



TEMPORARY TEAM MEMBER MANUAL

1. Introduction/Purpose

- 1.1. Shape Corp partners with agencies that provide temporary labor services when additional labor is needed beyond our current capacity.
- 1.2. Temporary team members are not employed by Shape Corporation, they are employed by a Temporary agency.
- 1.3. Safety is our top priority at Shape Corporation. It is our goal to have safety incidents.
 - 1.3.1. This manual is designed to protect Temporary and Shape Corporation team members alike. We insist that you familiarize yourself with the contents of this manual and abide by all requirements of the manual.

2. Scope

- 2.1. This manual applies to all Temporary team members assigned to Shape Corp. facilities.
 - 2.1.1. Exclusion: this manual does not apply to Contractors or Subcontractors providing services at Shape Corp.

3. Definitions

- 3.1. **Shape:** Shape Corp.
- 3.2. **Shape premises:** all Shape facilities, including building, grounds, equipment/tooling and/or parking area.
- 3.3. **Work at Shape:** entering, providing services, working within or on Shape premises.
- 3.4. **Temporary Agency:** Organization who is contracted by Shape to staff temporary labor services for Shape on Shape premises.
- 3.5. **Temporary Agency Contact:** an employee of the Temporary Agency who has responsibility for and accountability for supervising activities related to the Corporate employment, (absentee notification, injury notification, time card and payroll management, e.g.)
- 3.6. **Temporary team member:** Any employee of, or service provider to, a Temporary agency working on Shape premises.
- 3.7. **Shape Contact:** The Shape team member who is responsible for managing the day to day activities of the Temporary team member (typically a Leader or Supervisor by Shape title).

4. Shape Corp. Policy Statements

4.1. Quality Policy Statement

The Shape Corp. team will achieve total internal and external customer service.
Our products will be complete, on time and defect free.
Through continuously evaluating and improving our customer satisfaction
We strive to be the benchmark for global quality standards in all of our processes.

4.2. Occupational Health & Safety Policy

Shape Corp firmly believes that all personal injuries and occupational illnesses can and must be prevented. The Occupational Health & Safety (OH&S) of our team members is paramount and there are no other considerations of greater importance.

Shape Corp is committed to an OH&S Management System that includes:

- Provide and maintain a healthy and safe work environment, promoting suitable conditions for the prevention of work-related injuries and ill health.
- Establish, review and evaluate OH&S objectives through effective indicators that provide conclusions related to the adequacy of working conditions for team members and determine the need to apply or improve prevention and protection measures.
- Adopt the OH&S compliance measures dictated by the applicable legal requirements and other requirements that the company subscribes to.
- Maintain a systemic identification of hazards and manage their elimination, as well as carrying out the pertinent risk assessments and the consequent actions to reduce them.
- Promote a culture of responsibility and support for the OH&S Management System at all levels of the organization in order to guarantee its continuous improvement.
- Guarantee the consultation and participation of all team members, necessary in OH&S issues, establishing the appropriate channels and means of communication for said purposes.

- Train and educate all team members in maintaining safe and healthy work practices and habits, promoting the commitment of this policy among employees, suppliers, contractors, customers and other interested parties.

Shape Corp.'s Top Management is committed to making this policy effective and the effectiveness of the OH&S Management System. The achievement of this will be ensured through the involvement and responsibility of all the team members of the organization.

4.3. Environmental Policy Statement

Shape Corp. will achieve and demonstrate sound environmental performance and protect the environment by controlling the impact of our activities, products, and services on the environment by:

- Reducing environmental risk,
- Reducing greenhouse gas emissions,
- Protecting valuable natural resources,
- Preventing pollution, protecting air quality, and reducing waste,
- Responsible chemical management,
- Continuous measurement and improvement in environmental performance, and
- Compliance with environmental regulations and other interested parties.

5. Important Contact Information

5.1.

Facility	Contact Information
Shape Corp Main Line	(616) 846-8700
Environmental, Health and Safety (EHS)	(616) 846-8700 Press 1
Call in line	Call your supervisor directly (number to be provided)

5.2. Shape Corporation Facilities

5.2.1. Shape Corp has several facilities as follows:

Shape Grand Haven

- Corporate headquarters
- 9 facilities
- More than 700,000 sq. feet of manufacturing space
- Original Shape campus (Ferrysburg, MI) established in 1974
- Shape Grand Haven campus established in 1978 with the construction of the 1900 Hayes building

1900 Hayes St.
Grand Haven, MI 49417
tel: +1 616 846 8700
fax: +1 616 846 3464

[GH Campus Map](#)



Shape Novi
39625 Lewis Dr., Suite 700
Novi, MI 48377
tel: +1 248 788 8444
Established in 1998

Shape Trenton
400 E State St
Trenton, OH 45067
tel: +1 513 988 6351
Established in 2018

Shape Alabama
120 Roy Long Rd.
Athens, Alabama 35611
tel: +1 256 998 5701
Established in 2016

6. General Rules of Conduct

6.1. Employee Dignity and Respect

- 6.1.1.** Shape is committed to its team member's well being. At Shape, this means treating team members with dignity and respect. While working at Shape, all Temporary team members are expected to understand and embrace this corporate value.
- 6.1.2.** Any Temporary team member that does not comply with this corporate value will not be permitted to work at Shape.

