



Contractor Orientation Handbook

[Revised February 13, 2024]

Contractor Orientation Handbook

Table of Contents

Click on any of the headings below to go to that section of the Handbook.

Table of Contents.....	2
Revisions.....	3
In Case of Emergency.....	4
Who to Call	4
1. Introduction.....	4
1.1. Metallus Emergency Services Department	5
1.2. Metallus Safety Philosophy	5
1.3. ISO 14001 certified	6
1.4. Contractor responsibilities.....	6
1.5. Metallus Facilities	7
1.6. Emergency alarms and Emergency Action Plans.....	7
1.7. Gas and Electric Power.....	7
1.8. Items Prohibited on Metallus Property.....	8
1.9. Your Metallus Contractor ID/Access Card.....	8
1.10. ISNetWorld Contractor Management.....	9
2. Entering and Moving around Metallus plants.....	9
2.1. Metallus Canton Facility Entrances	9
2.2. Vehicle and contractor inspection	10
2.3. Parking	10
2.4. Required Clothing for Drivers	10
2.5. Contractor-vehicle Identification	11
2.6. Driving on Metallus Property.....	11
2.7. Rail Crossings	11
2.8. Driving Powered Industrial Trucks (PITs).....	12
2.9. Walking in/around Facilities	12
3. General Rules While on Metallus Premises	14
3.1. Personal Protective Equipment (PPE)	14
3.2. Appropriate Contractor Clothing	15
3.3. Lead/Cadmium Compliance Areas	15
3.4. Footwear.....	16
3.5. Smoking	16
3.6. Cellular Phones	16

Contractor Orientation Handbook

3.7.	Spills.....	16
4.	Safety Practices.....	17
4.1.	Lockout /Tagout.....	17
4.2.	Confined Spaces.....	17
4.3.	Housekeeping	17
4.4.	Oxygen Displacement / Hazardous Gases.....	17
4.5.	Hot Work.....	18
4.6.	Global Harmonization System (GHS) Hazard Communication (HAZCOM)	18
4.7.	Hazardous-Waste Management and Response	18
4.8.	Recycling	19
5.	Gambrinus Plant-Specific Safety Issues.....	20
5.1.	Mobile Equipment Alert System	20
5.2.	Driving in Plant A.....	20
5.3.	Plant Specific PPE.....	20
5.4.	Gambrinus Plant	21
6.	Faircrest Plant-Specific Safety Issues.....	22
6.1.	PPE Zones in Steelmaking Areas	22
6.1.1.	Red Zone	23
6.2.	Lead and Cadmium Compliance Areas.....	23
7.	Significant Safety Violations.....	23
8.	Appendices:.....	25

Revisions

May 24, 2017	Section 2.9 Added Pedestrian Access instructions.
August 1, 2017	Section 4.4 Hot Work. Added long sleeves to welding, cutting, and brazing.
August 23, 2017	Section 2.9.4 Fall Protection. Added Fall Arrest requirements.
January 3, 2018	Section 2.6 Unoccupied vehicles requirements.
February 6, 2018	Section 4.3 Housekeeping requirements.
June 18, 2018	Added TMS Houston Plant Specific Items
December 3, 2018	Added section 1.10 Drug and Background Screening Program, section 4.10 Excavation and Trenching, and revised section 2.9.4 Fall Protection
Jan 4, 2021	Added prescriptive railroad guidance
June 11, 2021	Added Appendix 8 and updated Appendix 1
August 15, 2023	Revised tables, added ISNetWorld section, recreated the entire document
August 24, 2023	Formatted grammar, revised TOC, added FSP PPE matrix, corrected appendix
February 7, 2024	Name change to Metallus INC

Contractor Orientation Handbook

In Case of Emergency

In the event of an emergency, notify a Metallus First Responder, your supervisor, Emergency Services, or Metallus contact. Metallus personnel designated as First Responders in the plants are identified by their red hard hats.

Who to Call

In Canton-area plants: 3911 from a Metallus phone or 330-471-3911 from a cellphone

In Canton-area plants, **do not dial 911**. While that will connect you to the county's emergency dispatcher, it will take them much longer to arrive on the scene than our Security Services officers.

Metallus employees wear color-coded hardhats. Emergency responders can be identified by their red hard hats. In an emergency, look for anyone wearing a red hard hat and ask them for help.

Note that all doors are marked on the inside and the outside with their door number. Give this information to the officer that answers your call. Only security should escort the local responding emergency professionals to the incident site. They are more familiar with the routes and must take the lead in directing the responders through the facility.

In case of fire, exit the building according to your evacuation plan. Stay with your crew in the designated area until your supervisor or Metallus contact tells you it is safe to return.

In case of severe weather, go to the designated weather shelter and remain there until notified that it is safe to exit the shelter.



1. Introduction

While on our property, we want to ensure your safety as well as the safety of other contractors and Metallus employees. This handbook provides contractors with all the essential information about Metallus practices related to safety.

After reviewing this manual, you will sign off to indicate you have read, understand, and agree to follow Metallus contractor rules and guidelines. You will then be qualified to work on our property for a period of one year. You must then repeat the qualification process.

Contractor Orientation Handbook

The first four sections of this handbook are general rules and procedures for all Metallus facilities. The remaining sections include rules and procedures specific to different plants. Read both the general information and information about any plants where you will be working.

If you have questions or concerns about any of the information contained in this handbook, or if you observe other Metallus employees or other contractors failing to observe the rules and procedures described in the handbook, contact your supervisor or Metallus contact.

Contractors are required to be aware of and follow all Metallus safety-related processes, rules, and procedures. **Any contractor who fails to do so can be removed from Metallus property and prohibited from working on our premises in the future.**

1.1. Metallus Emergency Services Department

Emergency Services operates 24 hours a day, 7 days a week, 365 days a year. In addition to being responsible for managing safety-related activities and responding to onsite emergencies, the department provides:

- Vehicle jump starts
- Vehicle and office lockout assistance
- After-hour phone call assistance
- Escorts to or from vehicle, office, or work area
- Transports to medical facilities
- Armed security
- Fire protection and suppression
- Technical rescue

Emergency Services offers onsite medical treatment for minor injuries and will transport individuals to the appropriate outside medical facility in the event of serious injuries.

Emergency Services is a department of highly trained professionals here for your safety.

1.2. Metallus Safety Philosophy

We always require safe working practices. To ensure safety, we have implemented a safety policy that includes the following standards:

Individual Responsibility: Every contractor and employee are personally responsible for ensuring their own safety and taking appropriate steps to ensure the safety of others while on our premises.

