



AK Steel

Butler Works'

**Safety
Health
and
Security
Handbook**

WELCOME

At the Butler Works of AK Steel, Safety, Health, and Security is our first responsibility. We want Safety, Health, and Security to be your first thought. Your supervisor will teach you how to do your job safely. If you do not understand the job or if you feel that it is unsafe, before you act, contact your Supervisor at once with your safety concern. It is your responsibility to read this booklet and know what is in it. Learn the Safety, Health, and Security Rules in your department. If you change jobs, learn the Safety, Health, and Security rules of your job.

June 2002

TO: Butler AK Steel Men and Women

The purpose of this book is to help promote a good Safety, Health, and Security focus among all of the AK Steel - Butler Works' team.

I want you to know that I am sincerely concerned about your safety, the safety of your family; and indeed, safety is the number one priority at this facility.

Having pioneered the safety movement in the steel industry, all of us have learned that tested safe practices, practical mechanical safeguards, adequate personal protective equipment, and safety rules do prevent injuries.

Experience also proves that each individual must establish a personal desire and conviction to act and think safely - to learn and understand fully the safe way to do each and every job assignment.

Reading this book and referring often to its important Safety, Health, and Security instructions will help you prevent injury, protect you, and protect all AK Steel - Butler Works' employees. One person can make a difference! This is most true where safety is concerned. Let all of us work safely for ourselves, but most importantly, for our families.

General Manager - Butler Works

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FOREWORD

Safety is the responsibility of every employee every minute of the day and night whether he or she is at work, at home, or on the highway. Your best safeguard is to train yourself to THINK and PLAN for your own safety and the safety of those working with you. If you plan ahead and think of the safe way to do a job at all times, you will ACT and WORK SAFELY. This is your first duty to yourself, your family, your co-workers, and your company.

The General Safety, Health, Security, and Industrial Hygiene Instructions in this book were developed for one purpose - to protect you and other employees from injury. This handbook does not constitute, and should not be viewed or relied on as, a contract of employment or as a part of your employment contract, nor does it imply that successful completion of an orientation period should be construed as a promise or guarantee of permanent employment. Employees' performances will be continually monitored by the responsible supervisor. Know the safety, health, industrial hygiene, and security rules and follow them. Your cooperation in preventing accidents is an absolute necessity.

Ignorance of safety, health, industrial hygiene, and security instructions or regulations is not an excuse for having an injury or being responsible for the injury of someone else. The memory of

being responsible for the injury of your co-worker is something which will stay with you for a long time.

If you see any condition, behavior, practice, or method of working in your department which looks dangerous, report it to your supervisor immediately. Also, consult your supervisor about the proper procedure if you have any question about your work. Under no circumstances should you take unnecessary risks.

ANY PLANT INJURY AND/OR NON-INJURY INCIDENT, NO MATTER HOW SLIGHT, MUST BE REPORTED TO YOUR SUPERVISOR IMMEDIATELY. YOU MAY FEEL THAT A MINOR PLANT INJURY DOES NOT REQUIRE ATTENTION, BUT DON'T TAKE A CHANCE. IT IS NOT AN OPTION!

If you become ill when at work, do not continue on the job; report to your supervisor immediately.

Read the bulletin boards. We can all profit from the thoughts and experiences of others.

Be alert to the safety of visitors and new employees. Frequently, they do not understand the movement of the materials or the operations of machines; and they may walk or stand in an unsafe place. Do not hesitate to tell them if they are in danger. They will appreciate your concern for their safety.

The rules and instructions contained in this book are supplementary to applicable federal, state, and local laws and regulations. In the event of differences, the higher standard of safety shall apply. In addition to the General Safety and Industrial Hygiene Rules and Instructions, Plant Conduct Rules and Regulations, the General Safety Orders, the Company Policies on Asset Protection, Proprietary Information, Drugs, Alcohol and Other Intoxicants, Vehicle, Package and Locker Inspections, Sexual Harassment, Smoking, and Workplace Violence, local plant management has issued Department Rules, Safety and Health Standard Practices, Job Safety and Health Analyses, General Maintenance Safety Guides, and Standard Security Procedures (which are subject to update and change anytime and for any reason) in an effort to make this a safe and secure place to work.

