CHARTER STEEL

A Division of
Charter Manufacturing Company, Inc.

To: All On-Site Contract Service Providers

Subject: Contractor Qualification and Approval

Safety is one of Charter Steel's Core Values. We operate in a way that values the lives, health and safety of our employees, contractors & visitors. As an integral part of our contractor safety program, Charter Steel requires that all Contractors and their respective Subcontractors be qualified and approved. This process provides us with a high level overview of your safety and health programs related to work completed at our facilities.

In that you are a prospective, current, or past contractor for Charter Steel, please take the time now to fill out the attached form to become safety qualified pursuant to Charter Steel's safety criterion. Compliance with this requirement is mandatory for all Charter Steel contractors.

Thoroughly review all portions of the Charter Steel Contractor Qualification Process. Tier 1 contractors must submit completed questionnaire (pages 2 through 5) with all required attached documentation. All contractors must sign page 16, within ten (10) working days to your Charter Steel representative.

Please ensure all information submitted is accurate and complete. Your submitted information will be reviewed by Charter Steel safety personnel, and feedback will be given as to your assessed health and safety status. We may request additional documentation or details concerning your submitted information.

All contractors are required to meet minimum standards to remain approved for contract work. If your company fails to meet our minimum requirements, we will notify you of specific areas where criteria have not been met and work with you to identify potential actions to close any gaps.

Thank you for your cooperation.

Contractor Safety Qualification Questionnaire

The Safety Qualification Questionnaire (pages 3-5 of this form) is required of our Tier I contractors.

Tier I contractors are defined as those engaged in activities which place contracted employees in direct contact with buildings and grounds, the manufacturing process or a piece of equipment. Examples may include:

- Construction, renovation, expansion, or demolition of facilities or grounds
- Mill cleaning services
- Installation, repair, maintenance, or retrofit of mechanical/electrical equipment
- Calibration of process/production equipment, consulting, engineering that places contracted employees in direct contact with equipment.

Tier II contractor are defined as those who perform support activities that do not place persons in direct contact with any manufacturing process or equipment. Tier II contractors may have unescorted access to specific plant production areas.

- Non process/production equipment calibration work
- Consulting/engineering services (on the floor temporary contracted work)
- Landscaping
- Delivery services (uniforms, vending, stockers, parts, etc.)

Omitting or reporting false information on this questionnaire could result in disqualification as an approved vendor or removal from the approved vendor list.
Charter Steel reserves the right to conduct audits or request supplemental information related to the information submitted with this questionnaire to clarify statements or for verification.

Company Information

Company Name: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Authorized Company Officer or Representative

Name: _____ Title: _____

Telephone Number: _____ Email Address: _____

Contractor Safety Representative

Name: _____ Title: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Telephone Number: _____ Email Address: _____

Contractor Emergency Contact

Name: _____ Telephone Number: _____

This questionnaire must be completed in full and accompanied by all requested documents for Charter Steel review prior to any consideration being given. If you need additional space, please attach notes as necessary.

Safety Performance Indicators

1. ***A. Experience Modification Rate (EMR)*** – Provide your worker's compensation EMR for the previous three calendar years. Your EMR should be obtained from your insurance provider.

	Yr - 20_____	**Yr -** 20_____	**Yr -** 20_____
Experience Modification Rate	_____	_____	_____

B. Is your company self-insured? Yes _____ No _____

2. ***OSHA Citations*** – List the number of upheld OSHA citations received in the previous three calendar years along with an explanation of the nature of the citations.

	Yr - 20_____	**Yr -** 20_____	**Yr -** 20_____
A. Serious Violations	_____	_____	_____
B. Willful Violations	_____	_____	_____

C. If citations are listed, provide a brief description and corrective actions taken below:

3. ***Safety Performance*** – Using the three most recent year's OSHA 300 log, provide the following:

A. Does your company employ more than ten people? Yes _____ No _____

B. What is your Industrial Classification Code (SIC/NAICS): _____

	Yr - 20_____	**Yr -** 20_____	**Yr -** 20_____
C. Hours Worked	_____	_____	_____
D. OSHA Recordable Rate	_____	_____	_____
E. OSHA Lost Time Rate	_____	_____	_____
F. Total Days Away	_____	_____	_____
G. Number of Fatalities	_____	_____	_____