Proactive: Safety does not just happen; it requires a proactive effort by people working on our property. Metallus has the necessary safety systems and protective measures in place and provides the appropriate safety-related equipment/ training to ensure correct use. Contractors must take advantage of the safety-related measures that have been put in place for everyone's protection.

Contractor Orientation Handbook

Open-door communication policy: If you see something, say something. Whether it is an inadequate protection measure, a damaged or inoperable piece of safety equipment, or someone violating any of our safety requirements, we expect that you bring it to your supervisor's or Metallus contact's attention. We are eager to hear about any opportunities to further increase safety for everyone on our premises. If you see any accidents or near-miss accidents, report them to your supervisor or Metallus contact.

Reporting Incidents: You are required to report to your Metallus contact any accidents, injuries, near misses or violations of any of the Metallus safety-related rules, processes, and procedures.

1.3. ISO 14001 certified

Metallus plants are certified to ISO 14001 – Environmental Certification. This certification ensures that we have standards in place to address environmental, health, and safety issues. Our system, through procedures and programs, defines how employees and contractors conduct their activities in an environmentally responsible manner. That includes processes that specify how you and Metallus employees must act to help us meet our environmental objectives. For example:

- Comply with all environmental requirements
- Reduce spills
- Reduce waste/scrap
- Reduce air and water impacts
- Reduce electricity and natural gas usage

1.4. Contractor responsibilities

All work and material furnished shall conform to:

- OSHA, EPA, and other relevant federal regulations and requirements
- Laws and regulations of the state in which the plant is located
- All applicable local and municipal laws, regulations, and ordinances
- All rules and regulations established by Metallus and its subsidiaries

Metallus expects you to be aware of and implement new or currently released laws, regulations, ordinances, rules, and regulations issued by any federal, state, local authorized agencies, or those safety requirements of Metallus.

You are expected to support Metallus's continuous improvement goals of safety practice improvements including reductions in illnesses, lost time accidents, and lost time days.

Contractors and sub-contractors are expected to promptly report to your supervisor or Metallus contact any action or activity of any other contractor, sub-contractor, employee, or person who violates any safety rule of Metallus or other relevant government authority.

Contractor Orientation Handbook

1.5. Metallus Facilities

In Canton, there are three manufacturing facilities/areas along with corporate offices. They are frequently referred to by their letter plant designation.

- Harrison Steel Plant – HSP
- Gambrinus Steel Plant – GSP
- Faircrest Steel Plant – FSP
- Corporate – CORP (sometimes referred to as Dueber)

Outside of Canton, there are two manufacturing facilities/areas. They are frequently referred to by their letter plant designation.

- St. Clair – STCLAIR
- Tryon Peak – TRYON

1.6. Emergency alarms and Emergency Action Plans

There are two emergency alarm signals.

The **fire/evacuation signal** is three short-tone tones repeated continuously with white flashing strobes. If you hear this signal, leave the building immediately and proceed to the rally point.

The **severe-weather signal** is three short whoops in the offices and a long warbling signal in the plants. This signal may also include flashing blue strobe lights. If you hear this signal, move to a designated area of safety inside the building.

There are Emergency Action Plans (facility maps) near the entrances to all office buildings and some manufacturing buildings. These maps show the designated exits for evacuations and the safe areas inside your building where you should go in the event of severe weather.

Your Metallus contact should advise you about your local Emergency Action Plan.

1.7. Gas and Electric Power

1.7.1. Gases

Following are the typical pressures for compressed gases in Metallus facilities.

- Compressed air: 100 PSI
- Argon: 200 PSI
- Natural gas: 60 PSI (torch gas)
- Oxygen: 150 PSI
- Nitrogen: 100 PSI (used as plant air in FSP's melt shop, rolling mill, and vertical caster)

Contractor Orientation Handbook

1.7.2. Electric Power

- All standard receptacles are 120 VAC
- AC Welding receptacles are 240 or 480 VAC, 3-phase
- High-voltage equipment, up to 138kV, in some substations and restricted areas

1.8. Items Prohibited on Metallus Property

For reasons of safety and security, you are not to bring, use, or have in your possession:

- Cameras
- Firearms
- Weapons of any kind
- Explosives
- Alcohol
- Any intoxicant, narcotic, barbiturate, or amphetamine
- Any other hallucinogen or stimulating depressing drug

Photography of any kind is prohibited without prior approval from Metallus Security Services. We reserve the right to erase unauthorized video recording or photographs taken on our property. Cellphones, radios, tape recorders, and other electrical appliances brought onto our property with an intent to record must be authorized by Metallus Security Services.

1.9. Your Metallus Contractor ID/Access Card

After completing this orientation and the Certification Test, you will receive a Metallus Contractor ID/access badge. It serves both as your ID badge and key to authorized electronically locked doors. This badge authorizes you to work on Metallus property for one year. After one year, you must then repeat the qualification process. You can take the test and get a new badge anytime within 30 days of your current badge's expiration.

You must present the badge when entering Metallus property and have the badge with you while on the premises. Metallus employees or security officers may ask you to show this identification to verify you are authorized to be on our property. Your badge should be used to gain access only for the purposes of working on Metallus property. You may not enter our property at other times.

You can use the badge to access authorized automated gates and electronically locked doors by passing the badge over the reader located next to the door. The badge will allow you to access only areas you are authorized to enter.

When swiping your badge at an entrance, please do not allow other people "tailgate" behind you. Each person entering must swipe their own badge.

Having contractors and employees individually swipe their badge when entering an area or building enables us to maintain security of our facilities. During an emergency, it also enables us to determine who is in our facilities so that we can account for everyone.

Drilling or punching holes in the badge will ruin it. The badge will have no effect on other cards in your wallet, such as credit cards.

Contractor Orientation Handbook

If you lose or damage your badge, you must pay to replace it at a cost of \$50. You will be given a free replacement if the badge stops working. If you forget, lose, or misplace your contractor ID/access badge, contact your supervisor or Metallus contact.

1.10. ISNetWorld Contractor Management

Metallus is partnered with ISNetWorld to drive a culture of work class safety performance. It is a requirement for contractors working at our facilities to subscribe and remain compliant with all requirements for insurance, written programs, and safety performance. This is tracked within ISNetWorld. All contractors will need to maintain a grade of A or B to be able to work within our plants. Failing to do so will require an approved variance by management that will require submitting a plan on how to achieve an acceptable grade. Failing to maintain an acceptable grade may result in a suspension until the grade is improved.

