



Security & Safety Guidelines for Contractor Employees EXHIBIT "S-1"

SAFETY AND HEALTH POLICY

Vision

- ▶ Zero Injuries / Illnesses

Beliefs

- ▶ Nothing we do is worth someone being injured.
- ▶ All accidents, injuries and occupational illnesses are preventable and the causes leading to them are manageable.
- ▶ Fulfilling individual safety and health responsibility is a condition of employment.
- ▶ Assurance of a safe and healthy environment is everyone's responsibility.
- ▶ Accountability for safety and health management is held to the same level as accountability for the other key strategic objectives.

SECURITY & SAFETY GUIDELINES FOR CONTRACTOR EMPLOYEES ON KAISER TRENTWOOD/ALUTEK PREMISES

PURPOSE

The purpose of the safety/security booklet is to familiarize Contractor employees and their respective representatives with general safety and security provisions at the Trentwood and Alutek facility.

The comments are not intended to cover all situations that may arise nor to waive any provisions or conditions specified in KAISER general terms and conditions and safety provisions, and insurance requirements governing outside Contractors. You are required to read and adhere to all procedures set forth herein. It shall be noted that these procedures are in addition to standards or rules imposed by your employer, or government agency.

DEFINITION OF TERMS

The term "KAISER facility, property, or premises" shall mean the KAISER Trentwood Flat Rolled Products facility and Alutek facility.

The term "Contractor" shall mean: a General Contractor, a firm or individual who has been engaged directly or indirectly by KAISER, or a "Sub-Contractor", a firm or individual who has been engaged by the Contractor to do certain specific portions of the work for which the Contractor is responsible.

The "Owner's Representative" shall be KAISER's direct contact with the Contractor.

ENTRY

Contractor personnel will enter the plant through the East gate or as designated by the Owner's Representative. Personal vehicles belonging to Contractor employees will NOT be admitted inside the plant gates, and shall be parked in the plant parking lot designated by the Owner's Representative.

Vehicle entrance to the plant will be limited to transportation of materials or equipment. All vehicles allowed through the gate must be clearly marked with the name of the Contractor and left in designated areas when unattended. Vehicle passes must be obtained through the KAISER Owner's Representative. Other than for specific purposes, vehicles will be parked in the plant parking lot outside the Plant security gate.

KAISER reserves the right to conduct unannounced outgoing vehicle and package searches by Security Officers. Persons discovered trying to remove material without authorization will be barred from the premises and will be subject to prosecution.

The acceptance and cooperation with these security searches is a condition of working on KAISER premises.

CAMERAS

The use and/or possession of cameras and/or video recording devices, for any purpose, on Kaiser property is prohibited without a camera pass which must be obtained through the Human Resource Manager or designee.

VISITORS

Outside visitors such as vendors, Contractor representatives, etc., must receive permission to enter the facility.

Personal visitors are not permitted. In the event of an emergency, contact the KAISER Owner's Representative or Plant Security to notify the concerned party.

THEFT

Report all incidences immediately, regardless of ownership, to your supervisor who will relay the incident to the appropriate Owner's Representative. In the event of an investigation, absolute cooperation will be expected by everyone.

VENDING MACHINES

Contractor employees may use KAISER vending machines.

WASHROOM / SANITARY FACILITIES

Contractor employees for small or moderate jobs may use KAISER washrooms and sanitary facilities, if agreed to before mobilization. Large projects will require separate Contractor furnished washrooms and sanitary facilities provided for Contractor employees.

DRUGS / ALCOHOL / FIREARMS

The use, possession, sale, or exchange on KAISER premises, (including parking areas) at any time, of intoxicants, such as alcoholic beverages, stimulants, or drugs of any kind, will not be tolerated. Contractors or their employees will not be on the plant site while under the influence of drugs or alcohol.

Violators will be banned from working on KAISER premises and will be subject to prosecution.

The possession of firearms is strictly prohibited on both the job site and in the parking area. Violators will be banned from working on KAISER premises and will be subject to prosecution.