Safety Programs

1. Do your work crews conduct daily pre-work job briefings before the beginning of each shift or job? Yes _____ No _____

2. Do you conduct documented inspections on operating equipment (e.g. cranes, forklifts, etc.)? Yes _____ No _____

3. Do you conduct documented safety meetings for your employees? Yes _____ No _____

4. Does your company have an incident reporting, investigation and corrective action program? Yes _____ No _____

5. Does your company have a written safety management program? (**IF YES, SUBMIT A COPY**) Yes _____ No _____

   Does your company have the following written compliance programs?

   a. Confined Space Yes _____ No _____
   b. Fall Protection/Prevention Yes _____ No _____
   c. Lockout/Tagout Yes _____ No _____
   d. Excavation Yes _____ No _____
   e. Mobile Equipment (e.g. forklift) Yes _____ No _____
   f. Elevated Equipment (e.g. scissor lift, boom lift) Yes _____ No _____
   g. Material Handling Equipment (e.g. crane, loader, excavator operation) Yes _____ No _____

6. Does your company have a substance abuse screening program? (**IF YES, SUBMIT A COPY**) Yes _____ No _____

   If yes, does your program include:

   a. Pre-hire screening? Yes _____ No _____
   b. Reasonable suspicion screening? Yes _____ No _____
   c. Random screening? Yes _____ No _____

Note: it is a Charter Steel requirement that companies have and maintain a substance abuse screening program including pre-employment and reasonable suspicion screening to become safety qualified.

Safety Training and Certification

1. Have any of your employees completed OSHA 500 or OSHA 501 training? Yes _____ No _____

   If yes, provide comments regarding who and frequency below:

2. Have any of your employees completed OSHA 10-hour OSHA 30-hour training? Yes _____ No _____

   If yes, provide comments regarding who and frequency below:

3. Does your company document employee certifications for specific trades, equipment, or job functions (e.g. crane operation, CDL, welding, etc.)? Yes _____ No _____

   If yes, identify the certifications below:

4. Does your company provide the following training?

   a. Confined Space Yes _____ No _____
   b. Fall Protection/Prevention Yes _____ No _____
   c. Lockout/Tagout Yes _____ No _____
   d. Excavation Yes _____ No _____
   e. Mobile Equipment (e.g. forklift) Yes _____ No _____
   f. Elevated Equipment (e.g. scissor lift, boom lift) Yes _____ No _____
   g. Material Handling Equipment (e.g. crane operation) Yes _____ No _____

5. What other safety training do you provide to your employees which is applicable to the job you will be performing (e.g. hazard communication, respiratory protection, personal protective equipment, etc.)?

   Identify the types and frequency of the training provided:

Contractor Safety - Environmental – Energy Qualification Packet

The intent of this document is to ensure that all personnel (Charter Steel and Contractor) work together in a safe and environmentally friendly manner. This packet is meant to give a general understanding of Charter Steel rules, policies, and programs. It is not all inclusive of the Charter Steel, Federal, State, or local laws, rules, or regulations. Questions about Charter Steel rules, policies, or procedures may be directed to the applicable person (see section IX Contact Information).

I. EHS POLICY AND PRINCIPLES

ENVIRONMENTAL, HEALTH, AND SAFETY POLICY

- Charter Steel is committed to a culture of safety and environmental excellence.
- We operate in a way that values the lives, health and safety of our employees, contractors & visitors.
- We protect the environment of the communities in which we live and work.
- We have an unyielding commitment to this standard.

ENVIRONMENTAL, HEALTH AND SAFETY PRINCIPLES

- We manage risks to ensure the value of human life, the safety of our employees and the prevention of pollution.
- We comply with all applicable laws, regulations and other requirements and hold ourselves to a higher standard.
- We each have a personal responsibility for safety and protecting the environment. We work together every day and hold each other accountable.
- We continuously improve our environmental, health and safety systems and processes in the pursuit of an injury-free workplace.
- We work to ensure the success, safety and wellbeing of our communities.
- We are open and transparent in our communications regarding environmental, health and safety performance. We strive to be consistent and clear in our expectations and our objectives.
- We support environmental preservation and the sustainable success of our business and reflect these priorities in our decision-making process.