1.11. Drug & Alcohol Screening and Background Checks

Contractors who have the documentation of having background checks and Drug and Alcohol screening in ISNetWorld are eligible for a DISA exemption. If a contractor does not meet these requirements in ISNetWorld, they will be required to participate in the DISA program. Metallus will require contractors to screen out-of-town employees prior to working at our annual shutdown. A screening tent will be set for outages prior to the employee receiving their badge.

2. Entering and Moving around Metallus plants

2.1. Metallus Canton Facility Entrances

Use the designated contractor entrances for each of our facilities.

	Time	Entrance
Harrison Steel Plant:	6:00AM – 5:00PM After hours, use phone to call Security.	Gate 17, 1835 Dueber Ave. SW
Gambrinus Steel Plant:	All hours	Gate GSP1, 4748 Navarre Rd.
Faircrest Steel Plant:	5:30AM – 4:30PM After hours, use phone to call Security.	Gate 1, 4511 Faircrest St. SW

St. Clair: Contact Metallus representative for information

Tryon Peak: Contact Metallus representative for information

Availability and hours of gate operation are subject to change based on business conditions.

Contractor Orientation Handbook

2.2. Vehicle and contractor inspection

Metallus reserves the right to search contractors and inspect their vehicles, lunch boxes, bags, or any other containers on or in the possession of anyone on company property. This also includes periodic inspection of work areas, desks, paper and electronic files, lockers, contractor vehicles, and contractor work trailers. This helps ensure safety for you, other contractors, and our employees.

2.3. Parking

Use the following designated, contractor parking areas:

- **FSP:** Contractor parking lot near guard booth at Gate 1A
- **GSP:** Main lot on the south side of Gate 19 at 2401 Gambrinus Rd. SW
- **HSP:** Parking lot north of the Corporate Offices across from gate #17, 1835 Dueber Ave. SW
- **CORP:** Far south parking lot. Contractor parking is allowed only in un-numbered spots. Parking spots with numbers are assigned.
- **St Clair:** See representative for information
- **Tryon Peak:** See representative for information

If you need to leave your vehicle in a parking lot identified as being only for vehicles with parking permits, ask your supervisor or Metallus contact for authorization. Keys to the vehicle should be accessible to authorized drivers only so the vehicle can be moved in the event of an emergency. The contractor should make every effort to make sure the keys to the vehicles are controlled, so only authorized licensed drivers have access. Vehicles left unattended without the ability to move in the event of an emergency should be moved outside of the facility where it will not obstruct the operation. To avoid contaminating storm drains, do not park over/ near storm drain.

2.4. Required Clothing for Drivers

Contractors driving on Metallus property making pickups/deliveries in the plant areas and who may need to exit your vehicle must dress as follows:

- Hard hat (required only while outside your vehicle)
- Safety glasses
- Safety vest
- Leather, hard-sole boots
- Nonflammable long sleeve shirts and pants

Contractor Orientation Handbook

2.5. Contractor-vehicle Identification

While on Metallus premises to perform work, all contractor vehicles except contingent office employees, must be identified with the name of the contractor's organization. This includes personal vehicles driven by contractor employees. The company's name must be easily visible to the security guard from within his/her booth.

If the vehicles are not permanently marked (painted on) with the contractor's name, removable magnetic signs can be used. At a minimum, the contractor's name must be displayed on the driver's side of the vehicle. If you do not have magnetic signs, you can place a visible sign with the relevant information in the dashboard of your vehicle if it is visible through the windshield.

Representatives of a contractor attending meetings inside the facilities do not need a marked vehicle if Metallus Security Services is notified via telephone or email at least one hour in advance. The contractor's Metallus contact must meet and accompany them to the meeting.

2.6. Driving on Metallus Property

Headlights must be always on while on Metallus property.

The speed limit inside all the plants is 25 MPH unless otherwise posted. The limit on the private road connecting HSP, GSP, and FSP is 35 MPH.

All unoccupied vehicles beyond the line of sight of 25 feet must be shut off.

Stop and sound your horn prior to entering and exiting all buildings. No one is permitted to ride in the bed, back, or cargo area of a vehicle.

Some areas of the plants contain blind corners. Use extreme caution when approaching these areas. Stay on the roads marked for vehicle traffic.

Do not drive:

- On roads marked for Metallus vehicles only. These roads are used by heavy equipment and are not intended for passenger vehicles.
- On the roadway leading to the scrap-operations areas
- In any material yards

Speeds are monitored. Drivers may be fined for not obeying plant traffic signs and signals, including railroad crossing signals.

2.7. Rail Crossings

All railroad crossings are active. Most crossings are unguarded. Do not attempt to cross any railroad tracks until you are sure that no railroad traffic is coming.

When crossing tracks on foot, the proper procedure is as follows:

- Look both ways before crossing.
- Step over, not on, the rails as you cross.
- Be sure to cross at least one rail car length from the nearest stationary rail equipment. A string of cars can be bumped quickly and without warning.

Contractor Orientation Handbook

- Always cross the tracks at a straight angle and look both ways before you cross over the second rail. This is especially important when walking between stationary rail equipment.
- Employees should always cross tracks at a 90-degree angle avoiding the moving components of a switch.
- If you must walk parallel to a track, stay at least six feet away from the track, when possible.

Working on or Near Tracks

When working on or near railroad tracks, employees who are not involved with railroad operations must place a blue flag by day and a blue light by night in plain view of the railroad crew on the track as near a switch as possible. This is to be done by each crew requiring the protection. The employee who set the blue signal or a designated employee are the only ones permitted to remove it when the work is completed. Train crews are not permitted to remove or move past a blue signal.

2.8. Driving Powered Industrial Trucks (PITs)

If you are required to operate a PIT (Power Industrial Truck), you must be trained and certified (if applicable) in the use of that class of truck. As an operator, observe all PIT safety precautions, including safe rate of speed, use of lights and yielding right-of-way to pedestrians.

Metallus PITs may be equipped with the Infolink system that requires operators to appropriately log in and perform a safety inspection prior to operation. If you need to operate Metallus PITs, contact your Metallus contact for authorization.

In an emergency, Infolink-equipped vehicles may be operated without a login by entering 811 on the keypad. Contractors should always try to find a Metallus employee to operate PITs; but in an emergency that requires moving or using a PIT, contractors who are familiar with operating the equipment may use the 811 codes.

2.9. Walking in/around Facilities

Do not walk in any production areas without the required personal protective equipment.

2.9.1. Entry Doors

General Rule: Enter all buildings through designated man doors. Do not enter any buildings through straddle, overhead truck, or equipment doors.

