represent the single most dangerous source of fire in the work place. Employees must be fully aware of the hazard presented by each flammable liquid and take proper safety measures to eliminate the risk of injury. Some of the safety guidelines to follow when dealing with flammable liquids include:

- Avoid contact with the skin.
- Always wear the required PPEs to avoid irritation to the skin and eyes.
- Open flames and smoking are prohibited near flammable liquids.
- Identify all containers with NFPA labels.
- Store flammable liquids in approved safety containers, in good condition.
- Never store flammable liquids in open containers.
- Use only in approved adequately-ventilated areas.
- Mix liquids or chemicals only as specified in approved operating procedures.
- Containers must be grounded and connected to each other when pouring.
- Keep minimal amounts of flammable liquids at your workstation.

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## Compressed Gas Cylinders

Only employees with proper training are allowed to handle compressed gas cylinders. Compressed gas cylinders are safe when used and handled properly, but can be a serious safety hazard when proper care is not observed. Some considerations when handling gas cylinders:

- All cylinders must be properly identified and labeled using DOT labels.
- Cylinders, empty or full must be stored in an upright position.
- All cylinders must be fastened to a secured fixture to avoid being toppled.
- Close valves on all empty or full cylinders when not in use.
- Never attempt to repair cylinders, valves, or safety relief devices.
- Cylinders must not be rolled on their sides, dragged or slid.
- Cylinders should be stored in assigned places away from corrosives.
- Store cylinders in a dry, well ventilated and appropriately marked room.

## Hazardous Waste

Hazardous wastes including chemicals, oils, fuels, solvents, and others are materials that can be harmful to humans or the environment. All hazardous waste must be disposed of properly. See the MSDS for each material for disposal instructions. Never dispose of any chemicals in a drain, toilet or trash receptacles. For questions, assistance or information on the identification, collection and disposal of chemicals and hazardous waste materials contact Don Ogle at (609)217-2303 or Chuck Ogle at (609)217-2304 at any time

## Emergency Evacuation Procedure

Evacuation drills are conducted annually. Upon evacuation alarm sounds, be calm and do the following:

- Immediately stop all work activity.
- Turn off the source of any open flames.
- Close valves on all gas cylinders in use.
- Proceed to the closest exit.
- Calmly walk, do not run or panic.
- Assist anyone needing help to evacuate building
- Do not use elevators, use the stairs.
- Once outside, keep streets clear for emergency vehicles.
- Remain at least 100 feet from the building.
- Re-enter the building only when given the "all clear" by management.

## In Case Of Fire

In the event of a fire, your first responsibility is safely exit the building and call 911. If available, use a fire alarm box. Then notify supervisor of the emergency.

TRI-STATE STAGING INC employees are neither required nor expected to use fire extinguishers and should never put themselves at risk in order to put out a fire. In the event a situation develops where quick action can put out a fire before it spreads, without endangering yourself or others, you may choose to use one of the fire extinguishers located throughout the facility. Do not use water on oil, gas or solvent fires. Consider these basics when using an extinguisher:

- Stand approximately 10 feet away from flames.
- Pull the safety pin at the top of the fire extinguisher.

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- Aim the nozzle at the base of the flames.
- Squeeze the handle sweeping from side to side along the base of the fire.

### Electrical

Only trained and authorized personnel are allowed to work on electrical equipment and wiring. These are employees who are trained and familiar with the construction, operation and hazards of electrical equipment. If you need electrical work or repair performed in your area, contact Don Ogle at (609)217-2303 or Chuck Ogle at (609)217-2304 at any time.

### Machinery Guards & Equipment Safety

Machine guards and other safety devices are provided for your protection. They may only be removed by authorized personnel for purposes of making repairs, cleaning, and lubricating. All guards must be replaced before starting or operating machinery. Guidelines for safety include:

- Obey safety dress code to avoid personal injury.
- Keep hands away from all moving machinery parts.
- Make sure properly functioning safety guards are in position.
- Never attempt to adjust, clear or repair any operating machinery.
- Obey safety signs and wear required PPEs.

### Welding Cutting & Brazing

Only trained and authorized personnel are allowed to engage in welding, brazing and cutting torch activities. These are employees who are trained and familiar with the safe operation and potential hazards of these activities. If you need welding, brazing or cutting work performed in your area, contact Don Ogle at (609)217-2303 or Chuck Ogle at (609)217-2304 at any time.

### Power Hand Tools

Improper use of power tools can result in injury. Before using any power tool, review the safety guidelines as provided by the tool manufacturer. Inspect power cord connections and plugs before connecting power source. Use power tools only for their intended purpose. If you have questions or need assistance or information, contact Don Ogle at (609)217-2303 or Chuck Ogle at (609)217-2304 at any time.