SAFETY GUIDELINES - PLANT SAFETY RULES

1. All Contractor employees are expected to comply with federal, state, local or other regulatory safety standards.
2. All company safety signs, warnings, or notices must be followed.
3. All persons working on the plant site must wear appropriate clothing. This means full length pants and shirts with sleeves. Shorts and skirts are not acceptable. Persons working in the Casting department must wear FR-9 clothing or a FR-9 long jacket and either the Fiber Metal Rough Neck Heat or Bullard high heat dielectric hard hat
4. The Contractor is responsible for supplying all safety equipment to their employees. The following safety equipment is mandatory for workers in the Trentwood facility:
 - Steel toed leather Work Boots
 - Safety Glasses w/Side Shields
 - Hearing Protection

- Hard Hat (ANSI Approved)
 - Personal lock, meeting the requirements of OSHA for Lockout
5. Enclosed beverage containers of any type other than thermos jugs are **NOT PERMITTED** on the plant properties. This includes plastic, aluminum cans, and glass bottles. This is due to the possibility of an explosion that could result in the event these containers were accidentally exposed to molten metal.
 6. Lighters are **NOT PERMITTED** at Trentwood or Alutek facilities.
 7. Contractor vehicles will obey all speed limit and traffic signs.
 8. Horseplay will **NOT BE TOLERATED** on plant property or in the parking lot. Violators are subject to expulsion from the plant.
 9. Use of the proper tools in the performance of a task is required.
 10. Use of KAISER mobile equipment by the Contractor or their employees is **NOT PERMITTED** without prior approval.
 11. **DO NOT** sit on or lean against aluminum products stored throughout the plant. **DO NOT** sit or rest in between rows of stored materials. Aluminum products are the same color whether hot or cold and could cause severe burns.
 12. Be aware of Mobile Equipment traffic and avoid walking under crane loads.
 13. Flammable liquids must be stored in UL/FM approved safety cans/containers only.
 14. Ladders made of conductive materials are prohibited. Wooden or fiberglass ladders are acceptable. Extension ladders must be tied off prior to use. Gasoline powered equipment shall not be used within 50 feet of any melting or holding furnace except with prior written permission obtained by the Owner's Representative.
 15. LPG containers are not allowed in the Casting Pits.
 16. Internal Combustion Equipment shall not be used within 50 feet of any Confined Space or low-lying work area without appropriate control measures. (Ventilation, Exhaust Containment, etc.)
 17. Refueling of equipment is **NOT** allowed inside the Plant buildings.
 18. When operating any mobile equipment inside of the Plant, a Safety Watch (person), provided by the contractor, shall direct Plant traffic.

CONTRACTOR SAFETY RULES

All Contractors and Subcontractors working on the KAISER Trentwood/Alutek plant site shall have in effect an Accident Prevention Program (safety plan) and designate a Safety Representative. This Plan shall be submitted to Purchasing, Safety and the KAISER Owner's Representative prior to awarding the Contract. When these Plans are updated/revised, those new revisions will be provided to KAISER.

Contractor's Safety Representative shall be responsible for initiating the safety program, ensuring that job site safety requirements and procedures are being accomplished, and conducting weekly safety meetings with employees.

The Contractor's Safety Representative will also be responsible for a continuing survey of operations, to ensure that the probable causes of injury or accident are controlled and that operating equipment, tools and facilities are used, inspected and maintained as required by applicable safety and health regulations.

No Contractor or Contractor Employee shall willfully/deliberately or continually violate or disregard safety rules or common safety practice. This includes, but is not limited to failure to wear protective apparel, and non-compliance with agreed or known safety practices. If any individual violates these rules in such a way as to indicate serious, flagrant or continuing infractions, they will immediately be expelled from the plant site.

The failure or refusal of a Contractor to correct an observed violation may result in the termination of the Contract, and/or the dismissal from the job site of those responsible for such failure or refusal.