Pedestrian Access: If Mobile Equipment Doors must be used for pedestrian access (i.e., moving material too large for man door):

- A. Orange safety cones must be placed across the straddle doorway at intervals no greater than 4 feet apart.
- B. A vehicle can be used to block doorway only if it blocks at least $\frac{3}{4}$ of the doorway.



Some gates will be equipped with swing gates. When the gates are closed, vehicle traffic is blocked, and pedestrians will use the door. When the gates are open, vehicles may be

Contractor Orientation Handbook

passing through the door; pedestrians should not use the door at that time.

Do not walk in any material yards.

If you are unsure of how to operate gates or access doors, contact your Metallus contact. Electric eye-lift gates sense vehicles, and the gates will lift or swing out accordingly.

2.9.2. Designated Walkways

When walking inside of the plants, use designated personnel walkways. Where available, use the catwalks to move through or around production areas. Area-specific questions should be directed to your Metallus contact.

2.9.3. Steel Conveyors and Tables

There are many automated tables and conveyors used to transport hot steel bars and tubes. When working near hot steel products, be alert as they approach. Wait until the material has passed before using any pedestrian walkways or bridges over steel conveyors.

2.9.4. Fall Protection

Personal fall protection equipment such as full body harnesses, lanyards, and retractable lifelines must be used any time when working at an elevated level (4 feet or greater) and exposed to a fall hazard.

- If the total fall distance to any lower level is less than 18' a self-retracting lanyard must be used.
- Our anchor points are designed for a self-retracting lifeline, which limits fall distances.
- Dual self-retracting lanyards may be required in certain areas, like crane rails, to ensure 100% protection from fall hazards.

2.9.5. Mobile and Moving Equipment

We use a variety of trucks and material-handling equipment in our operations. The size and configuration of some of these vehicles create blind spots for the drivers. They may not be able to see you, so you must always take precautions to stay clear of their path.

Many areas of the plant have equipment that either rotates or moves in and out or up and down. Always be aware of this type of equipment and stay a safe distance from any moving parts.

2.9.6. Overhead Cranes

Cranes are constantly in use in our plants. When in motion, these cranes sound a siren or other signal in certain movements. Avoid standing or walking under moving cranes and never walk under any suspended load on the crane.

2.9.7. Industrial High Lift Equipment

Metallus requires the use of a fall restraint lanyard anytime an industrial high lift equipment (e.g., manlift, MEWP) is being operated on Metallus property and at the manufacturer's designated anchor points. Per Metallus policy, "operation" initiates at the time that the operator

Contractor Orientation Handbook

boards the industrial high lift equipment to travel to the work area and includes any additional operational activities conducted from the lift.

The purpose of the use of fall restraint during operation is to ensure that the operator(s) remain within the confines of the actual basket while performing work.

3. General Rules While on Metallus Premises

3.1. Personal Protective Equipment (PPE)

All personnel working in designated areas must wear the appropriate protective equipment for that area. At a minimum this includes:

- Hard hat
- Safety glasses with side shields
- Hearing protection required in designated areas (GSP is in all areas)
- Steel-toe or company-approved safety boots

Ask your supervisor or Metallus contact for additional information or clarification regarding the PPE required in any area.



Contractor Orientation Handbook

3.2. Appropriate Contractor Clothing

In addition to the PPE described above, additional PPE or clothing may be required. Review the PPE requirements for each facility on the tables in the appendices at the end of the handbook.

3.3. Lead/Cadmium Compliance Areas

The FSP melt shop and bag houses and the FSP raw-material handling area are designated as lead- and cadmium-compliance areas. Working in these areas requires:

- Additional, specialized training
- Respiratory protection that includes medical qualification, fit testing, and training
- Disposable Tyvek® coveralls
- Other specific work requirements for certain work

If you will be working in one of these areas, ensure that your supervisor or Metallus contact prepares you appropriately.

Contractor Orientation Handbook

3.4. Footwear

Samples of **unacceptable** shoes on Metallus property:



Samples of acceptable shoes:



3.5. Smoking

Smoking is prohibited inside all company plants and offices. Additional smoke-free, outside areas are indicated by “No Smoking” signs and/or by “Smoke-Free Environment” designations. Smokers must be at least 50 away from any facility entrance.

3.6. Cellular Phones

Use of cellular phones for making calls during work time and in work areas is prohibited unless authorized by your supervisor. Camera phones/devices cannot be used for picture taking while on company premises without Metallus Security Services authorization.

We reserve the right to erase unauthorized video recording or photographs taken on our property.

3.7. Spills

We use a wide range of solids, liquids, and gases in our manufacturing operations, including some that present health hazards. If you observe or cause any kind of spill, leak, or off-gassing, report the situation immediately by calling 3360 from a Metallus phone or 330-471-3360 from a cell phone. If it is an emergency, dial 3911 or 330-471-3911.

Contractors are responsible for primary cleanup of their spills. Metallus may do additional, final cleanup. The contractor is responsible for all cleanup expenses. For spills of known hazardous materials, do not attempt the cleanup on your own. Contact Metallus Security Services immediately.

If you can safely do so, remain in the area to warn others away from the spill and direct Metallus responders to the site.

Contractor Orientation Handbook

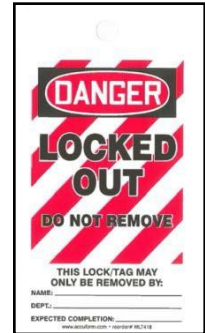
4. Safety Practices

4.1. Lockout /Tagout

You must follow the appropriate Metallus lockout/tagout procedures when working on electrical, hydraulic, pneumatic, gravity, and other systems where required. If you are unaware of the procedures, contact your supervisor or Metallus contact before beginning work.

You must supply your own, uniquely identified lock marked for you and/or your organization. Each contractor may have more than one lock, and each lock may have only one key. Group lockouts cannot be keyed alike.

See your Metallus contact for the specific requirements in the areas.



4.2. Confined Spaces

We use gases in our operations that present health hazards in confined spaces. These gases can displace oxygen, potentially causing fainting and death for individuals working in these spaces. You must NOT enter a confined space unless trained, authorized, and all Metallus pre-entry procedures, including permitting, have been followed.



Many pieces of equipment have pits for collecting scale and chips. They also provide access to perform certain maintenance functions. These pits are considered confined spaces.

Anyone entering a confined space for cleaning or maintenance must follow all specified safety precautions including lockout/tagout and pre-entry permitting.

