

## **SAFETY DATA SHEETS (SDS)**

Safety Data Sheets are maintained in the Break room. Chemicals are listed by their common name for ease of availability.

## **HAZARDOUS MATERIALS**

TC Recycling is not permitted to dispose of any hazardous materials. If you are expecting to generate a hazardous waste, either a third party will have to be contacted to remove it or you will have to remove it. Please notify the EHS Specialist in advance if hazardous materials will be present.

## **FIRST AID/CPR /EYEWASH**

Site supervisors are trained in First Aid and CPR. The site First Aid Kit and AED are located in the Breakroom. An eyewash station is also located in the Breakroom and Emergency Shower is located in the Maintenance Shop.

## **CHEMICAL SPILLS**

- Chemical spills including oil spills must be cleaned up immediately. Spill kit materials are located in :
  - Generator Room
  - Maintenance Shop
- Any chemical/oil spill that reaches a storm drain must be reported to EHS immediately.
- Any spill in excess of 25 gallons must be reported to EHS.

## **DRUG & ALCOHOL POLICY**

- A visitor shall not have in their possession or store on company property intoxicants, narcotics, or alcohol.
- A visitor shall not report to work intoxicated or under the influence of alcohol, illegal drugs, or medically prescribed Methadone, Suboxone, or Marijuana.

## **RESTRICTED AREAS**

Visitors shall not be permitted at the conveyor lines or glass house unless an escort is provided.

**TC Recycling, LLC  
120 Hutchman Road  
Mars, PA 16046**

**Phone: 724-625-9000  
FAX: 724-625-3777**

**Please visit our website at:  
<http://www.tcrecycling.com>**

## **SITE CONTACTS**

Matthew Fickes (General Manager)  
724-816-0743

Ken Arnold (Maintenance)  
724-288-7395

Pat Johnson (Maintenance)  
724-923-9678

Elizabeth Bertha (EHS Director)  
724-816-6149

Erin Luce (Site EHS Specialist)  
724-831-8627



## **Visitor Health and Safety Guide**





## TC RECYCLING BASICS

The purpose of this guide is to provide a basic safety awareness while visiting the site. Please take a few minutes to familiarize yourself with the site safety policies.

## VISITOR REGISTRATION

Visitors must sign in upon arrival and sign out before leaving for the day. Please visit the Facility Manager's office on the first floor to sign in/out.

Please note that by signing the Visitor Registration you are acknowledging you have read the policies in this brochure.

All visitors must have a site contact. The site contact is responsible for communicating the Health and Safety policies of the site. The visiting supervisor is responsible for their own employees and adherence to the site Health and Safety rules.

## EMERGENCY EVACUATION

Evacuate buildings using the nearest marked exit. Each building has its own Emergency Evacuation route map. Please familiarize yourself with these maps.

## INCIDENT REPORTING

All incidents must be reported to the site supervisor or EHS immediately. This includes but is not limited to personal injury, property damage, or environmental spills.

- Always carry your cell phone. Ask your site escort/contact for assistance. Site contacts are also listed in the Breakroom.
- In the event of an emergency, the primary muster area is outside next to the **Blue Diamond Mulch Roll Off boxes**. Please remain at this location to be accounted for and await further instruction.

## PERSONAL PROTECTIVE EQUIPMENT (PPE)

Visitors are expected to provide their own Personal Protective Equipment. Below are requirements for the site.

- Work boots are required on site. They must have a 6 inch heel, lace up style boot, and slip resistant sole.
- High visibility clothing must be worn on site at all times. High-vis safety vests are acceptable as long as worn on the outermost layer of clothing.
- Safety glasses are required while working on the Cardboard (OCC) line and in the Glass House. (Additional eye/face protection is required when welding, cutting, drilling, or grinding).
- Hearing protection is required in the Glass House.
- Additional PPE may be required to be worn depending on the task (i.e. Hard hats, respiratory protection).
- A Fall Protective System is required when working on unguarded walkways greater than 4 feet from a lower level or unprotected edges greater than 6 feet from a lower level. Examples of fall protective systems include: guardrails, scaffolding, scissor lifts, or personal fall protection. Components of a personal fall protective system include: Anchorage, body harness, and connecting devices.

## DRESS CODE

Any clothing with tie strings such as "hoodie" sweatshirts are not recommended to be worn on the shop floor to prevent employees from getting caught into machinery. If hoodie sweatshirts are worn, the strings must be removed and the hoodie must be tucked inside to prevent getting caught into equipment.

## SMOKING AREAS

Smoking is prohibited inside any building on the premises. Smoking is also prohibited in areas where there are NO SMOKING signs posted such as the fuel storage areas.

## HEAVY EQUIPMENT

- Truck traffic and heavy equipment are a constant at the recycling plant. Always pay attention to your surroundings. Do not walk behind heavy equipment; there are many blind spots for equipment operators. Make sure the operator sees you before proceeding through walkways.
- Maintain eye contact and never turn your back on equipment.
- Always wear your seatbelt when operating equipment. If your equipment overturns, stay in the cab of your vehicle. The cab is designed to protect you. If you get out of the cab, you may upset the balance of the load and increase the likelihood of injury.
- Maintain at least a 10 foot distance between your vehicle and other vehicles.

