

OLYMPIC STEEL

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Safety Policy

The personal health and safety of each employee is of the utmost importance, as safety is a Core Value at Olympic Steel (“Olympic Steel” or the “Company”). The Company is committed to providing a workplace free from recognized hazards that have the potential to cause injury and/or illness, or unsafe working conditions. To this end, Olympic Steel maintains an active safety and health program that includes promotion of workplace safety and employee health and wellness through continuing education.

The objective of Olympic Steel’s health and safety program is to reduce the number and severity of injuries and illnesses to a minimum; surpassing industry standards, not simply meeting industry norms. Our goal is always ZERO accidents and injuries.

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

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

Visitor and Vendor Safety Procedures

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

Personal Protective Equipment (“PPE”) Program

All production employees and administrative employees frequently visiting the production floor are required to wear long pants, steel-toe shoes and safety eyewear at all times and in all locations of the warehouse. As part of the PPE Program, the Company provides work boot reimbursements and makes available a prescription safety glasses program. For specific details on the program, contact your division’s appointed Safety Professional or Regional Human Resources Manager.

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Division management reserves the right to require head PPE (hard hats or bump caps) depending upon the process or physical surroundings.

In certain circumstances, additional PPE may be required for health and safety reasons not necessarily related to an employee's work-specific role (for example, as part of Olympic Steel's Pandemic Preparedness & Response protocols). Employees are required to follow all Company health and safety guidelines for the time period over which additional PPE guidelines are in place.

Reporting of Accidents, Injuries or Serious Illness

- **Reporting is Mandatory:** Employees are required to immediately report **all** accidents, injuries, illness and near misses to a Supervisor. Where the illness or injury is **serious**, 911 should be called immediately and then the Operations Manager, General Manager and/or senior supervisor covering the shift should also be notified.
- **Report Must Be in Writing:** A written report (i.e. the "First Report of Injury" or "FROI") is **always** required for any work-related illness or injury, regardless of the extent, and it must be completed as soon as reasonably possible, **within 8 hours after becoming aware** of the injury. Failure to timely complete and submit the FROI can result in denial or reduction of workers' compensation benefits in many states.
- **Discipline for Failure to Report:** The failure to report an accident, injury or damage incident in a timely manner in accordance with this policy will result in disciplinary action, as will the filing of *false* reports. Supervisors should refer to the Incident Investigation Program ("IIP") Guidelines for specific reporting and notification requirements. IIP Guidelines can be found on the Company's intranet, OSSIE, or by contacting your local Safety Professional.
- **Seeking Medical Treatment:**
 - As noted, 911 should be called in cases of **serious** illness or injury.
 - In cases of **minor** injury or illness, employees may be transported to an occupational medical facility or 24-hour medical facility.
 - If an employee refuse(s) transport, a family member is required to transport the injured party from the Olympic Steel facility to an alternate location for treatment. If an employee refuses medical treatment altogether, s/he must sign a refusal agreement letter.
 - As a general rule, where an employee is unable to complete his/her scheduled shift as a result of a work-related injury or illness, that employee is required to seek immediate medical attention unless s/he signs a refusal agreement letter.
 - In the case of a visitor experiencing a serious or unknown illness or injury, the visitor will be transported to the nearest medical facility for treatment and a contact from the visitor's company must be notified.
- **Mandatory Drug and Alcohol Testing:** Where an employee may have contributed to a workplace accident resulting in injury to a person or damage to property, a drug/alcohol test will be required, in accordance with Olympic Steel's Drug and Alcohol Policy, once the

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employee's medical condition is controlled. Olympic Steel maintains a state law compliant Drug and Alcohol Policy at each of its employee workplace locations.

- **Doctor Release Required:** Any employee missing one (1) or more days of work due to an injury, whether work-related or not, is required to provide a written doctor's release to return to work. This requirement does not apply when an employee uses a paid sick day, unless the absence is for more than three consecutive workdays.

Emergency Procedures

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

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

Authorized Work Activities and Restricted Areas

Due to inherent safety hazards, only trained and authorized employees are allowed to operate Olympic Steel machinery and equipment. In addition, the areas near moving production equipment are restricted to only those employees trained and authorized operators of the equipment.

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

Medical Surveillance

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

General Administration/Reporting of Hazards and Violations

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

If at any time an employee feels a safety concern is not being adequately addressed, the

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employee should call the Corporate Human Resources Help Desk or a member of the Executive Leadership Team per Olympic Steel's Open Door Policy.

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