Pre-entry procedures include, but are not limited to:

- Notify Metallus Security Services via phone at 3911
- Complete a confined-space permit
- Have a means of communication with the person working in the confined space

4.3. Housekeeping

The contractor is responsible for maintaining good housekeeping in and around their work area. Contractors shall keep the site in a neat and presentable condition. The contractor shall be responsible for the disposal of surplus materials, cleaning out all drainage ditches and structures, and repairing any property damaged during the work.

4.4. Oxygen Displacement / Hazardous Gases

While confined spaces present special risks regarding oxygen displacement and hazardous gases, these risks are present to a lesser degree throughout certain facilities. For example,

Contractor Orientation Handbook

we use nitrogen throughout some of our steelmaking facilities. When working in these facilities, you must wear an electronic monitor able to detect dangerously low oxygen levels.

Ask your Metallus contact whether you will be required to wear a gas monitor in the areas where you will be working. It is the contractor's responsibility to provide this monitor.

4.5. Hot Work

Metallus has a system to reduce the risk of fire when performing hot work, which is any activity such as cutting, welding, or brazing that uses or produces flames, sparks, or heat and could start a fire or cause an explosion. In general, we try to eliminate the need for hot work. When hot work is required, we try to move the work to a designated "non-hot-work area" whenever possible. If that is not possible, we take precautions to reduce hazards and the risk of fire or explosion at the hot-work site with the use of permitting.

Contractors must provide their own fire extinguishers when doing hot work.

Before performing hot work, you must obtain a hot-work permit. Ask your supervisor or Metallus contact for help.

All employees who weld, cut, or braze must wear long sleeve fire retardant clothing and face shield.

4.6. Global Harmonization System (GHS) Hazard Communication (HAZCOM)

Safety Data Sheets (SDS) are available from your Metallus contact for all materials and chemicals controlled under the GHS that are used at Metallus facilities. If you plan to bring any materials or chemicals onto our property that require an SDS, you must have them approved by your Metallus contact before beginning work. All containers must be labeled according to GHS standards.

4.7. Hazardous-Waste Management and Response

Our processes generate several byproducts that are classified as hazardous materials. Some of these materials include:

- Electric arc furnace dust – K061
- Pickle liquor
- Mercury-containing devices
- Lead-containing waste
- Cadmium-containing waste
- Universal waste

Contractor Orientation Handbook

If you observe or cause any kind of spill, leak, or off-gassing, report the situation immediately by calling 3360 from a Metallus phone or 330-471-3360 from a cell phone. If it is an emergency, dial 3911 or 330-471-3911.

Drains may be marked to indicate their purpose and a warning that they are not to be used to dump chemical, oil or other hazardous liquids. Obey the warnings on these markers.



4.8. Recycling

Metallus strives to do its part in recycling waste and encourages our contractors to do the same. We have recycling containers located in many locations throughout our property, including containers for the recyclable waste you will create. Each container is labeled by the type of material it contains. Put your recyclable material in the correct container.

Contractors that generate copious quantities of recyclable materials are encouraged to bring and use your own containers.

4.9. Out-of-Service Equipment

Requirements exist for controlling various hazards associated with equipment/machinery/processes that are deemed "Out-of-Service" or defined within a "Do Not Operate" status at all Metallus facilities. The primary intent of out-of-service equipment is to ensure that such equipment/machinery/processes:

- Do not create a safety/health hazard to employees, contractors, other potentially affected personnel, etc. within the work environment
- Are safely and effectively controlled/managed to prevent inadvertent operation.

4.10. Excavation and Trenching

Before any excavation can begin, contractors shall investigate the existence of any underground utilities near the area by completing an excavation permit. This can be completed with your Metallus contact.

Excavations must be guarded by barriers and lights. Openings, including floor, open utility holes, valve pits, sewers, troughs, and excavations must be guarded. All safety equipment necessary for such protection shall be furnished by the contractor performing the work.

Trenches deeper than five (5) feet must be shored, or sides sloped to angle of repose.

Contractor Orientation Handbook

5. Gambrinus Plant-Specific Safety Issues

5.1. Mobile Equipment Alert System

This plant uses an audiovisual alert system to warn pedestrians when material-movement vehicles are traveling through Bays 1, 2 or 3. The alert consists of red, flashing warning lights, and sirens.

There is a separate tone for each bay. The tone's sound is continually changed so people in the area do not become accustomed to a repetitive tone.

The alert activates as the vehicle enters the bay and continues until the vehicle proceeds through to the next bay. When you hear and see the alert, exit the driveway through an approved exit. Do not reenter until the vehicle exits the bay and the alert stops.

Notify your supervisor or Metallus contact if the lights and sirens are not working. If the alert system is not operating correctly, a spotter will be assigned to alert you of approaching vehicles and the need to exit the building.

5.2. Driving in Plant A

You must stop and sound your horn at each bay when inside Plant A at GSP.

5.3. Plant Specific PPE

See your Metallus contact for area specific PPE.

Contractor Orientation Handbook

5.4. Gambrinus Plant



Contractor Orientation Handbook

6. Faircrest Plant-Specific Safety Issues

Faircrest is our steelmaking facility. Steelmaking includes processes and activities that present special safety concerns. Be especially alert to danger when working in the melt shops, where there is a danger of high heat, dust, fire, and explosions.

6.1. PPE Zones in Steelmaking Areas

Each area in our steelmaking facilities is categorized by risk and designated-zone color. The PPE requirements vary by zone. The table below and appendix 2 show the PPE specified for each zone.