6.2. Security Badges

- 6.2.1.** The Temporary Agency will issue each Temporary Team member a security badge.
- 6.2.2.** Temporary Team members are required to wear their security badge, visible at all times when on Shape premises.
- 6.2.3.** Report all lost or stolen badges to the temporary agency immediately.

6.3. Weapons/Violence

- 6.3.1.** All firearms, knives and other weapons are strictly forbidden on all Shape premises, whether or not a concealed weapons permit has been issued under applicable law. Since this includes parking lots, Temporary team members may not have these items in vehicles driven to Shape premises.
 - 6.3.1.1.** A knife is considered a weapon if the blade exceeds 4 inches in length.
- 6.3.2.** Acts and threats of violence (physical or verbal) are strictly prohibited.

6.4. Tobacco Policy

- 6.4.1.** The use of tobacco products is strictly prohibited anywhere on Shape property, including inside any facility, outside entrances and doors, and driving/riding in company or contractor owned vehicles.
- 6.4.2.** Tobacco use includes smoking, chewing, or holding of tobacco products in any form on your person anywhere on company property.

6.5. Use of Cell Phones, Plant Phones, Radios, other Electronics

- 6.5.1.** Cell phones are permitted on Shape premises; however, their use is limited to lunchrooms and outdoor areas at scheduled break/lunch times only.
 - 6.5.1.1.** Temporary team members are prohibited from using a cell phone in manufacturing areas.
- 6.5.2.** Temporary team members are permitted to use Shape internal phones only with the authorization and direction of their Shape contact.
- 6.5.3.** Radios and music players are not permitted in Shape manufacturing/office areas.

6.6. Housekeeping

- 6.6.1.** Temporary team members are expected to keep their areas clean at all times.

6.7. Consequences for Non-Compliance

- 6.7.1.** Working safely is a condition of your assignment at Shape. Any Temporary team member violating these rules and/or procedures will be required to permanently leave Shape premises.

7. Substance Abuse Policy

- 7.1.** The possession or use of narcotics, drugs, or intoxicating beverages of any kind is prohibited on all Shape premises. Since this includes parking lots, Temporary team members should not have these items in vehicles driven to Shape premises.
 - 7.1.1.** Shape expects that the Temporary agency will immediately remove any Temporary team member suspected of being under the influence of drugs or alcohol. That team member will not be allowed on Shape premises unless a drug or alcohol test at the time of removal is negative.
- 7.2.** Shape has the right to initiate the immediate removal of any Temporary team member if suspected of being affected by drugs or alcohol.
- 7.3.** Temporary team members must adhere and comply with their temporary agency policy.

8. General Safety Information

8.1. Overview

8.1.1. Shape team members and Temporary team members deserve safe working conditions. To accomplish this, Shape makes every reasonable effort to comply with all current occupational health, safety and environmental laws and develops operations, procedures, and policies to provide the best conditions feasible. Our policies, based on past experiences and current scientific research, are aimed at preventing any unusual health or safety risk to any Shape team member, Temporary team member, visitor, customer, contractor or other person working in Shape facilities.

8.2. Safety Responsibilities

8.2.1. Shape Corporation and its team members are partners in providing and keeping the environment safe.

8.2.2. Shape Corporation provides:

- ✓ Equipment, buildings and processes that are designed to meet the needs of our team members and customers.
- ✓ Programs and policies that meet corporate and regulatory concerns for our Team members.
- ✓ Training.
- ✓ Resources to investigate and resolve safety and health issues.
- ✓ Management of the safety program.
- ✓ Gloves, face shields, ear plugs and other personal protection specifically required for the job being done.

8.2.3. Temporary Agency provides:

- ✓ Safety glasses
- ✓ Right-to-Know training
- ✓ General Safety training specific to Shape Corporation

8.2.4. Temporary team members must:

- ✓ Adhere to all procedures and policies.
- ✓ Identify, avoid and help eliminate hazards.
- ✓ Participate in training programs.
- ✓ Use the correct tool and use equipment correctly.
- ✓ Wear the proper personal protective equipment and take care of it as required below.

8.2.5. It is each temporary team members's responsibility to work together to provide a safe and health environment. This manual cannot cover every possible situation (they are only guidelines).

