



OmniSource

"The Best in Metals Recycling"

CONTRACTOR/SUPPLIER SAFETY PROGRAM HANDBOOK

Revision Date: 11/18/2014

TABLE OF CONTENTS

A Introduction2

B Insurance and Hold Harmless/Indemnification Agreement2

C Safety Policy3

D General Safety3

1 Awareness3

2 Personal Conduct3

3 Smoking3

4 Housekeeping3

5 Waste Disposal4

6 Prohibited Items4

7 Eye Protection4

8 Foot Protection4

9 Hard hats4

10 Work Clothing4

11 Hearing Protection4

12 Other Personal Protective Equipment5

13 Tools and Equipment5

14 Fire Safety5

15 Emergency Action5

16 First Aid/Medical Treatment6

17 Hazard Communication/Chemical Safety6

E Cardinal Life Saving Safety Rules7

1 Lockout/Tagout7

2 Confined Space Entry8

3 Four Foot Fall Protection9

4 Mobile Equipment Operation10

5 Machine Guarding11

F Conclusion12

Appendix A – OmniSource Safety Managers Contact List13

Appendix B – Hold Harmless and Indemnification Agreement14

Appendix C – Contractor Safety Program Handbook Acknowledgement Form15

A. INTRODUCTION

Welcome to OmniSource Corporation. As a contractor/supplier of OmniSource, we are concerned about your employees as well as our own. Therefore, we feel it is important that you and your employees understand the Safety Guidelines that have been established to protect the wellbeing of all persons entering our facilities. Throughout this handbook you will find the various safety programs established by OmniSource, and what we will expect from your employees while working at any of our facilities.

It is not possible to cover every situation or “guideline” in this handbook. It is the responsibility of the contractor to ensure their subcontractors follow these same requirements. If you have questions concerning any safety issue, please contact the OmniSource Project Manager, Purchasing Manager, Location Manager or the designated Environmental, Health & Safety (EHS) Manager. Specific EHS contact information is included in **Appendix A** of this document.

B. INSURANCE AND HOLD HARMLESS/INDEMNIFICATION AGREEMENT

Contractors (and subcontractors) are required to supply OmniSource with a current certificate of insurance and agree to the Hold Harmless and Indemnification Agreement (**Appendix B**). OmniSource or subsidiary must be named as additional insured providing coverage for the contracted work. Minimum liability amounts (see below) must be met as specified. If officers or directors of the contractor work on-site, then officers and directors must be covered by the contractor’s Worker Compensation insurance. If the contractor fails to pay a premium for insurance required by this paragraph before it becomes due, OmniSource may pay the premium and deduct the amount paid from any payments due the contractor and recover the balance from the contractor directly.

OmniSource Minimum Liability Requirements

Type of Work	Minimum Liability	Umbrella Liability
General Maintenance Includes but is not limited to: cleaning, landscape and lawn maintenance work, snow plowing, delivery service.	\$500,000.00	\$500,000.00
General Construction Includes but is not limited to: cement pads, office painting, welding, unassisted maintenance work on equipment.	\$500,000.00	\$1,000,000.00
Heavy Construction Includes but is not limited to: excavation work, building painting above ground level, building repairs, assisted maintenance work on equipment, any work higher than ground level.	\$1,000,000.00	\$3,000,000.00
Special Construction Includes but is not limited to: electrical work, natural gas work, roof repairs & replacement, demolition work, crane and rigging work.	\$1,000,000.00	\$5,000,000.00

C. SAFETY POLICY

The objective of the OmniSource safety policy is to maximize operational effectiveness while minimizing or eliminating unsafe behavior and conditions through active employee involvement. Our goal is to minimize hazards through education, awareness, and proactive operating procedures.

Our workforce is our most important resource. Keeping our employees healthy in both body and mind provides us with the tools necessary to create a quality work life. This enables us to remain competitive in our industry and provides job security for our employees.

D. GENERAL SAFETY

You are required to observe all applicable Local, State, and Federal Health and Safety Laws and Regulations at all times while performing work at OmniSource. It is expected that you will train all employees in your control on the guidelines in this handbook and any specific safety procedures related to your job site. OmniSource Management has the authority to enforce such regulations and guidelines.