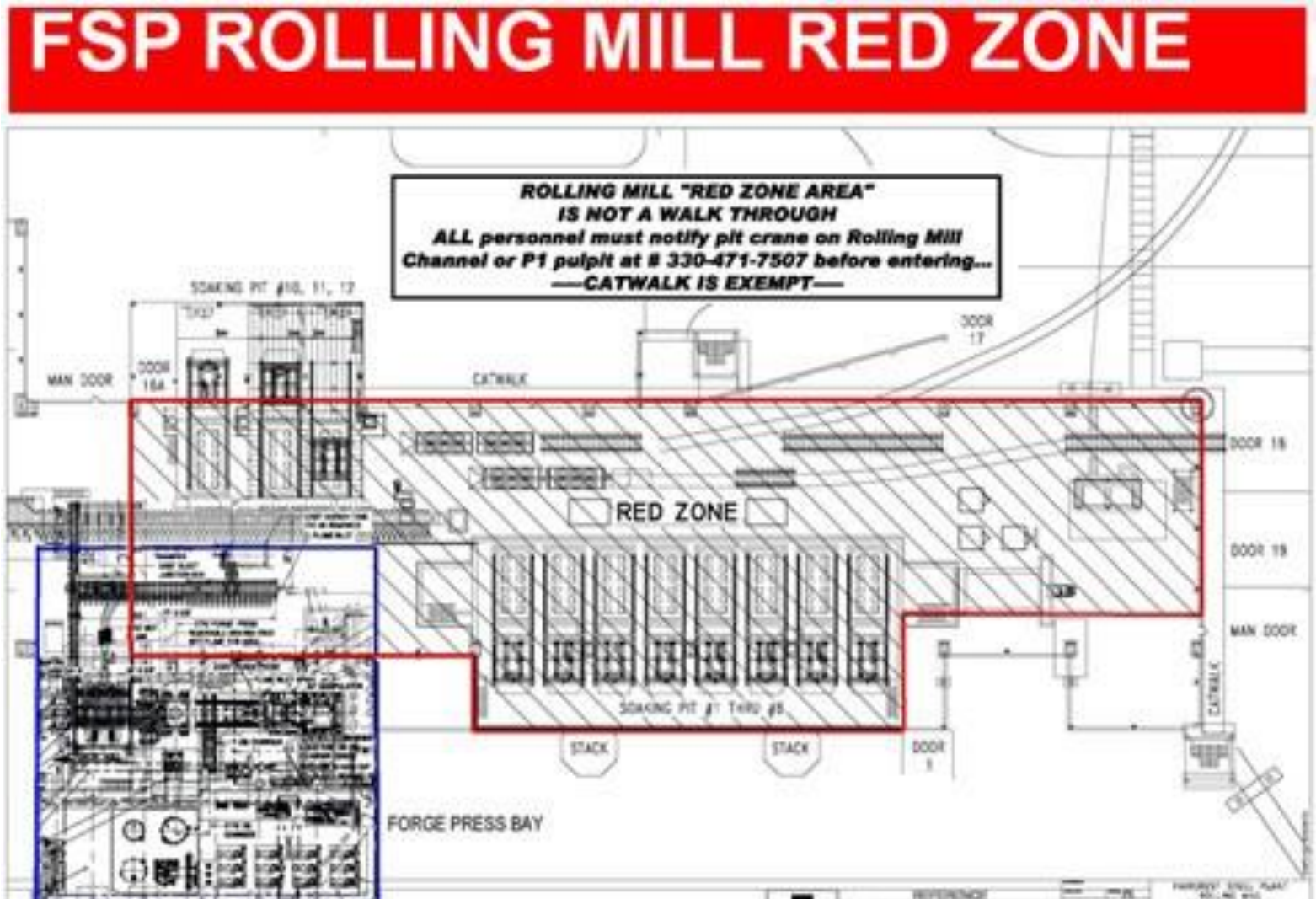
* CarbonX® or equivalent. During high-heat index days, you can replace CarbonX with FR approved clothing.

See the Appendix for maps showing the risk zones in each steelmaking facility. See the complete table of zones and production areas and the related PPE requirements for Faircrest steelmaking areas in the Appendix.

Contractor Orientation Handbook

6.1.1. Red Zone

The FSP rolling mill Red Zone is more hazardous than the rest of the mill because cranes using tongs carry hot ingots overhead. This Red Zone extends from the east side of P1 pulpit to the east end of the building. Do not enter this area without first notifying the pit cranes by radio or P1 Pulpit by phone at 330-471-7507. The contractor needs to have a radio to be always in constant communication with the crane operator if working in the red zone.



6.2. Lead and Cadmium Compliance Areas

Several areas in the melt shop can result in exposure to lead and cadmium. Refer to Section 3.3, Lead/Cadmium Compliance Areas, for more details.

7. Significant Safety Violations

Contractor Orientation Handbook

Purpose

To define violations that require disciplinary actions for breaking the rules.

Responsibility

Metallus leadership team is responsible for enforcing all cardinal rules and remain consistent with disciplinary action. Metallus employees and contractors are responsible for following all Safety Rules.

Discipline

Conduct that violates company guidelines and policies may constitute grounds for disciplinary action from reprimand up to and including permanent banishment for the contractor.

Significant safety rule violations

Incidents that could cause serious injury or death (e.g., LOTOTO, fall protection, pedestrian/vehicle safety, molten metal PPE/practices, confined space, machine guarding) may lead to the following penalties:

- 1st offense – 1 (one) year suspension for worker and \$5,000 fine for the contractor
- 2nd offense – worker banned permanently and \$10,000 fine for the contractor

For non-life-threatening safety violations

Incidents involving things such as PPE (e.g., personal protective equipment, loose fitting clothing, jewelry, unsecured hair longer than shoulder length, seatbelt) may lead to the following penalties:

- 1st offense – 60 (sixty) day suspension for the worker and \$1,000 fine for the contractor
- 2nd offense – 6 (six) month suspension for the worker and \$2,500 fine for the contractor
- 3rd offense – worker banned permanently and \$10,000 fine for the contractor

Contractor Orientation Handbook

8. Appendices:

Appendix 1: Metallus Environmental, Health, and Safety Policy

Appendix 2: Faircrest Steelmaking Area Personal Protective Equipment

Appendix 3: Faircrest Caster Personal Protective Equipment Matrix

Appendix 4: FSP Melt Shop / IMF Personal Protective Equipment Matrix

Appendix 5: FSP Rolling Mill

Appendix 6: Sample Pre-Job Planning Template

Environmental, Health and Safety Policy

At Metallus, operating safely and responsibly is our top priority. Guided by our core values, our global Environmental, Health and Safety (EHS) policy protects our employees, our customers, and the communities where we live and work. Our commitment to operating safely and responsibly ensures we create and maintain safe and healthy workplaces, take care of our environmental resources and develop sustainable technologies and business practices that contribute to economic growth and prosperity.

Together, we are responsible for understanding and supporting this policy and the following objectives:

- Comply with all EHS laws, regulations, company policies and standards and require the same from our suppliers.
- Make EHS performance a priority in our business and operations planning and decision-making. We are guided by our core values to do what's right.
- Expect employees, suppliers and contractors to always conduct their activities safely and responsibly in full compliance with our policies and practices. We help them do this successfully through education, training, evaluation and enforcement.
- Be diligent in identifying and assessing risks and potential hazards that can affect our environmental, health and safety performance and take immediate corrective actions.
- Support environmental sustainability through pollution prevention, waste management, recycling, energy conservation and energy saving products.
- Measure and assess our progress and develop improvement plans to ensure compliance with EHS standards and objectives.
- Regularly communicate EHS goals, objectives and outcomes to employees, our board of directors and external stakeholders.