8.2.5.1. Carelessness, recklessness, and blatant disregard for safety or well being of any team member will not be tolerated.

8.2.6. Long fingernails result in the use of a "hybrid" grip (half power and half pinch grip) which increase stresses to the tendons, muscles, and joints when performing work.

8.2.7. Due to the increased risk of injuries and illness to the hands and wrists:

8.2.7.1. Temporary team members are required to keep their fingernails trimmed so that they do not extend beyond the tips of the fingers (when looking are the palm side of the hand)

9. Equipment Safety

9.1. Operation

9.1.1. Temporary team members are required to:

- ✓ Respect provided machine safeguards (fixed guarding, light curtains, etc.);
- ✓ Wear and inspect prior to use provided personal protective equipment (gloves, sleeves, safety glasses, etc.);
- ✓ Replace worn, damaged, or ineffective personal protective equipment; and
- ✓ Report broken equipment, safeguards, or tools to their Shape Contact immediately.

9.1.2. Temporary team members are strictly prohibited from:

- ✓ Operating a machine they don't know how to use; and
- ✓ Performing any task (servicing or maintenance) on a machine that requires lockout.

9.1.3. Temporary team members that have not been trained by Shape Corporation to lock out equipment, may not set up, repair, un-jam or adjust any equipment.

9.2. Controls

9.2.1. Red buttons on Shape equipment are emergency stop buttons that stop all motion to machines.

9.2.2. Green buttons "typically" start motion on machinery or are otherwise marked as such.

9.2.3. With the exception of emergency stop buttons, Temporary team members must receive machine specific instruction and authorization from their Shape Contact prior to touching any control panel or buttons.

10. Compressed Air

10.1. Temporary team members may never use compressed air to clean off their body or clothing. Doing so can puncture the skin and push foreign matter into the body or bloodstream.

10.2. Air guns with OSHA approved restrictors (reduce pressure to less than 30 psi) on the end may be used to blow off Shape equipment and fixtures.

10.2.1. Face shields are required for this task.

10.3. Compressed gas cylinders must be secured in an upright position and kept away from sources of heat or flame at all times.

11. Grinding

11.1. Grinding is a typical rework task required of Temporary team members. Grinding takes the sharp edges (burrs) off of steel parts.

11.2. Full face shields are required for all grinding tasks (including pedestal grinders).

11.2.1. Face shields and cleaners are available in the stockrooms. Temporary team members are required to clean their shield before returning it in after work.

11.3. Check your grinding pad often to be sure that it is not ripped...ripped pads can cause injury.

11.3.1. Unplug grinders before changing grinding pads.

11.4. Take frequent/short breaks to rest your hands and arms. If a workstation is too high/low, report this or other problems to your Shape Contact.

11.5. Grinding wheels may be soft or hard.

11.5.1. Hard wheels require special training by a Shape operator or Production Leader.

11.6. The Shape Contact will instruct Temporary team members on techniques for holding parts to keep from being injured.

11.6.1. Temporary team members must ask for assistance if they are unsure or unclear on any grinding task.

12. Aisles, areas, and material handlers

12.1. Temporary team members are strictly prohibited from:

12.1.1. Walking under a hoist, lift truck fork or any other elevated load.

12.1.2. Walking between a coil of steel and any equipment.

12.1.3. Entering into an area that is labeled as "restricted area", "authorized personnel only" or "confined space".

12.1.4. Operating any Shape vehicle, including lift trucks, golf carts and tricycles, without authorization from Shape Human Resources and completing the Shape safety training, when applicable.

13. Blood borne Pathogens

13.1. In an effort to reduce and prevent the spread of infectious diseases, Shape Corporation will be using universal precautions in the handling of all blood and body fluids.

13.2. All contact or possible contact with these fluids must be reported to your Shape Contact.

13.3. Always assume blood is contaminated - wear gloves to prevent exposure.

13.3.1. Have the injured person sit down and call for help; do not allow a bleeding person to walk around. This prevents there from being a blood trail that must be cleaned up.

13.3.2. Give the injured person something to put pressure on a wound - don't touch wounds.

13.4. Use soap and water for several minutes after you help someone who is injured, even if you are wearing gloves or have no obvious contact.

14. Chemical Spills

14.1. Temporary team members are required to report any spilled material to their Shape Contact immediately.

14.2. Spills of hazardous chemicals are rare. Spills of coolant, oils, and rust inhibitors may occur.

14.3. Your Shape Contact will inform you if a spill is hazardous and what to do if you must leave the facility.

14.4. Temporary team members are not permitted to respond to spills unless they have been trained in clean up procedures (i.e. coolant or oil) and the appropriate PPE is used (including chemical resistant protection...gloves, apron, etc).