II. CONTRACTOR/VENDOR POLICY

Contractors performing work on Charter Steel premises assume complete responsibility for the safe and environmentally responsible performance of such work. As a contractor of Charter Steel you shall agree to and comply with the following:

- The contractor is responsible for its employees, its subcontractors, and any other person who enters upon Charter Steel premises for reasons relating to work performed during the term of the work
- Ensuring contractor employees have the required qualifications, training, experience and certificates of competency required for the job. Contractors shall not perform any work in which they are not qualified to do
- With respect to all work performed by and involving contractors and their responsible parties the contractor shall take all reasonable measures and precautions at all times to prevent injuries to or death to those parties.

- The contractor shall comply with all applicable laws, regulations or other requirements from approval, regulatory, or enforcement agencies, such as, but not limited to: OSHA, NFPA, DOT and state and local government authorities
- The contractor shall comply with all Charter Steel safety and environmental procedures, policies, permits, and rules; Charter Steel specific requirements that exceed federal or state regulatory requirements are identified in red font
- Before entering any operating department to perform work the contractor shall obtain permission from their Charter Steel representative. This requirement does not include contractor employees regularly assigned to work on a continuous basis. However, this exception does apply to work the contractor is unfamiliar with.
- Report any incident (any size fire, any type of injury, any near misses, any spills, any property damage) to the Charter Steel representative, a Charter Steel supervisor, or the Charter Steel Safety Department as soon as possible
- Report all conditions that do not comply with Charter Steel, Federal, State, and local laws, rules, and regulations to the Charter Steel representative
- Declaration and Supervision of all sub-contractors and sub-contracted work
- Communication on a regular basis with the Charter Steel Procurement Team, Service Managers, Project Manager, or Designated Site Contact
- Contractors shall inform Charter Steel before bringing in any hazardous chemicals
- The contractor agrees to keep assigned work areas in a neat and orderly fashion
- For all new work or changes in the scope of work, the contractor shall meet with their Charter Steel representative to review the Safety and Environmental aspects of the work

Failure to comply with the above requirements or a violation of Safety and/or Environmental rules may result in the termination of the contract.

III. GENERAL REQUIREMENTS

Incident Reporting

Contractors must report any incident that occurs to their Charter Steel representative immediately. The Charter Steel representative will follow up appropriately. These incidents may include:

- Injury/Illness
- Property Damage
- Near Miss
- Chemical or Petroleum Product Spill
- Discharge to Storm Water
- Air Emission

If an accident/incident report is created by the contractor, the contractor shall provide a copy of that report to the Charter Steel Safety or Environmental Department within 48 hrs.

Housekeeping
The contractor shall keep their work area(s) neat and orderly especially in walkways and working surfaces, and exits and escape routes. Contractors shall not discard any debris, trash or other items in a location not meant for the material. Questions regarding waste management should be directed to the Environmental Department. Tools, hoses, and other equipment shall be kept in a neat manner to prevent creating trip hazards. Spilled liquids and other materials shall be cleaned up to prevent slip hazards.

Signs, Signals, and Barricades
Where potential hazards exist, contractor personnel will post and maintain signs, warnings, barricades, or flagmen to detour passage of personnel or vehicles.

Job Site Inspections
The Contractor must monitor safety and environmental frequently and make daily inspections of the job site to correct any deficiencies found in unsafe conditions or behaviors. Jobs expected to last longer than two (2) weeks will require that written proof of weekly inspections are being conducted. A written form of the contractor's choosing shall be provided to their Charter Steel representative on a weekly basis.

Training Documentation
Contractor has the responsibility for ensuring that all operators receive appropriate training to perform the job for which they are contracted for. Documentation of any and all training must be provided to Charter Steel upon request. This must be made available for each employee that is onsite and should include the extent of the training.

IV. SAFETY MANAGEMENT SYSTEM

INTRODUCTION
Charter Steel has developed a Safety Management System (SMS) in accordance with OHSAS 18001 requirements. An important part of the SMS relates to the communication of safety requirements to suppliers and contractors who are required to comply with Charter Steel's policies and procedures.

Risk Assessment, Hazard Identification and Determining Controls:
Task risk assessments have been performed to determine the appropriate controls for the jobs you will be doing, these will be reviewed during your pre-project checklist or communicated by your Charter Steel Representative.