MS Williams

Michael Williams
President and Chief Executive Officer

This policy applies to the operations and facilities of Metallus Inc. and its subsidiaries around the world.



Contractor Orientation Handbook

Appendix 2


FAIRCREST STEELMAKING PERSONAL PROTECTIVE EQUIPMENT MATRIX												
	Zones				Area (Job Specific)							
	Tour walkway	Red Zone	Orange Zone	Green Zone	Crane Maintenance	RMH Maintenance	Teeming	Reladle	Sampling	Lance	Compressed Gases	Lead/Cadmium
Hard Hat and Safety Glasses	R	R	R	R	R	R	R	R	R	R	R	R
Hearing Protection	R	R	R	R	R	R	R	R	R	R	R	R
Long Sleeves	R	R	R	R	R	R	R	R	R	R	R	R
FR Coat	R	R	R				R	R	R	R	R	
FR Pants		R					R	R	R	R		
FR Undergarments		R					R	R	R	R		
Face Shield		R					R		R	R	R	
Snood		R								R		
Spats		R					R		R			
Gloves		R							R	R	R	R
Aluminized Jacket		R					R		R	R		
Fit Respirator/PAPR												R

PPE DEFINITIONS & EXCEPTIONS:

- Red Zone is able to be downgraded to Orange Zone when their is no exposure to molten metal.
- Appropriate Arc Flash PPE must be worn in accordance with NFPA 70E requirements, where applicable.
- Only Electrical Maintenance is allowed "Quantum style" jacket for molten metal red zone due to its non-conductive properties. All others are required to be in Aluminized outer layer.

KEY

R- Required



Faircrest Caster PPE Matrix

	Tour Walkways	ZONES				JOB SPECIFIC						
		Red Zone	Orange Zone	Orange +	Green Zone	Caster Operations	Caster MM	Caster EM	Backfly	Tundish Yard	Caster TCM	Caster Run-out
Hard Hat and Safety Glasses	R	R	R	R	R	R	R	R	R	R	R	R
Steel Toed Shoes	No open toed shoes permitted	R	R	R	R	R	R	R	R	R	R	R
Hearing Protection	R ⁹	R ⁹	R ⁹	R ⁹	R ⁹	R ⁹	R ⁹	R ⁹	R ⁹	R ⁶	R ⁹	R ⁹
Long Sleeves	R	R	R	R	R	R	R	R	R	R	R	R
FR HV Coat	R	R ¹⁰	R	R	R	R	R	R ¹⁰	R	R	R	R
FR HV Pants		R		R		R	R	APC FLASH	R	R	R	R
FR Undergarments		R ⁷		R		R	R	R		R	R	R
Face Shield		R ¹							R ¹			R ⁸
Snood		R							R ²			
Leggings/Spats		R ³							R ³			
Gloves		R		R					R			
Aluminized or Kevlar Jacket		R ⁴							R ⁴			

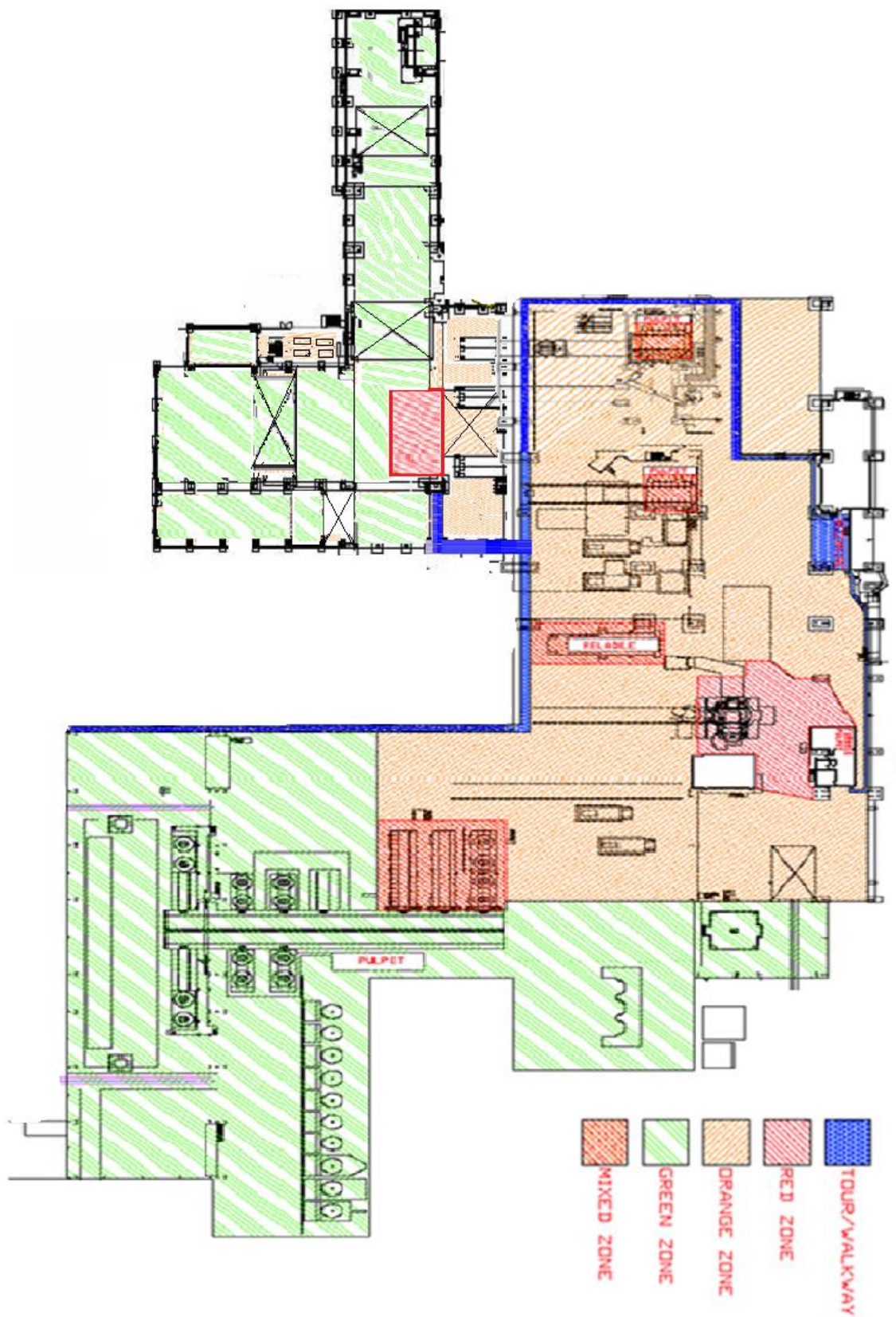
ADDITIONAL PPE DEFINITION AND EXCEPTIONS