14.5. Dispose of waste material only in approved locations – as instructed by your Shape contact.

14.6. Never walk through spills; they can be slip hazards.

15. Emergencies

15.1. General Emergency Information

15.1.1. Access to exits and to any emergency equipment (e.g., safety showers, eyewash fountains, fire fighting equipment) must be kept clear at all times.

15.1.2. Ambulance, fire and other emergency response support can be reached from any plant phone by dialing 911 or 9911.

15.1.3. Additional emergency response procedures and contacts are posted at each Shape plant phone.

15.1.4. If outside assistance is contacted, inform your Shape Contact immediately.

15.2. Fire

15.2.1. Temporary team members must report any fire event occurring on Shape premises to their Shape contact immediately.

15.2.1.1. The Shape contact will initiate an evacuation, where required.

15.2.2. Trained Temporary team members are encouraged to extinguish incipient fires using portable fire extinguishers (available at designated places in Shape facilities).

15.2.2.1. If a fire extinguisher is discharged, the spent extinguisher must be provided to the Shape contact to ensure that it is appropriately recharged and replaced.

15.2.3. Do not attempt to put out the fire unless you have been trained to use a portable fire extinguisher.

15.2.4. Temporary team members may not resume work or leave the evacuation area until an all clear is given by a member of Shape's supervisory team.

15.3. Severe Weather

15.3.1. In the unlikely event of a tornado or other severe weather, an announcement will be made over the Shape PA system to take cover.

15.3.1.1. Temporary team members must take cover in a designated/marked tornado shelter area (typically restrooms/locker rooms) at each plant.

15.3.1.2. Temporary team members may not resume work or leave the shelter area until an all clear is given by a member of Shape's supervisory team.

15.4. Injury

15.4.1. Temporary team members are required to report all work related injuries and illnesses to their Shape Contact and their Temporary agency contact.

15.4.2. Temporary team members are required to report the use of any medication to their Shape Human Resources before starting a job that may affect a team member's ability to work safely.

15.4.3. Never remove a foreign body from your eye (or someone else's eye). All Shape Production Leaders and Supervisors are trained in First Aid and CPR.

15.4.3.1. Eye washes are readily available to flush eyes in areas where caustic materials are present (i.e. battery charging stations).

15.4.4. First aid kits and trauma bags are strategically located throughout all Shape facilities.

15.4.4.1. First aid is voluntary.

15.4.5. If Temporary team members encounter an injured coworker, they are required to:

- Sit the injured person down; do not walk with the person for help;
- Ensure that they are adequately protected against blood borne pathogens;
- Call their Shape Contact for help;
- Follow the directions of the Shape Contact;
- Participate in an incident investigation;
- All injuries and illnesses are investigated. Shape contacts will initiate an incident report within 24 hours of any reported injury or illness to a Temporary team member.

15.5. Fights, Weapons, Intruders

15.5.1. Restrictions related to Weapons and Acts of Violence are described in above.

15.5.2. If you suspect someone is on the property with a weapon, ready to fight, or any other security issue, please contact your Shape Contact immediately.

15.5.2.1. Temporary team members are never to put themselves or anyone else at risk.

15.5.2.1.1. If police are needed, they can be summoned by calling 911 or 9911 from any plant phone.

15.5.3. Temporary team members are not permitted to approach angry individuals or someone with a weapon. Evacuate the building.

15.6. Evacuation

15.6.1. At all Shape facilities, immediate evacuation is required: when audible alarm is sounded and/or an announcement is made to evacuate.

15.6.2. Temporary team members must leave by the closest/safest exit, as quickly as possible.

15.6.3. After exiting the building, Temporary team members must assemble in the building parking lot and report immediately to their Shape Contact.

15.6.3.1. Temporary team members must not stop for personal belongings or coats, and must not re-enter the building until instructed by the Shape Contact.

15.6.4. Temporary team members are not permitted to leave Shape premises without communicating with their Shape contact.

15.7. Power Failure

15.7.1. In the event of a power failure, turn off any equipment being utilized and report to your Shape Contact (unless directed to evacuate to a different location).

15.7.2. Powered Industrial Trucks may not be used or driven during a power failure.

15.7.3. Any potentially hazardous condition (e.g., hole, opening, charged equipment) must be secured before leaving the area.

16. Ergonomics

16.1. Workstations at Shape are designed to limit the risk of ergonomic injury/illness.

16.2. Work smart stretches are required under the direction of your Shape Contact.

16.2.1. Stretching will occur at the beginning of your shift to warm up muscles and helps to prevent strains and sprains.

16.2.2. Temporary team members are encouraged to repeat the stretches on their own during break times through their shifts.

16.3. Temporary team members are expected to utilize the following safe lifting practices:

- Bend at the knees (not at the waist);
- Get a good hold of the object being lifted;
- Hold lifted objects close to the body; and
- Limit twisting and turning at the waist.