Legal & Other Requirements:
Charter Steel suppliers and contractors are required to comply with all applicable laws, regulations or other requirements from approval, regulatory, or enforcement agencies, such as, but not limited to: OSHA, NFPA, DOT and state and local government authorities. Suppliers are also responsible for obtaining all required permits, licenses or other clearances related to their work at Charter Steel. Suppliers or contractors will make available upon request, copies of applicable permits, licenses, identifications and conformance and performance reports to confirm the supplier's competence, capabilities and compliance.

GENERAL SAFETY REQUIREMENTS

Emergency Information

Contractors must react to all alarms, evacuation calls, and other emergency situations in a serious and timely manner. The contractor contact shall keep track of their employees and give the status of their employees to the Charter Steel representative in the event of an emergency. Any emergency situations or emergency incidents must be reported to the Charter Steel representative immediately. In the event of an emergency the contractor should call the appropriate authorities:

- 911 or 6262 – Outside Emergency personnel (Saukville)
- 9-911 or 8429 – Outside Emergency personnel (Cleveland)
- 9-911 - Outside Emergency personnel (Fostoria)
- Charter Steel Contact as outlined in Section IX – Contact Information

Contractors are responsible for providing medical and first aid services for their employees.

Personal Protective Equipment (PPE)

All required personal protective equipment will be provided by the contractor unless otherwise noted. Contractors shall comply with all personal protective equipment requirements.

1. Basic PPE requirements while inside manufacturing plants are:
    1. Safety glasses with side shields
    2. Steel toe shoes (ANSI or CSA approved)
    3. Hard hat
    4. Long sleeves and pants

2. Hearing Protection is required:
    1. Operating days in Saukville Melting/Rolling
    2. At all times in Cleveland Rolling
    3. At all times in Saukville Processing and Cleveland Melting
    4. Not required in Shipping and Warehouse in Fostoria

3. Fire Retardant clothing is required in the Melt Shop on operating days. See your Charter Steel representative for specific requirements.

ANSI Class 2 Hi-Vis Clothing is required in all Designated Areas.

Other forms of PPE may be required depending on the job or the area of Charter Steel (i.e. Monitor required areas, face shield is required when welding/grinding, etc.). Questions on PPE requirements may be directed toward your Charter Steel representative.

For work conducted outdoors or within a designated construction area, Hi-Vis clothing, steel toe shoes (ANSI or CSA approved), and safety glasses will be worn at all times. Short sleeves are allowed outdoors.

Stairways and Egress Points
Stairways, walkways, and other forms of egress points must not be blocked or made unusable without permission. All egress points shall be kept clear and in safe condition unless authorized to do so by your Charter Steel representative.

Alarms/Hazard Prevention Systems
Alarms/Hazard prevention systems (such as a fire alarm or a sprinkler system) shall not be disengaged without the knowledge and approval of your Charter Steel representative. Special precautions must be taken when deactivating such systems.

Tools (Powered or Non-Powered) and Equipment
Tools and equipment must be maintained in good working condition. Designated safety features on tools or equipment must be in good working order and must not be tampered with. Operators of the tools or equipment must be knowledgeable about the tools or equipment and their limitations and restrictions (Example: using gas powered tools or welding in a confined space, using extension cord rated for its load, etc.). Extension cords must be of the three-wire type and in good working condition.

SPECIFIC SAFETY REQUIREMENTS

Lockout/Tagout (Energized Work)
Contractors shall have a Lockout/Tagout program implemented for their employees that complies with the OSHA standard (29 CFR 1910.147). Lockout/Tagout procedures have been made for equipment throughout Charter Steel. Lockout/Tagout procedures are available through your Charter Steel representative.

Any Energized work shall comply with NFPA 70E and OSHA CFR 1910.300 series Subpart S-Electrical and shall be done only by qualified individuals.

