

 <b>Bren-Tronics inc.</b> <i>"Military Batteries &amp; Charging Systems"</i> 10 Brayton Court, Commack, NY 11725-3197	<b>SAFETY STATEMENT &amp; PROCEDURES</b> H06F1834	
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## **SAFETY STATEMENT & PROCEDURES**

**Safety:** Bren-Tronics expects its employees to conduct themselves in a safe manner. It requires a cooperative effort between employees and company. The company will follow all safety regulations of the Occupational Safety and Health Act (OSHA) and all recommendations of the Police and Fire Departments. Bren-Tronics will also provide and supply safe equipment, tools and machines for use by its employees. Employees must be safety conscious, practice safe working and notify management of any areas that might lead to unsafe conditions so that corrective action can be taken.

Safety glasses must be worn in all production areas and will be provided to all employees. For those employees who wear prescription glasses over the glass eye protection will be provided. Stock room personnel are required to purchase heavy duty safety work shoes for wear during working hours. After six months of employment, the company will reimburse the employee for the cost of the work shoes.

Safety gloves and lab coats will also be supplied by the company for the purpose of protecting an employee's skin and clothing when performing certain tasks.

All equipment provided for use while employed with Bren-Tronics, Inc. must be maintained by the employee. Any loss or damages requiring new equipment should be reported immediately to your supervisor for replacement.

***Under no circumstance shall any employee use equipment, tools or parts not authorized by Bren-Tronics management or work instructions. The use of tools or equipment brought from an employee's home is a violation of company policy.***

**Fire Prevention:** Each employee has a personal responsibility in doing everything possible to safeguard the plant from damage due to fire. All employees can help prevent such a disaster by keeping the aisles clear of debris, workplaces neat and orderly, and by observing all rules regarding fire prevention. Bren-Tronics is a non-smoking facility; smoking is permitted on the exterior of the building during lunch hour and break times. Employees should always be aware of the locations of all fire extinguishers and fire exits. Floor plans of the building and the location of the fire exits are posted throughout the building.

**Housekeeping:** All employees are responsible to maintain clean work areas. Food and liquids are not permitted at work stations. Customers are prone to judging us by our appearance of the office and work areas.