16.4. Temporary team members are required to ask for help if they are unable to reach something or if they encounter an object that is too heavy to lift on their own.

16.5. Objects over 50 pounds require a two-person lift.

16.6. Ergonomic problems or issues must be reported to a Shape Contact immediately.

17. Machine Guarding and Safety Devices

17.1. Temporary team members are strictly prohibited from operating any Shape equipment unless all provided machine safeguards are in place and secured.

NOTE: Machine safeguards are required and are there to protect Temporary team members from injury and may include: fixed guards, interlocked guards, light curtains, etc.

17.1.1. Temporary team members may not move, open, and reach over, under or around a guard for any reason (unless trained in Shape Corporation's lockout procedure for the specific equipment).

17.1.2. If something is wrong inside any machine, Temporary team members must report the issue to their Shape Contact immediately.

17.2. Shape does not typically train Temporary team members to lock out equipment, therefore, you may not open any guard, enter any fenced workcenter or un-jam/reseat parts inside a machine.

17.3. Temporary team members are strictly prohibited from moving, un-jamming or repositioning parts inside equipment without specific training and authorization from a Shape Contact.

17.3.1. Un-jamming or repositioning may require the equipment to be locked out. Temporary team members must be trained to lockout specific equipment before un-jamming or repositioning.

17.4. Temporary team members are required to alert their Shape Contact if they have questions about safeguarding, their safety, machine operation or part quality.

17.5. Light curtains

17.5.1. Light curtains do not lockout power. Light curtains do stop machine motion when the light is blocked. They stop movement so Temporary team members can load or unload a machine.

17.5.2. Light curtains have indicator lights that visually inform Temporary team members that the systems are working. The typical type of indicator light will turn red when a Temporary team member passes through a beam between the curtains.

17.5.3. Temporary team members must always check to be sure that the light curtain is working before depending on it for stopping machine movement.

17.5.3.1. Repairs, cleaning, un-jamming, repositioning, and adjusting may not be done using only light curtains.

17.5.3.2. The Shape Contact will explain to each Temporary team member what can and cannot be done while this device is working.

17.5.4. Temporary team members are never permitted to reach into a machine beyond a designated load/unload point on a machine fixture.

18. Personal Protective Equipment (PPE)

18.1. General Requirements

18.1.1. Temporary team members are required to wear the appropriate level of personal protective equipment (PPE) as required by the task or area.

18.1.2. Temporary team members are required to:

- Wear their PPE as instructed by their Shape Contact,
- Keep their PPE clean and in good condition (sanitizing cleaners are found at the stock room), and
- Dispose of their PPE as instructed by their Shape Contact.

18.1.3. Damaged equipment may be replaced by turning the PPE into the stock room.

18.2. Eye Protection

18.2.1. Approved safety glasses (with attached side shields) are required in all manufacturing areas and tool rooms at each Shape facility.

18.2.2. Full face shield must be worn for grinding activities

18.2.2.1. Contact Lenses

18.2.2.2. Contact lenses may be worn by all Temporary team members to correct vision issues; however, contact lenses are not considered eye or face protection.

18.2.2.2.1. Temporary team members are responsible for:

- Supplying their own contact lens cleaning and maintenance products; and
- Ensuring that their hands are clean and free of debris before touching their eyes or contact lenses.

NOTE: Contact lens maintenance is considered a matter of personal grooming. Team members must not clean or maintain their contacts while on the shop floor. Restrooms are the preferred environment for this activity.

18.2.3. Temporary team members may not touch their eyes with anything other than freshly washed hands.

18.2.3.1. In the event of any foreign object entering the eye, team members must use the provided eye flushing materials in first aid kits or emergency eye wash stations.

18.2.3.2. If objects become embedded, team members must immediately notify their Production Leader for medical treatment.

18.3. Foot Protection

18.3.1. Effective 09/01/07, all Temporary team members are required to wear safety-toed footwear in manufacturing, maintenance and tool room areas at all times.

18.3.2. Compliant footwear will be as follows:

- All foot wear must be safety-toed (either composite or steel toe).
- All footwear must be marked with as ANSI Z41 or ASTM F2413-05 compliant.
- All footwear must be equipped with soles that are slip resistant and oil resistant soles.

18.4. Tennis shoes, dress shoes, open toes or heels are not allowed.

18.5. Body Protection

18.5.1. Sleeveless shirts and mesh shirts are prohibited.

18.5.1.1. Bare mid-drift is prohibited.

18.5.2. Sweats, Lycra, and sweat-like pants (elastic waist/tie waist) are prohibited.

18.5.3. Shorts and capris (mid calf) pants are prohibited.

18.5.4. Loose clothing and loose jewelry is not allowed. It must be tucked in or secured.

18.5.5. Effective 11/01/14, open-style, gauged earrings present a safety hazard in manufacturing. Open holes can be snagged by objects, causing ear injuries. Closed-style, ("plug") gauged earrings eliminate the snagging hazard in manufacturing and are required when the gauged hole exceeds ¼" in width.