Fall Protection
The use of fall protection is necessary for certain operations and under certain conditions. Charter Steel expects that contractors can identify when the use of fall protection is necessary. Situations where Charter Steel requires fall protection to be worn include but are not limited to:

1. Mobile Working Platforms
    a. Bucket Truck, Scissor Lift, JLG, Power Activated Boom Lift, etc.
    b. Must wear personal fall protection properly anchored to a designated anchor point when using, traveling on, or working from these or similar mobile working platforms.
2. Performing work in or around Indoor/Outdoor Manufacturing Areas
    a. When exposure to a FREE FALL HAZARD is not prevented by the use of permanent or temporary guarded scaffolds or platforms at height of four (4) feet or greater and all other unguarded work locations exposures exceeding four (4) feet.

3. Construction, Excavation, or Roof Work
    a. Contractors are expected to identify when the use of fall protection is required, using a task based risk assessment strategy as outlined throughout applicable OSHA construction standards.

When fall protection is required, Charter Steel requires contractors to use Self-Retracting Lifelines (SRL) in lieu of static length shock-absorbing lanyards on site. Static length shock-absorbing lanyards may only be used with engineered systems and with prior approval from the Charter Steel Safety Department.

100% tie-off is required when traversing from a mobile work platform to another working surface. This may require the use of a dual SRL.

Ladders and Scaffolds
All ladders and scaffolds must be inspected prior to use and be in good working order. Ladders are to be used as intended (e.g. A-frame ladders shall not be used leaning up against a structure). All scaffolding set up must be completed by a competent person.

Compressed Air and Air Blow-off Nozzles
Compressed air for cleaning must not exceed 30psi, and is never to be used for cleaning people. All air blow-off nozzles must comply with OSHA requirements and must not be of the "dead end" type.

Confined Space
Charter Steel has identified and marked its permit required confined spaces. The proper precautions must be made before these confined spaces are entered. Before entering a confined space contractors should contact their Charter Steel representative. A permit is required prior to entry into any confined space. Charter Steel confined space permits will be used for reference only, the contractor must use their own permit system.

If a Confined Space must be entered by a contractor, all contractor employees involved in the entry shall be trained in Confined Space entry by the contractor. Contractor employees must be aware of the hazards of confined spaces and how to eliminate those hazards.

Confined Space entries must comply with the OSHA standard 29 CFR 1910.146.

Mobile Equipment
Mobile equipment is found throughout Charter Steel in many different forms (Forklift, Cranes, Lifts, etc.). Charter Steel expects that contractors communicate their presence with mobile equipment operators in the area. Charter Steel furthermore expects that contractors only use mobile equipment that they are trained and knowledgeable on.

Special procedures have been developed at Charter Steel to assist with safe and timely operations (ex. Crane Interference Permit). These special procedures and precautions will be conveyed to contractors through Charter Steel representatives.

Cranes and Rigging
Cranes brought on site may only be operated by licensed and authorized operators. Contractor must be able to prove that the operator is licensed upon request. All slings, chains, and hoisting/tensioning devices must have load rating tags, and must be inspected prior to use.

Hazard Communication
The use of any hazardous materials must be approved through Charter Steel. Safety Data Sheets (SDSs) must be given to the Charter Steel representative and if necessary approved through the Safety and Environmental Departments before the material is brought onsite.

Charter Steel expects all of the containers used by contractors to be properly labeled. Contractors may get labels from their Charter Steel representative if necessary.

Contractors have access to the Safety Data Sheets for any hazardous material that they may come into contact with. To access a SDS, a contractor may ask their Charter Steel representative or retain a SDS through CharterNet (refer to section VIII).

Hot Work
Contractors working in or on the premises are required to follow hot work guidelines as set by Charter Steel in accordance with OSHA regulations along with guidelines set by their company. Where hot work is required, contact your Charter Steel representative for specific requirements which are detailed in the written hot work program.

Respirator Use
It is the responsibility of the contracting company to ensure the proper administration of a respirator program. Questions regarding Occupational Exposure Limits should be directed to your Charter Steel representative or the Safety Department.

Radiation
Contractors must notify Safety and/or Environmental Department if

- A contractor is going to use non-destructive testing (NDT) in the form of industrial radiography (x-ray).
- A contractor has had medical treatment using radioactive tracer elements; e.g., Barium tracer within a week of being onsite.
- A contractor is bringing any radioactive source onsite (such as analytical or measuring instruments).