1. **Awareness:** It is important that your employees are aware of their surroundings at all times while working at OmniSource. We have a large volume of commercial vehicles and privately owned vehicles entering and exiting our facility throughout the day. We have a number of heavy equipment machinery in operation including, but not limited to cranes, material handlers, front end loaders, skid steers, and forklifts performing various jobs and tasks throughout the facility. With all of this in mind, it is imperative that all personnel are aware of surroundings at all times. High visibility apparel (hard hat, vests, shirts, jackets) may be required in certain areas of operation.
2. **Personal Conduct:** Horseplay and practical jokes are disruptive to the workplace and can cause injury to yourself and other employees. Any degree of harassment or violent or threatening conduct or any other conduct which creates an intimidating, hostile or offensive environment will not be tolerated.
3. **Smoking:** OmniSource locations have “Designated Smoking” and “No Smoking” areas. Smokers should consult their OmniSource representative for the designated smoking areas at each facility.
4. **Housekeeping:** Good housekeeping is essential to safety. Work areas shall be maintained in a neat and orderly condition.
 - a. Material should never be left where it could cause a safety hazard.
 - b. Keep all aisles, walkways, stairways, driveways and exits free from obstructions such as debris, tools other equipment at all times.
 - c. Consume food and beverages in designated areas. Pay attention to warning signs which prohibit food/beverages in specific areas.

- d. Do not run temporary extension cords near water or oil or across aisles, thru doorways or windows. Inspect cords for kinks, worn insulation and exposed wires before each use.
 - e. Observe all posted warning signs and maintain them in a clean, legible state.
 - f. Keep every floor, working platform and passageway free of protruding nails, splinters, loose boards and open floor holes.
 - g. Cover or barricade off all trenches, pits or sumps at all times.
 - h. Stack materials and supplies orderly and secure them so they don't topple over.
5. **Waste Disposal:** Contractor is responsible for proper waste disposal of all waste materials generated by its activities at an OmniSource facility. Contractor shall consult with their OmniSource representative prior to disposing of any wastes. This includes non-hazardous as well as hazardous wastes. Certain cases may require the involvement of OmniSource EHS Department.
6. **Prohibited Items:** Alcohol, drugs, controlled substances and firearms are strictly prohibited from OmniSource property.
7. **Eye Protection:** Industrial quality (ANSI Z87) safety glasses with side shields are required at all times while in any production or maintenance area of OmniSource. Other eye protection, such as welding helmets, goggles, or face shields must be worn for specific hazards such as welding, torching, or grinding.
8. **Foot Protection:** Steel toed boots (puncture resistant soles preferred in some facilities) are required for all contractors performing work at OmniSource. Rubber boots with steel toes and shanks are acceptable when working in wet/muddy conditions. Steel toed athletic type shoes, loafers or any open toed shoes are not allowed in the production or maintenance areas.
9. **Hardhats:** ANSI approved hard hats will be worn in all production and maintenance areas and in any other areas where an overhead hazard is present.
10. **Work Clothing:** Clothing should be suitable for the environment in which you are working. Clothing should provide personal protection and not create a hazard when working around moving equipment (excessively loose or baggy). Shorts and tank tops are prohibited. Additionally, anyone performing hot work, including, but not limited to welding, torching and electrical shall not wear any synthetic material clothing (polyester, rayon, nylon, cotton-poly blend). Appropriate material would be cotton or other fire resistant material.
11. **Hearing Protection:** Hearing protection shall be worn when working in an area where noise levels are above 85 dBA or labeled as "Hearing Protection Required" area. As a general rule if you have to raise your voice to talk to someone close by, you should wear hearing protection such as ear plugs or ear muffs with appropriate NR rating.