18.6. Head Protection

18.6.1. Temporary team members may be required to wear baseball style bump caps when in manufacturing, maintenance and toolroom areas.

18.6.2. Hair longer than shoulder length must be adequately pulled back into a pony tail or contained with a hair enclosure.

18.6.2.1. Loosely hanging pony tails must be tucked into the back of the shirt (or otherwise "tied-up" at all times.

18.6.3. Beards that extend ≥ 3 " below the chin are also considered a hazard, and must be trimmed or otherwise restrained (beard net, rubber banded, etc).

18.6.4. Dangling jewelry (necklace, earrings, etc) is prohibited in manufacturing, tool room, and maintenance areas.

18.6.5. Neckties, and other objects that encircle the neck, must be secured from dangling (i.e. tucked in a shirt) or equipped with a break-away safety device.

18.7. Hearing Protection

18.7.1. Hearing protection (ear plugs/muffs) is required in all manufacturing areas, except in the coatings areas of the 1820 Hayes facility and warehouses at our Taft and Van Wagoner plants in Spring Lake.

18.8. Hand/Arm Protection

18.8.1. Chemical resistant gloves are required when handling chemicals.

18.8.2. Cut resistant gloves (Kevlar or similar material) are required when handling any steel part or raw material.

18.8.3. Cut resistant sleeves must be worn at all times in manufacturing areas.

18.8.4. Barrier creams are provided in containers on the walls of many restrooms/locker rooms. Barrier creams act like an inner glove and keeps liquids (coolants/oils) from getting to your skin.

18.9. Gloves must be inspected prior to use for holes or wear that could limit their effectiveness in protecting your safety.

18.10. Welding Protection

18.10.1. Welding sleeves must be used when constant or frequent hand welding or cutting (i.e. more than 3 parts per minute).

18.10.2. A weld helmet must be worn for all welding and gas-cutting operations.

18.10.3. A hand held welding shield may be used for infrequent welding operations.

18.11. Fall Protection

18.11.1. Working four (4) feet or more above a working or walking surface that is not properly railed requires the use of fall protection equipment and appropriate warnings.

18.11.1.1. Fall Protection may not be used by Temporary team members until proper training is conducted.

18.12. Job Specific PPE

18.12.1. Other PPE may be required for specific tasks as outlined by your Shape Contact

18.12.2. If special PPE is required, it will be furnished by the Shape Contact.

18.12.2.1. Training for the use and care of PPE will be provided.

19. Cranes and Hoists

19.1. Shape-owned Overhead Cranes and Hoists are not to be operated by Temporary team members unless they receive advance authorization from the Shape contact.

19.1.1. Upon authorization, only Temporary team members for whom the Shape has provided training sufficient to meet MI/OSHA standards for cranes and hoists (including applicable licensing) will be allowed to operate this equipment.

20. Hazard Communication (“Right to Know”)

20.1. Shape uses a variety of chemicals that Temporary team members may encounter. Temporary team members have a right to know about the chemicals they are using at Shape Corporation.

20.2. Shape maintains Safety Data Sheets (SDS’s) for these chemicals. SDS’s are stored electronically in Plex.

20.3. Temporary team members may request a copy of any/all SDS’s for chemicals to which they are (or may be) exposed by contacting their Shape Contact.

20.4. Temporary team members are required to ask their Shape Contact what PPE is required to prevent contact with chemicals.

20.5. Temporary team members may not use a chemical unless they are instructed to do so by a Shape Contact.

20.5.1. Using the wrong chemical can endanger temporary team members or may affect Shape parts.

20.6. Temporary team members must ensure that all chemical containers have labels present indicating the contents, hazard ratings, and description of any hazardous effects of the chemical.