Rules and mechanical safeguards are not enough to make people safe. You must want to be safe; you must be safety-minded. You must know the rules of safety and security and practice them every day to protect yourself and your co-workers. Failure to do so can only lead to disaster. This is why a violation of any of the rules, orders, or safe practices must be reinforced by appropriate corrective or disciplinary action.

The thing to remember, however, is that your personal safety and security is your most important priority; and know that by observing all

safety and security regulations, you will enjoy your job under safe, secure, and pleasant working conditions.

If you lose this book, another copy may be obtained from your supervisor, the Safety Department, or Employment Office.

- 2) Office building roofs that are designed with edge protection.
2. Roof access points such as ladders or stairways shall display signs stating, "Access to Roof is Prohibited without Department Authorization".

OPERATION AND CARE OF VEHICLES AND MOBILE EQUIPMENT

Operation of vehicles such as cars, trucks, tractors, forklifts, pay loaders, cranes, and other mobile equipment require various degrees of license classifications and training. Those persons who operate company or personal vehicles on company property or on local, state, or federal highways for business purposes must comply with all State and Federal regulations, training, and license requirements. Operators are also required to comply with plant regulations and applicable department safety rules. State Motor Code rules and regulations pertaining to the vehicle itself and operation are also to be adhered to, i.e., seat belt use, inspections, etc.

(Refer to SSP-0060-8, 11, 12, and 22, SHSP-0035-19, SHSP-0035-28, and GMSG 0018, 0052, and 0068.)

testing or charging batteries or jump-starting an engine.

2. Only authorized and trained personnel shall work near lead-acid batteries, either in a vehicle, on a bench, or as part of an electric power source. The manufactures' instructions and all applicable JSHA's must be followed when using any equipment on or around batteries such as battery chargers or testers.
3. Refer to your Department Supervisor for how to properly dispose of the used batteries.

MOBILE CRANE OPERATION

1. Center of Boom point must be directly over the load during all lifts.
2. Outriggers must be fully extended on firm ground, or mats must be used.
3. Slings, Shears, Load Block, and all components must be in good condition.
4. Load Radius and boom length must be in accordance with approved rigging procedures.
5. Crane Charts for capacity are in the crane cabs.

6. Rated Load Capacities, recommended operating speeds, and special hazard warning must be posted on all Mobile Cranes. When making a lift, add a safety factor of 15% or 5 tons (whichever is greater).
7. Mobile Cranes must be inspected by the operator before each use. All deficiencies must be corrected prior to use.
8. All Operators must follow GSO-0035-3 when working near railroad tracks.
9. To Prevent Damage to wire rope, sheaves, load blocks, and/or jib crane attachments, the operator must control the speed of the crane to prevent excessive bounding when traveling to the job site.

RAILROAD EQUIPMENT AND TRACKS

1. **Look, Listen and Yield** before crossing railroad tracks when walking or driving - Radio-Controlled Locomotives (RCL's) have the right-of-way. Cross-tracks inside or outside of buildings at the regular crossing points. Do not step or stand on rails when crossing. They are tripping and slipping hazards.
 - a. Do not go under, over, on, or in a locomotive or other railroad car for any purpose or work on or near any railroad

Help for drug and alcohol problems can be obtained through contacting your Supervisor, Company Doctor, or Employee Assistance Program Coordinator.

(Refer to Drug and Alcohol Policy.)

4. Insubordination, including failure to carry out definite instructions or assignments, is prohibited.
5. Possessing, using, or passing weapons, incendiary devices, or explosives is prohibited.
6. Violations of common decency or morality of the plant or community, including indecency (The Sexual Harassment Policy), disorderly conduct, abusive or threatening language, or conduct, which endangers the safety of others, is prohibited.
7. Willful hampering of production, producing defective work through obvious carelessness or negligence, or concealing defective work (sabotage) is prohibited.
8. Willful damage to, destruction of, defacement of, or neglect of company, customer, contractor, visitor, or another employee's machinery or property is prohibited.

Other types of misconduct will also not be tolerated. Anyone found engaged in any of the following unsafe practices or improper behavior **COULD BE SUBJECT TO DISCIPLINARY ACTION, UP TO AND INCLUDING DISCHARGE.** While not intended to be all-inclusive, outlined are many of those areas of behavior, which are not in the best interest of AK Steel or its employees. Any disciplinary action will, of course, be based on facts and circumstances in each specific case and total record of the employee involved.