Special Requirements
There are special requirements throughout the Charter Steel facility that will be conveyed to contractors through Charter Steel representatives. These requirements will vary and may include but are not limited to:

- Specific personal protective equipment for certain areas
- Specific personal protective equipment for certain jobs/tasks
- Housekeeping requirements for certain areas
- Contractors shall check in daily as required by their Charter Steel Project Manager

V. ENVIRONMENTAL MANAGEMENT SYSTEM

INTRODUCTION
Charter Steel has developed an Environmental Management System (EMS) in accordance with ISO14001 requirements. An important part of the EMS relates to the communication of environmental requirements to suppliers and contractors who are required to comply with Charter Steel's policies and procedures.

Environmental Aspects & Impacts
Charter Steel maintains lists of activities that have the potential to interact with the environment. An environmental impact is any change to the environment, whether adverse or beneficial, resulting from these activities. Suppliers are responsible for understanding the potential impact of their activities on the environment and for taking steps to minimize the potential for adverse environmental impact.

Legal & Other Requirements
Charter Steel suppliers and contractors are required to comply with all applicable laws, regulations or other requirements from approval, regulatory, or enforcement agencies, such as, but not limited to: EPA, OSHA, DOT and state and local government authorities. Suppliers are also responsible for obtaining all required permits, licenses or other clearances related to their work at Charter Steel. Suppliers or contractors will make available upon request, copies of applicable permits, licenses, identifications and conformance and performance reports to confirm the supplier's competence, capabilities and compliance.

Objectives & Targets
Charter Steel maintains a list of environmental objectives & targets which are overall environmental goals and performance requirements needed to meet those goals. Charter Steel is responsible for communicating these goals to suppliers whose activities may impact the accomplishment of any of the objectives and targets.

GENERAL ENVIRONMENTAL REQUIREMENTS

Emergency Preparedness
Charter Steel maintains an Emergency Action Plan that addresses various emergency response situations including those which can have adverse environmental impacts. Suppliers and contractors are responsible for complying with the Emergency Action Plan during an emergency situation. Suppliers and contractors are responsible for material spill response involving their equipment or the execution of their contracted services. Suppliers and contractors should contact the nearest Charter Steel personnel and the Charter Steel Shift Manager during an emergency situation for assistance in complying with the Emergency Action Plan.

SPECIFIC ENVIRONMENTAL REQUIREMENTS

Solid Waste Handling
Contractors and suppliers are responsible for the proper handling of solid waste generated during the execution of their contracted services. Contractors should not place any type of waste including, but not limited to: general trash, liquid waste, solvent or paint waste, into Charter Steel's dumpsters without prior approval from the Charter Steel Environmental Department or the Project Manager.

Stormwater Pollution Prevention
Contractors are responsible for keeping their work areas clean and orderly. Cleanup of any spills must occur promptly. Cover any materials which may be washed away by rain. Maintain vehicles to eliminate drips or leaks. Never dump or pour anything into a storm or sanitary sewer without prior approval from the Charter Steel Environmental Department.

Air Pollution Prevention
Open burning is prohibited. Internal combustion powered vehicles should be kept in proper operating condition. Exceeding posted speed limits is prohibited. Dust control may be required for certain types of work.

Wastewater Discharge
Never flush any materials to the sanitary or storm sewer systems without prior authorization from the Charter Steel Environmental Department. Doing so could result in a potential violation of discharge permits and sewer ordinances, potentially dangerous situations, upsets at affected Municipal Wastewater Treatment Plants or impact to Waters of the State.

Emergency shower and/or eyewash equipment shall be installed where contact with corrosive or otherwise injurious materials could cause irreversible eye damage or bodily injury. The need for emergency showers or eyewash stations is based on the properties of the chemicals that are used and the tasks being completed in the workplace. To determine which materials may be a concern, a facility assessment must be completed. This will consist of two parts; identification of hazards and determination of exposure.

Spill Prevention Countermeasures and Control (SPCC)
Charter Steel has an SPCC Plan. If containers containing 55 gallons or more (not attached to a piece of mobile equipment) of petroleum products are brought on site, secondary containment for those containers and/or spill response equipment must be brought on site. Notify the Environmental Department of any petroleum containers 55 gallons or larger.