20.7. Common chemicals used at Shape Corporation include: coolants, cutting fluids, rust inhibitors, and lubricants.

20.8. Additional Hazard Communication training will be provided by the Temporary Agency.

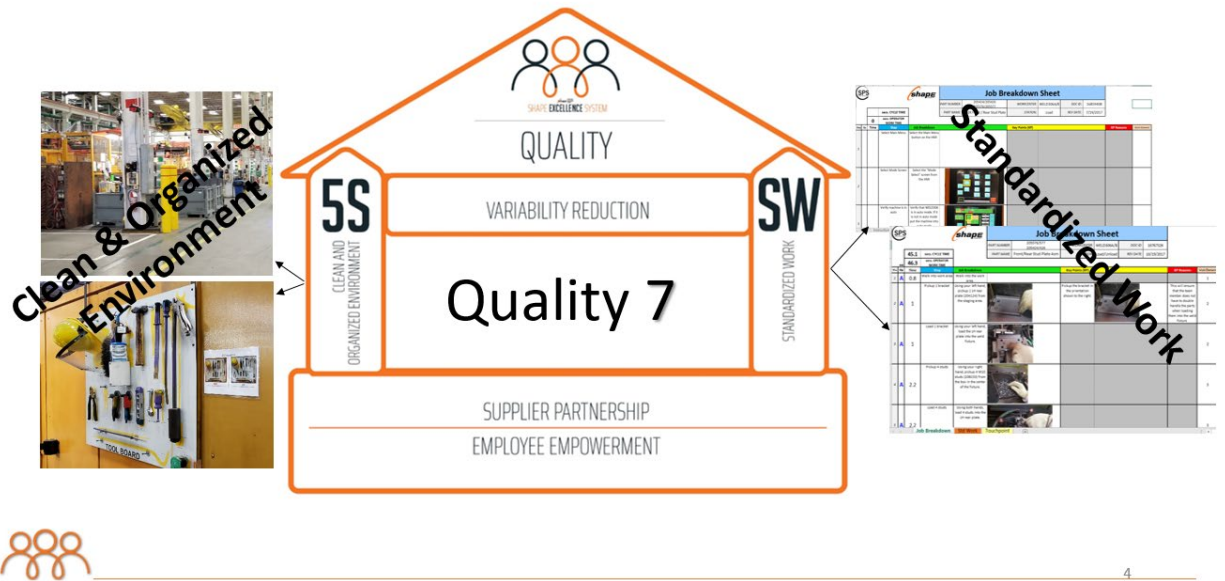
21. Expected Quality

21.1. Shape Corp. has a global quality management system that follows best practices and ISO/IATF 16949 Standards.

21.1.1.1. IATF 16946 is an automotive specific standard which has requirements for automotive manufacturers. We do internal audits of our quality management system and also are audited by an external company each year to these requirements.

21.1.1.2. Shape Excellence System (SES). This part of our quality system is a collection of best practices that we utilize to drive improvement throughout our company. You will see the acronym S.I.M.P.L.E. This stands for **S**afety, **I**mprovement, **M**anufacturing, **P**eople, **L**eadership and **E**xpected Quality or SES (Shape Excellence System) throughout Shape Corp. You will hear about these items as you progress through your orientation. We also regularly audit the effectiveness of SES.

Building Blocks of Quality



21.2. As part of our SES, we have the 'Quality 7' these are our SES fundamentals specific to Expected Quality and have standard procedures for each of these topics.



21.3. Quality Policy

The Shape Corp. team will achieve total internal and external customer service. Our products will be complete, on time and defect free. Through continuously evaluating and improving our customer satisfaction, we strive to be the benchmark for global quality standards in all of our processes.

21.4. Some ways that temporary team members can impact the Shape Corp. Quality system are:

Following Work instructions

Written work instructions will be available for all activities you will be asked to perform that impact part quality. The instructions will provide you with the detailed steps required to deliver a quality part to our customer. Be sure to read all work instructions thoroughly. Find your team leader if you have questions. It is important that you understand what the work instruction is directing you to do. If you have any questions or are unsure of what to do regarding a part or instruction, please PULL THE CORD and ask for help, clarification or address an issue or potential issue. We promote learning and want you to know that it is ok to ask questions.

Pulling the cord

As noted above, when you need help, clarification or address an issue or potential issue, contact your ‘pull the cord’ by contacting your leader immediately. You have the authority to STOP production or shipment to correct quality issues if necessary.

Making Suggestions for improvement

Continuous improvement is an integral part of our company. Shape’s quality management system makes all of us responsible to identify where we can improve in ways that will benefit the company as a whole. This means that if you have any suggestions or ideas, even the smallest items, please let us know. We want to hear your ideas!

Being Involved in Audit interviews

You may get asked questions by an auditor. Keep in mind that an audit is NOT designed to catch you doing something wrong. It is designed to help us verify our system is working as intended, identify/prevent things from going wrong, and identify opportunities to correct or improve our systems and processes. Some things to know if you are being asked questions by an auditor:

- ✓ Don’t be nervous, just be honest with your answers and to keep a positive attitude.
- ✓ If you don’t understand a question, tell the auditor that you do not understand the question.
- ✓ If you depend on your Shape contact for quality or job information, tell the auditor who your contact is.

NOTE: The quality policy can be found in Plex, posted in the plant or even on flags or banners that are found in each plant. You can simply point to it if you are asked what the policy says.

If you depend on your Shape Contact for quality or job information, tell the auditor who your Shape Contact is.