The Contractor shall provide the Owner's Representative a copy of all reports made to government agencies or insurance companies relating to any job site accident or injury during Contractor's performance of the work.

Before beginning on the first day, a safety meeting and, if needed, a site tour will be held by the Owner's Representative and the Contractor's Supervisor.

Appropriate portable fire extinguishers shall be provided by each Contractor for the worksite, equipment, office and work activities.

LOCKOUT

The Trentwood and Alutek Lockout Policy & Procedure shall be followed at all times while contractors are performing work for KAISER. Failure to comply with the Lockout Policy will not be tolerated, and shall result in contract termination and the removal of the appropriate contractor from Plant premises.

The KAISER Owner's Representative shall provide an overview of Trentwood/Alutek lockout requirements prior to initiation of work. Contractors, or their employees, are **NOT** allowed to lockout, shut down or start up plant equipment. All Contractor Employees are responsible for supplying personal locks, meeting the requirements of **OSHA** for Lockout.

KAISER's Owner's Representative will handle **ALL** such requirements and arrange all equipment Lockouts and their respective removal with the Contractor's representative. KAISER Owner's Representative shall supervise all lockouts and isolation verification to ensure it is performed by qualified Kaiser Personnel.

FALL PROTECTION

All contractors are required to comply with the Washington Industrial Safety and Health (WISHA) comprehensive safety standard WAC 296-155-24505.

This standard requires a written fall protection plan to be developed and maintained on the job site. The plan must describe how the employer will protect employees on a given work site when they are working 10 feet or more above the ground, other work surfaces, or water.

The fall protection work plan shall include:

1. Identify your company and the work site to which the plan applies.
2. Identify all fall hazards in the work area.
3. Describe the method of fall arrest or fall restraint to be provided.
4. Describe the correct procedures for the assembly, maintenance, inspection and disassembly of the fall protections system to be used.
5. Describe the correct procedures for handling, storage and security of tools and materials.
6. Describe the method of providing overhead protection for workers who may be in, or pass through, the area below the work site.
7. Describe the method for prompt, safe removal of injured workers.
8. Include where on the job site a copy of this plan will be posted.

Prior to permitting employees into areas where fall hazards exist, the employer shall ensure that employees are trained. Also, inspection of fall protection devices and systems to ensure WAC compliance is required. A record of employee training shall be maintained and available for review.

HAZARDOUS MATERIALS

Contractors will be provided with hazardous material information (MSDS) for chemicals which their employees may be exposed to during routine or non-routine tasks associated with their project site. Any questions concerning hazardous materials on the project site should be directed to the Owner's Representative by the Contractor before work begins.

The Contractor will be responsible for reviewing the hazards with their employees and taking any necessary precautions to protect their health and safety. Contractors must retain (MSDS) on-site for all chemicals used by Contractor employees.

The Contractor must supply an MSDS for any products to be used to the Owner's Representative prior to bringing them onto KAISER property. This includes, but is not limited to: all lubricants, paints, solvents. The contractor is responsible for the proper removal of any unused products brought onto KAISER property. Contractors will be responsible for the proper shipment and disposal of wastes generated as a result of work specified in the contract. Contractors will obtain an approval from the Owner's Representative for the selection of the disposal site. Contractors will make arrangements with the Owner's Representative to arrange management of any hazardous wastes that may be generated as a result of work. The Contractor should assume any thermal insulation is asbestos containing and any painted surface contains Lead Based Paint unless notified otherwise by the Owner's Representative.

BLASTING/EXCAVATION

The KAISER Owner's Representative must review and approve any blasting or excavation activities before they begin. Underground wiring and utilities are abundant on the plant site.