VI. ENERGY MANAGEMENT SYSTEM

INTRODUCTION
Charter Steel commits to uphold sustainability and manage our energy use to ensure efficient consumption of natural resources. To improve our efficiency, Charter Steel has developed an Energy Management System (EnMS) in accordance with ISO 50001 requirements. An important part of the EnMS relates to the communication of energy efficiency to suppliers and contractors who are required to comply with Charter Steel's policies and procedures. These requirements include understanding the benefits of improved energy performance and contractors potential impact on energy use.

Objectives & Targets
Charter Steel maintains a list of energy efficiency objectives and targets which have been determined to meet and support overall goals. Charter Steel is responsible for communicating these goals to suppliers whose activities may impact the accomplishment of any of the objectives and targets.

Legal & Other Requirements
Charter Steel suppliers and contractors are required to comply with all applicable laws and regulations. Suppliers and contractors will make available upon request copies of applicable conformance and performance reports to confirm the suppliers competence, capabilities and compliance.

Awareness

Contractors and suppliers should be aware of their potential impact on energy use and consumption. Any suggestions and improvements may be made by contacting the energy manager or e-mailing green@chartersteel.com

VII. EQUIPMENT CALIBRATION

Any equipment that may require calibration or maintenance records must be kept up to date. The records must also be provided to Charter Steel upon request.

VIII. CONTRACTOR PRE-PROJECT CHECKLIST

The Charter Steel Representative shall review and check off the Contractor Pre-Project Checklist with the contractor representative prior to beginning work. The contractor is responsible for all workers that are onsite. The contractor pre-project checklist must be maintained at the jobsite each day.

- Single Day Jobs – One checklist is completed at the beginning of the work

- Multiple Day Jobs – If work covers the same activities and hazards remain the same, one checklist at the start of the job is acceptable. If different activities are performed involving different hazards, a checklist must be completed each day.

IX. INSURANCE

Contractors shall carry insurance and provide certificates of insurance confirming compliance with the required minimum limits as identified on the Supplying To Charter website (https://www.chartersteel.com/contact-us/supplying-to-charter/insurance-requirements).

I. CONTACT INFORMTION

Contact information specific to the contracted work will be provided by the Charter Representative.

Charter Steel

Director of Safety - Steel	Office: 216-429-7640
Division Safety Engineer	Office: 262-268-2319
Division Environmental Engineer	Office: 262-268-2451
Regional Safety Manager	Office: 262.468.6272

Charter Steel - Saukville

Safety Coordinator	Office: 262-268-2936
Safety Coordinator	Office: 262-268-2941
Environmental Manager	Office: 262-268-2969
Environmental Specialist	Office: 262-268-2335

Charter Steel – Cleveland/Fostoria

Safety Engineer	Office: 216-429-7686
Safety Engineer	Office: 216-429-8848
Safety Specialist	Office: 216-271-8317
Safety Coordinator	Office: 216-271-8432
Environmental Manager	Office: 216-271-8344
Environmental Engineer	Office: 216-271-8465

II. CONSEQUENCES OF NONCONFORMITY

Failure to comply with Charter Steel requirements may cause injury to Charter employees, visitors, and other contractors working onsite. Consequences of departure from these requirements may also result in fines, negative press and dismissal of contract.

III. CERTIFICATION

I certify that I have read and understand the policies and procedures of Charter Steel's Environmental Health and Safety System and agree to follow it at all times during the project. I have reviewed these policies and procedures with those employees and representatives of my company who may be required to visit a Charter Steel facility.

I further certify and represent that I am an authorized officer or representative of the Contractor, and am authorized to execute and deliver this document to Charter Steel and bind the Contractor to the obligations described herein.

Signature: _____ **Date:** _____

Printed Name: _____ **Title:** _____

Company: _____

CHARTER STEEL

TIER II CONTRACTORS

EHS GUIDELINES

WHO IS A TIER II CONTRACTOR? Support activities that do not place people in direct contact with manufacturing processes or equipment. Tier II contractors may have unescorted access to plant production areas once familiar with surroundings and hazards. **Examples:** Some examples include calibration services, landscaping, uniform deliveries, stockers, and consulting/engineering work on the floor.