22. Environmental Management System (EMS)

22.1. Shape Corporation has also implemented an Environmental Management System (EMS).

22.2. The EMS assists Shape to:

- Understand how to be “environmentally friendly”.
- Meet the expectations of our customer, our government, and our community.

22.3. Shape’s EMS is audited periodically by an independent agency (external audit) and by Shape personnel (internal audit).

22.4. Temporary team members impact the Shape Corporation EMS, and are expected to understand and adhere to the following:

- Know where to look for the environmental policy (on flags overhead).
- Know where to dispose of things (gloves, metal, scrap, waste, mop water, rags, paper, cardboard). A visual display is posted at each time clock.
- Know what Shape recycles (gloves, metal, paper, cardboard, etc).
- Know that Shape is working to reduce the amount of waste that we land fill.
- Report spills and leaks.
- Follow the Quality audit requirements.
- Participate in audit investigations (don’t be nervous... if you don’t understand a question, tell the auditor that you do not understand the question...be honest with your answers and to keep a positive attitude).

23. Waste Disposal Information

23.1. The following table summarizes typical wastes encountered by Temporary team members and the typical disposal location for each of these wastes:

NON-HAZARDOUS LIQUIDS	
Waste	Disposal Location
Oil /coolant/ lubricant	Bulk Liquid Storage Tanks
Floor and Manufacturing mop water scrubber waste	Liquid Storage Tank or Flow-through separator when available (172 nd & 1900 only)
Office/restroom/Lunchroom/Locker Room Mop water	Sanitary Drain
HAZARDOUS LIQUIDS	
Waste	Disposal Location
Parts Washer Fluid	Hauled by outside source
Solvents (Maintenance)	Hauled by outside source
NON-HAZARDOUS SOLIDS	
Waste	Disposal Location
Sludge	Collected by Maintenance; Hauled by an outside source
Saturated pig mats/ sorbents/ kitty litter	Normal dumpster (landfill)
Belting/conveyors	Normal dumpster (landfill)
Lift truck batteries	Vendor disposal
HAZARDOUS SOLIDS	
Waste	Disposal Location
Ballasts	Stockroom (recycle)
Batteries	Stockroom (recycle)
Fluorescent, Metal Halide and Sodium Light bulbs	Stockroom (recycle)
Computer equipment	IS (recycle)
MISCELLANEOUS (Other)	
Waste	Disposal Location
Used rags	Labeled container (recycle)
Used gloves	Labeled container (recycle)
Drums	Return to vendor
Totes	Return to vendor
Pallets	Return to vendor; giveaway
Office paper	Recycle dumpster
Blood soaked materials	Plastic bag, spray w/ disinfectant, seal, normal dumpster
Aerosol cans (empty)	Metal recycling container after puncturing in Stockroom

23.2. Metal Scrap from parts must be placed into a designate scrap hopper (clearly labeled for identification).

23.3. Parts protruding from a hopper more than 1 foot (12 inches) are prohibited.

23.3.1. Have your Shape contact cut up any scrap piece that is too long.

24. Attachments

24.1. Attachment #1: Receipt/Understanding of Manual Documentation

Attachment #1: Receipt/Understanding of Manual Documentation



Name of Temporary Team member: _____

- I have viewed the Shape Safety Training Parts 1 and 2 on www.shapecorp.com/suppliers .
- I understand and agree to comply with the policies and procedures outlined in Temporary Team member Manual. I agree to adhere to all safety rules at Shape Corporation at all times while on assignment here.
- I have been made aware of what TS 16949 is and how it pertains to my position.
- I have been made aware of the Shape Corporation Quality policy statement and realize it my duty to know it.
- I understand the Personal Protective Equipment requirements of Shape Corporation, including: eye, hear, foot, hand/arm and body protection.
- I understand that I must use my swipe card to clock in and out at a Shape timeclock as I enter and leave the building and that my clock number is entered into my assigned work center each day and that I am logged out when done on that work center.
- I understand that if I was assigned a swipe card, I must return it to the Temporary Agency when my assignment ends at the Shape Corporation.
- IMPORTANT: I UNDERSTAND UNDER NO CIRCUMSTANCES AM I ABLE TO PERFORM ANY TASK REQUIRING LOCKOUT ON ANY MACHINE!**
- I understand that I am **not** authorized to perform any duty for which I am not trained, and that I am limited to the following duties: loading or unloading parts, pushing carts, general housekeeping, and grinding. Welding may be permitted if I have received the proper training. If you are unsure of how to perform a task OR have not been trained please remember to "PULL THE CORD".

By signing below, I am stating that I have received my orientation and agree to comply with all of the policies and procedures stated throughout.

Printed name of Temporary Team member Date

Signature of Temporary Team member

Signature of Temporary Agency Contact Date