Any exceptions to RED ZONE PPE must be approved by the Casting SUPERVISOR and/or The MAINTENANCE SUPERVISOR

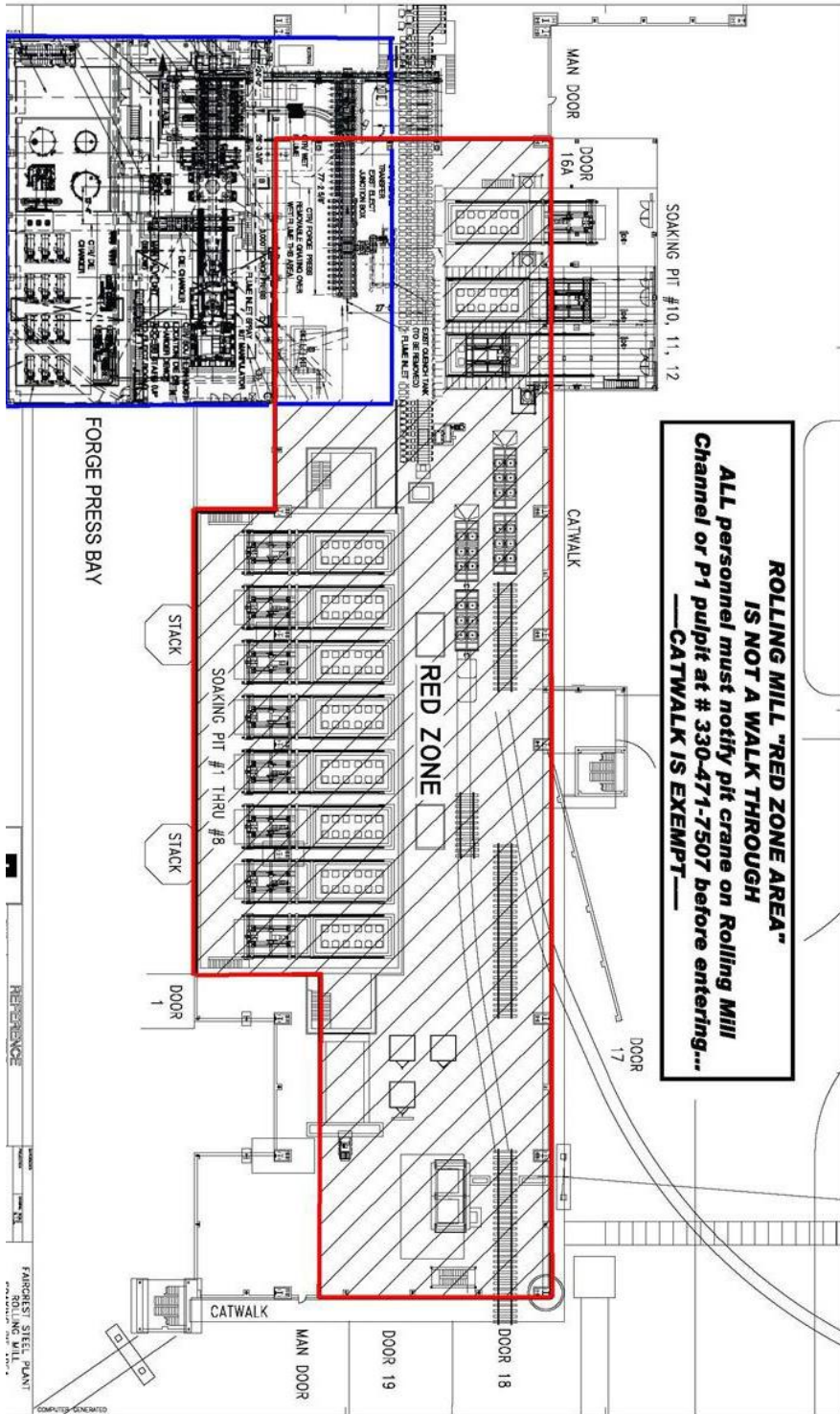
- R¹ Required when opening a ladle, Taking a test, Installing a fly block, or anytime you penetrate the manicas in the mold.
- R² Leggings are required to be worn by all operation personnel in the red zone during transient events - also during backfly.
- R³ Aluminized or Kevlar knee length coat to be worn by all operation personnel in the red zone
- R⁴ Aluminized or Kevlar knee length coat to be worn by all personnel when outside the pulpit in torch area
- R⁵ Hearing protection required when outside of pulpit and torch is operating
- R⁶ FR Undergarments to be worn by all operation and maintenance personnel that could possibly need to enter the Red Zone. Casual observers not interacting with liquid steel can wear CarbonX lined aluminized jacket and spats as a substitute.
- R⁷ Face shield is required at Run-out for stamping blooms and checking concavity
- R⁸ Hearing protection is required as posted.
- R⁹ Two layers are required in the Red Zone - CarbonX and Silver Coat during transient events.
- R¹⁰ Steel Toed Shoes are required by all personnel on shop floor. - The only exception is for visitors in walkway areas.

Contractor Orientation Handbook

Appendix 4



FSP ROLLING MILL



Contractor Orientation Handbook

This document is intended to be used as a guide for pre-job planning for those contractors that do not already have a documented process.

Contractors should feel free to use any format that meets the minimum requirements of:

1. Identifying basic steps of the job
2. Identifying hazards of the job at each step
3. Identifying precautions taken to protect against those hazards

Submit documentation using your process, this document, or another selected method to JobSafetyPlans@Metallus.com prior to the start of your job.

For those contractors who do this daily throughout the project, submit the new forms as they are developed.

Contractor Orientation Handbook

Appendix 6

Pre-Job Safety Plan

Section A: Task at Hand

(To be completed jointly by Contractor and Metallus Corporation representatives)

Plant:		Project Department / Location:	
Metallus Contact:		Metallus Contact Phone Number:	
Contractor Company:		Project WO/PO#	
Contractor Supervisor:		Contractor Supervisor Phone Number:	
Metallus Security:	330-471-3911	Contractor Office Emergency Number:	

1. What are we about to do? (Brief project description)