GENERAL SITE EHS REQUIREMENTS

MEDICAL DEVICES | PHYSICAL LIMITATIONS
Electromagnetic fields from some equipment may impact implanted/wearable medical devices (e.g., pacemakers). Elevated walkways may also affect individuals with fear of heights or physical limitations. **Before entering production areas**, notify your Charter Steel contact if a device or condition may be affected by the environment or could affect safe access.

CONTRATOR EHS ORIENTATION
Contractors entering production areas unescorted must view the Contractor Safety Orientation video annually. The training covers site-specific hazards and precautions. Your Charter Steel contact will coordinate this training. **Contractors shall comply with all applicable OSHA and other regulatory requirements.**

CLOTHING & PPE
Minimum: Long pants to the ankle and closed-toe, flat heel shoes covering the top of the foot and ankle.
Production Areas: Hard hat, safety glasses with side-shields, long sleeves, high visibility jacket/shirt, and hearing protection (excluding Logistics). Plant specific requirements may require additional PPE such as fire resistant (FR) clothing. PPE must be appropriate for the tasks you are performing.

CRITICAL PRODUCTOIN RELATED RULES

FAMILIARIZE BEFORE YOU GO
Do not enter unfamiliar production areas unescorted. Contact your Charter Steel representative before entering an area or route you have not been familiarized with.

STAY WITHIN APPROVED SCOPE
Do not work outside of your approved scope of work. If the work, location, or conditions change, **STOP Work** and contact your Charter Steel contact before proceeding.

USE DESIGNATED WALKWAYS
Stay on designated pedestrian walkways and approved routes. No shortcuts through restricted areas or around barricades. **Use pedestrian doors** – no overhead equipment doors.

MOBILE EQUIPMENT & CRANES
Stay alert of mobile equipment and overhead cranes. **Ensure operators acknowledge** you before crossing travel paths; never assume you are seen. Never walk beneath a suspended load.

NO MOBILE DEVICE USE
Mobile device use is prohibited in production areas, while walking through parking lots, and while operating a vehicle.

DO NOT TOUCH STEEL
Never touch steel product (billet or coil); it may be hot or have rough or sharp edges.

EMERGENCY RESPONSE

SEVERE WEATHER
Take shelter in a designated building location and remain there until the All Clear signal is given.

FACILITY EVACUATION
Go to the Primary (P) or Secondary (S) meeting location below and notify your Charter Steel contact for accountability.

EVACUATION ASSEMBLY LOCATIONS

SITE	Area	PRIMARY (P)	SECONDARY (S)
CLV	Melt, Roll, Admin	Main Melt Parking	Admin Parking
CLV	Ship- N Dock	Main Melt Parking	Admin Parking
CLV	Ship- Back Dock	SBQ Parking	Proc Parking
CLV	Ship- Billet Yard	Admin Parking	Melt Parking
CLV	Proc	E Side – Bldng 41	Gate N of Plant
FOS	Proc	N Parking Lot	S Side – Coil Yrd
SKV	Melt	Canopy E of Admin	Area E of Admin
SKV	Roll	W Parking Lot	Canopy E of Admin
SKV	Proc	E Parking Lot	Canopy E of Admin
SKV	Ship	NE toward Coil Yrd	Canopy E of Admin
SKV	Admin	N Parking Lot	Canopy E of Admin

WEAPONS PROHIBITED
Weapons, replicas, imitation weapons, and items that could reasonably be mistaken for a weapon are prohibited on Charter Steel property, including novelty/personal items designed to resemble firearms or other weapons.

INCIDENT REPORTING
Immediately report any injury/illness, near miss, chemical spill, fire, or property damage to your Charter Steel contact. If outside emergency services (911) are needed, call without delay; then notify Charter Steel so responders can be directed quickly and safely.

ENGERGY, ENVIRONMENTAL, & SITE PROTECTION

- Comply with all applicable environmental and other regulatory requirements; understand impacts of your work and prevent spills, releases, waste, or other adverse impacts.
- All chemicals entering the site require EHS approval.
- Do not place trash/waste in a dumpster without EHS approval.
- Open burning is prohibited.
- Never dump or pour anything into a storm drain or process wastewater drain.
- Keep vehicles in proper condition and free of leaks.

Comments or Suggestions: green@chartersteel.com

STOP If conditions change, appear unsafe, or you are unsure what to do, contact your Charter Steel representative.