SPILL REPORTING

The contractor has an obligation to report certain spills to the Owner's Representative and the Environmental / Engineering Department. Notification must be given in the event of any of the following types of spills as soon as possible should they occur:

- Any oil or fuel spill onto soil or into a storm drain
- Any non-incident oil or fuel spill outside of a contained area
- Any spill or release of material that reaches the ground, goes into the air, or enters a storm drain

Department contacts are:

- Bud Leber, Environmental Manager, Office: 927-6554; Cell: 995-9502
- Sarah Scott, Environmental Engineer, Office: 927-6122; Cell: 290-2530
- Dave Rickman, Engineering Manager, Office: 927-6159; Cell: 981-6896

The contractor shall at all times, while work is being performed on-site, have a designated employee who is responsible for making the appropriate notifications to the Owner's Representative and the Environmental Department in the event of a spill.

WELDING & BURNING

A Hot Work permit must be obtained from and signed by the KAISER Owner's Representative before any welding is done.

Where directed by the Owner's Representative, the Contractor must supply a non-working fire watch while performing specific welding/burning. At all such operations where a fire watch is required, the Contractor shall provide fire extinguisher, tarpaulins, curtains and similar materials. **ALL** welding operations shall be shielded from personnel view / exposure.

If a KAISER portable fire extinguisher is used, it must be immediately reported to the Owner's Representative.

All welding bottles (empty or full) must be properly secured at all times. The bottles must be disconnected, and secured when left unattended for extended periods of time (including overnight, etc.). Bottles should not be stored in the vicinity of the furnaces. **NO** loads shall be left unattended while suspended in the air such as welding equipment, compressors, etc.

CONFINED SPACE ENTRY

Contractors are required to follow **ALL** federal, state, and local laws and regulations in regard to confined space entry. The Contractor shall perform atmospheric tests prior to entry including oxygen, combustibles, and appropriate toxic gases, using their own instruments.

Any Contractor employee entering into a confined space will be properly trained and the contractor must be prepared to make a space safe to enter. (i.e., ventilation equipment, fall protection equipment, rescue equipment, etc.)

PLANT FIRE SUPPRESSION SYSTEMS

Under no circumstances shall any person shut down or interfere with the normal operation of the fire suppression system. In cases where the system must be shut down for work being performed on the system, prior written permission must be obtained from the KAISER Owner's Representative. Permission must be obtained prior to using any KAISER fire hydrants and/or hose reels except in the event of an emergency.

PLEASE report any damage to the system to the Owner's Representative immediately.

HOUSEKEEPING

Daily cleanup to KAISER's satisfaction is required. Unobstructed passageways for movement of fire trucks and ambulances must be maintained at all times. At no time shall material be placed in designated walkways without prior approval of the Owner's Representative.

Debris and Refuse:

Materials shall be piled so that safe clearances are maintained. Nails protruding from lumber shall be removed or bent over immediately. Accumulation of refuse that may create a fire hazard is not permitted.

Disposal of Refuse:

All refuse and debris, including but not limited to: Paper, Wood, Concrete and Asphalt will be taken off-site and disposed of in an environmentally approved manner. Contractors will not be involved in any form of on-site waste burning.

ASBESTOS

If you encounter any substance that looks like or is asbestos, stop work immediately and contact your supervisor and Kaiser's Owner Representative. If the substance is asbestos, Kaiser will notify a certified abatement contractor to remove the substance. Do not touch or remove any Asbestos Containing Material (ACM).

EMERGENCIES

FIRST AID

It is the Contractor's responsibility to provide their own first aid supplies. The KAISER First Aid Facilities are not to be used by Contractors or their employees. It is recommended that Contractors have at least one Industrial First Aid Certified employee on the plant site.

FIRE

In the event of a fire, call KAISER Security by dialing 6444 from any extension throughout the plant.

PLANT EVACUATION

In the event of fire, explosion or release of hazardous gas, all Contractors and their employees will be given instructions on how and where to exit the facility.

PLANT TELEPHONE NUMBERS

| | |
|--------------------|------|
| EMERGENCY | 6444 |
| 911 | 911 |
| SECURITY | 6444 |
| SAFETY MANAGER | 6106 |
| SAFETY COORDINATOR | 6325 |