1. Violation of any Butler Works safety order.
2. Violation of any Butler Works departmental safety rule.
3. Willful violations of OSHA standards.
4. Leaving the job or work area during or before the end of one's work shift without permission.
5. Not using authorized, designated walkways when entering or leaving the plant. **Do not take shortcuts through other departments when going to or from your locker room.**
6. Not wearing all the protective clothing and equipment prescribed for your job.

7. Using/working on crane runways without the authorization of your supervisor. Only authorized employees are permitted in crane cabs.
8. Tampering with or operating any switch that is locked or any switch which does not concern your job. (*Refer to GSO-0035-1.*)
9. Knowingly harboring infectious disease, which may infect others.
10. Failure to report an incident, injury and/or non-injury, or deliberately giving false testimony in incident investigations or reports. Injuries and incidents, no matter how slight, shall be reported immediately to your supervisor.
11. Smoking or utilizing an open flame in dangerous and posted areas.
12. Horseplay, scuffling, pranks, goosing, wrestling; throwing materials at or near others will not be tolerated.
13. Unauthorized crossing under, over, or between railroad cars.
14. Gambling and/or organizing, operating conducting gambling activities.

15. Careless waste of material, abuse of tools, machinery, or equipment. Be sure to follow published and established safety practices in starting up, operating, and shutting down equipment.
16. Improper operation of motor vehicles.
 - a. Do not drive into or through the plant unless authorized.
 - b. Failure to comply with parking and plant drive-in rules and regulations. (Refer to SSP-0060-8, SHSP-0035-19, SHSP-0035-28, and GMSG 0018.)
17. Infractions of security or proprietary policies and regulations. (Refer to the *Proprietary Information Policy* and the *Standard Security Procedures and Policies*.)
18. Violations of criminal laws.
19. Failure to disclose conflict of interest or violation of business ethics.
20. Sleeping while on duty is prohibited.
21. Unauthorized use of or carrying concealed cameras.

22. Unauthorized selling, soliciting, canvassing, or distribution of goods.
23. Posting unauthorized notices, defacing walls, or tampering with bulletin boards.

ASSET PROTECTION POLICY

A fundamental obligation of every AK Steel employee is safeguarding funds and other property of the Company. While most AK Steel employees discharge this obligation in an exemplary way, unfortunately there remains the possibility of theft or similar violation of trust.

Breaches of honesty, theft or attempted theft of funds or property belonging to the Company is a violation of Company Policy. Property includes, but is not limited to: product, Company funds, tools, office equipment and supplies, spares, gloves, flashlights, stores inventory, repair and construction materials, raw materials, alloys, scrap, slag, lumber, vehicles, fuels, lubricants, wages fraudulently secured, telephone and computer equipment, master keys, janitorial supplies, telephone service, employee health and welfare benefits, proprietary information.

Employees who violate this Policy are subject to disciplinary action up to and including discharge. Employees have an obligation to report all violations

of this Policy to the Plant Protection Department immediately.

All violations of this Policy will be reported to the Internal Auditing Department. Investigations initiated by the Company will be conducted in a legal and ethical manner with consideration for the rights of the employee. It is AK Steel's policy to furnish evidence of any breach of honesty, theft, or attempted theft to local law enforcement authorities, and to cooperate with them in all respects and to urge prosecution. In addition, AK Steel will publicize convictions within the Company as is warranted and will initiate action to recover any and all financial losses.

PROTECTION OF PROPRIETARY INFORMATION POLICY

In AK Steel Inc. Butler Works, certain information, product specifications, processes, procedures, and technical data are considered "proprietary" and are a valuable asset of the corporation. Willful or negligent failure to protect product information, product specifications, process procedures, and technical data is a violation of AK Steel Inc. policy regarding the protection of proprietary information. Any clear infraction of this policy will subject an employee to disciplinary action up to and including discharge depending on the seriousness of the offense.

Receipt for

**AK STEEL SAFETY, HEATH, and
SECURITY HANDBOOK**

In acknowledging receipt of this AK Steel Safety, Health, and Security Handbook presented to me by AK Steel Inc. - Butler Works, I agree to read all Safety, Health, and Security instructions and, to the best of my understanding, do all possible to prevent injury to others and myself.

PRINTED NAME

SIGNATURE

CHECK NO.

I gave the above employee a copy of the AK Steel Inc. - Butler Works' Safety, Health, and Security Handbook. The employee also was personally instructed in the hazards of his or her work.

SUPERVISOR

DEPARTMENT