### Ladders

Unsafe or improper use of ladders can cause severe damage, including death. Ladders should be used only by trained personnel where the use of a ladder is part of their job description.

Some safety rules for using ladders include:

- Never use a defective ladder – Inspect before each use.
- All ladders must be fitted with non-slip feet.
- Metal ladders shall not be used to perform electrical repairs or installation.
- Never place a ladder in front of a closed door.

For access to materials, supplies or products which require the use of a ladder, contact Don Ogle at (609)217-2303 or Chuck Ogle at (609)217-2304 at any time.

### Fork Lifts

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Unsafe or improper use of a fork lift can cause severe damage, including death. Fork lifts should be used only by certified fork lift operators.

Some safety rules for using fork lifts include:

- Operators are required to possess a valid certification card.
- Safety shoes, hard hat and safety glasses are required during operation.
- Do not exceed fork lift weight limitations.
- Do not lift loads taller than six feet in height.
- With or without a load, always travel with the forks as low as possible.
- No raising or lowering the forks while the fork lift is in motion.
- Passengers are prohibited from riding on the load or the fork lift at any time.
- Travel in reverse when the load obstructs your forward view.
- Fueling should be done according to manufacturer guidelines.
- Add fuel only at designated locations.
- Use beeper or horn while fork lift is in motion, especially at blind corners.
- Pedestrians always have the right of way.

If you need to access materials, supplies or products which require the use of a fork lift, contact Don Ogle at (609)217-2303 or Chuck Ogle at (609)217-2304 at any time.

### Pallet Jacks

Unsafe or improper use of a fork lift can cause severe damage to people and items in tow on the pallet jack. Before using a pallet jack, seek permission and instruction from your supervisor.

Some safety rules for using pallet jacks include:

- Safety shoes, hard hat and safety glasses are required during operation.
- Do not exceed pallet jack weight limitations.
- Do not lift loads taller than four feet in height.
- Passengers are prohibited from riding on pallet jacks at any time.
- Use caution while the pallet jack is in motion, especially at blind corners.
- Pedestrians always have the right of way.

If you need to access materials, supplies or products which require the use of a pallet jack, contact Don Ogle at (609)217-2303 or Chuck Ogle at (609)217-2304 at any time.

### Material Handling & Lifting

Serious injury can occur when lifting and moving supplies, materials and products. It is recommended that material moving aids such as fork lifts, pallet jacks and carts be used whenever possible.

Some material handling may require manual lifting. Using proper lifting techniques can reduce the potential of back sprains by reducing strain on the back and abdomen. Proper lifting technique is attained by bending at the knees while maintaining a straight back. Lift upward with your legs. Never lift more than you can comfortably handle.

National Institute for Occupational Safety and Health (NIOSH) lifting guidelines, listed below, are recommended when lifting.

- Maintain your feet apart firmly, bend the knees and keep the back straight.
- Get the center of the weight as high above the ground as possible.
- Get the object as close as possible to your body.
- Lift with the arms first, and roll the object over your knee.



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- Stand up with the load, using the legs, thus reducing strain on the back.
- Turn your feet, not your hips or shoulders, if your task requires turning.
- Avoid twisting your back while carrying a load.
- Get help if load is too heavy or too bulky.
- Never lift any material if your back is sore.

For assistance moving or handling materials, supplies or products which exceed your abilities, contact Don Ogle at (609)217-2303 or Chuck Ogle at (609)217-2304 at any time.

### **Safety First**

It is the responsibility of every employee to put safety first while performing job duties at TRI-STATE STAGING INC. If you notice any hazardous conditions or have questions regarding safety issues not covered in this manual immediately contact Don Ogle at (609)217-2303 or Chuck Ogle at (609)217-2304 at any time.

# TRI-STATE STAGING, INC.- EMPLOYEE HANDBOOK

## Acknowledgment

I have read the policies outlined in this safety manual. I understand that while this is not an employment contract I am bound to abide by the policies set herein.

I further understand that TRI-STATE STAGING INC may modify, revise and update this manual at any time. I am also aware that this updating may include additions or deletions.

I also certify that I have had ample time to discuss this handbook and its contents with TRI-STATE STAGING INC representatives and I fully understand the contents.

With this knowledge I accept the policies outlined herein as a condition of employment.

Employee signature \_\_\_\_\_

Date \_\_\_\_\_

TRI-STATE STAGING INC reserves the right to make changes to this handbook for the purpose of modifying, revising and updating company policy and this manual. Notice of changes will be posted on the bulletin boards and become a part of this manual. Violation of any company policy may result in immediate termination.

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