



OLYMPIC STEEL

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Safety Policy

Olympic Steel's Safety Philosophy is to cultivate an environment where all Olympians feel empowered to act with initiative and purpose in creating a safer workspace. Together, we demonstrate our commitment to safety through:

- Engagement of all Olympians
- Continuing education, training and development of all Olympians
- Open and honest communication
- Embracing continuous improvement
- Measuring performance against recognized industry standards
- Ensuring compliance with applicable regulations

Safety is a Core Value at Olympic Steel ("Olympic Steel" or the "Company"). The Company is committed to providing a workplace free from recognized hazards that have the potential to cause injury, illness, or unsafe working conditions. To this end,

Olympic Steel maintains an active health and safety program that includes

policies and procedures for employee protection and encourages employee involvement

at all levels of the Company. However, Olympic Steel cannot meet its objectives without the cooperation of its employees. Therefore, each employee (1) is responsible for his/her own safety and the safety of others; (2) must play an active role in maintaining a safe work environment—including a proactive approach toward injury and illness **prevention**, as well as active participation in health and safety **education** and training programs; and (3) must report any concern or potential health or safety concern to a manager or supervisor in accordance with this policy.

Olympic Steel's policy is to address all reported concerns in a timely and proactive manner. Again, cooperation is critical to the success of this program, not only between supervisors and their subordinates, but also between co-workers.

Visitor and Vendor Safety Procedures

All visitors and vendors are required to follow location specific safety procedures upon entering office or production areas. This includes completing sign-in sheets, obtaining a visitor badge and wearing the personal protective equipment required for areas visited (e.g., safety glasses and steel-toe shoes). Olympic Steel reserves the right to deny access to visitors and vendors for safety reasons. Contact your division's appointed Safety Professional for details.

Personal Protective Equipment (“PPE”) Program

All production employees and administrative employees visiting the production floor are required to wear long pants, protective footwear and protective eyewear at all times and in all locations of the warehouse. As part of the PPE Program, the Company provides work boot reimbursements and makes available a prescription safety glasses program. For specific details on the program, contact your division’s appointed Safety Professional or Regional Human Resources Manager. Division management reserves the right to require head PPE (hard hats or bump caps) depending upon the process or physical surroundings.

In certain circumstances, additional PPE may be required for health and safety reasons not necessarily related to an employee’s work-specific role.

Reporting of Accidents, Injuries or Serious Illness

- **Reporting is Mandatory:** Employees are required to immediately report **all** accidents, injuries, illness and near misses to a Supervisor or Manager. Where the illness or injury is **serious**, 911 should be called immediately and then the Operations Manager, General Manager or Vice President and/or senior supervisor covering the shift should also be notified.
- **Report Must Be in Writing:** A written report (i.e. the “First Report of Injury” or “FROI”) is **always** required for any work-related illness or injury, regardless of the extent, and it must be completed as soon as reasonably possible, **within 8 hours after becoming aware** of the injury. Failure to timely complete and submit the FROI can result in denial or reduction of workers’ compensation benefits in many states.
- **Discipline for Failure to Report:** The failure to report an accident, injury or damage incident in a timely manner in accordance with this policy will result in disciplinary action, as will the filing of *false* reports. Supervisors should refer to the Incident Investigation Program (“IIP”) Guidelines for specific reporting and notification requirements.
- **Seeking Medical Treatment:**
 - As noted, 911 should be called in cases of **serious** illness or injury.
 - In cases of **minor** injury or illness, use of our 3rd party 24/7/365 Nurse Triage system should be used.
 - If an employee refuses medical treatment altogether, s/he must sign a refusal agreement letter.
 - As a general rule, where an employee is unable to complete his/her scheduled shift as a result of a work-related injury or illness, that employee is required to seek immediate medical attention unless s/he signs a refusal agreement letter.
 - In the case of a visitor experiencing a serious or unknown illness or injury, 911 should be called and the visitor will be transported to the nearest medical facility for treatment and a contact from the visitor’s company must be notified.

- **Reasonable Suspicion Drug and Alcohol Testing:** Olympic Steel has a reasonable suspicion drug and alcohol testing program. For all cases where an employee exhibits signs/symptoms of impairment, a 10-panel drug/alcohol test will be required, in accordance with Olympic Steel's Drug and Alcohol Policy. Olympic Steel maintains a state law compliant Drug and Alcohol Policy at each of its employee workplace locations.
- **Doctor Release Required:** Any employee missing one (1) or more days of work due to an injury, whether work-related or not, is required to provide a written doctor's release to return to work (aka fitness for duty report). This requirement does not apply when an employee uses a paid sick day, unless the absence is for more than three consecutive workdays.

Emergency Procedures

Olympic Steel maintains updated emergency response procedures required by OSHA and EPA conducts related emergency training regularly. All employees must be alert and aware during emergency training, because each employee is required to have personal knowledge of emergency procedures and evacuation plans in the event of a fire, chemical spill, severe weather, medical or other emergency situation.

Olympic Steel provides an **emergency hotline** that employees may call to obtain information during a severe weather, natural disaster, power outage or other emergency situation. The hotline may be accessed by calling **(216) 682-4000** or toll free at **(888) 362-2816**.

Authorized Work Activities and Restricted Areas

Due to inherent safety hazards, only trained and authorized employees are allowed to operate Olympic Steel machinery and equipment. In addition, the areas near moving production equipment are restricted to only those employees trained and authorized operators of the equipment. Visitors are NEVER allowed to operation equipment at any facility.

Additionally, employees may only use authorized tools, materials and equipment on the job in accordance with their work instructions or standard work requirements. Possessing or using unauthorized tools for any reason while on Olympic Steel property may result in disciplinary action, up to and including termination.

Medical Surveillance

In accordance with Federal Law, OSHA, Life Codes or ANSI standards, certain positions may require an employee to submit to medical surveillance to qualify to operate equipment or to monitor their progressive health (e.g., annual hearing audiograms, pulmonary evaluation for jobs requiring use of respirators, baseline eye examinations for laser operators, etc.).

General Administration/Reporting of Hazards and Violations

Employees are encouraged to discuss all safety questions or concerns with the division-appointed Safety Professional, the Operations Manager or the senior leader on the shift. Any potential safety hazard or violation must be reported immediately to the lead shift Supervisor, local Safety Professional, General Manager or the Regional HR Manager.

If at any time an employee feels a safety concern is not being adequately addressed, the employee should call the Corporate Human Resources Help Desk or a member of the Executive Leadership Team per Olympic Steel's Open Door Policy.