- 12. Other Personal Protective Equipment:** Other types of personal protective equipment (respiratory protection, fire retardant clothing, long sleeved shirts, gloves, and fall protection) may be appropriate depending on the type of work being performed and the exposures associated with the task. Contact your local EHS Manager.
- 13. Tools and Equipment:** All tools and equipment used at an OmniSource facility must be in safe working order. This includes all hand tools, power tools, extension cords, ladders, torching / welding equipment, etc. Compressed gas cylinders shall be properly secured, stored and transported. Contractors are not to use OmniSource tools or other equipment without onsite OmniSource Management approval.
- 14. Fire Safety:** Prior to performing any Hot Work, a Hot Work Permit must be obtained from a designated OmniSource Hot Work Supervisor. Contractor must provide a Fire Watch and Extinguishers as specified on the permit.
- a. When welding, cutting, grinding or performing other tasks that produce a source of ignition, it is important that you are aware of the location of the following flammable/combustible items found within our facilities and observe the no smoking signs and rules around:
 - Shredder fluff/residue
 - Rubber belt conveyors
 - Fuel storage
 - Oils and greases
 - Oily or greasy rags
 - Paper and cardboard
 - Pallets
 - b. In the event of a fire please follow these steps:
 - If it is a small fire, try to suppress or contain it. Additional fire extinguishers have been placed in many areas of the facility.
 - If the fire is large, or you are unsure, call **911** then immediately contact OmniSource Management or EHS Manager.
- 15. Emergency Action:** In the event of an emergency requiring shelter or evacuation, please follow the guidelines below. As with any emergency, it is important to communicate to management immediately the specific details. Refer to the site specific Emergency Action Plan for shelter and rally point locations.
- a. **Tornado/Severe Weather** – In the event of a tornado or other severe weather, seek immediate shelter in the facility’s designated shelter area(s).
 - b. **Natural Gas or Propane Leak** – In the event when a natural gas or propane leak is detected, immediately contact OmniSource Management or EHS Manager so appropriate municipality will be contacted. The area where the gas leak is detected will be evacuated. No one will be allowed to return to the area until authorized by the gas company or the fire department in charge of the scene.

- c. **Bomb Threat** – In the event of a bomb threat contractors will be notified and the area where bomb threat pertains to will be evacuated. Authorities will be notified by OmniSource Management or EHS Manager. No one will reenter the area until an all-clear indication is given by the authorities.

16. First Aid/Medical Treatment: If a contractor employee is injured while performing work at OmniSource, these steps should be followed:

- a. Report the incident to supervision and provide first aid treatment immediately. It is recommended that you provide your own first aid supplies. If needed, first aid cabinets are located at each facility. Ask facility management for the specific location.
- b. In the case of a medical emergency, 911 will be notified immediately. Contractor will be notified and provided all known information.
- c. OmniSource will conduct an incident investigation for any injury sustained by contractor employee requiring medical attention.
- d. The accident investigation process will require an investigation form to be completed by the injured employee and the immediate supervisor.

17. Hazard Communication/Chemical Safety

- a. The OmniSource Hazard Communication Program, along with all Safety Data Sheets (SDS), is readily available at all OmniSource facilities. Contact facility management for the specific location.
- b. If your job at OmniSource requires you to bring any chemicals or potentially hazardous material onto OmniSource property, an SDS must be provided to the facility manager for such items.
- c. It is your responsibility to read the SDS and use the material in the manner for which it is produced.
- d. Contractor shall ensure that all containers brought on site are properly labeled.
- e. You must strictly follow chemical handling procedures to prevent the release of any chemicals into the environment, including the soil, storm water drains/retention areas, sewer system and the air.
- f. Contractor shall report all spills and releases, regardless of quantity, to its OmniSource representative immediately, and without endangering any individuals, take whatever steps possible to contain the spilled material.

E. CARDINAL LIFE SAVING SAFETY RULES

The below safety rules are considered “Cardinal Safety Rules” by OmniSource due to their importance in preserving lives and employee wellbeing, and will therefore be strictly enforced to all parties conducting business on our premises. Non-compliance with the Cardinal Rules will result in employee or company expulsion from site.

1. **Lockout/Tagout**: OmniSource has developed procedures for isolating and securing energy sources for equipment located at its various facilities. Contractors are expected to follow these procedures. You will provide your own locks and tags, which identify both your company and the individual controlling the lock. Each person working on equipment must place and remove his/her own lock and tag. The procedures for locking out OmniSource equipment should be reviewed and verified with facility management.
 - a. Only contractors trained with accordance with OSHA 29CFR 1910.147 are permitted to conduct LOTO procedures at OmniSource facilities.
 - b. Servicing, repairing, or maintaining energized equipment requires approved OmniSource LOTO procedures.
 - c. Energy may come in many forms, including but not limited to: electrical, hydraulic, thermal, mechanical, pneumatic, and gravity.
 - d. Assume all wires, conductors, and other electrical equipment are energized.
 - e. Do not alter safety features of fuses, circuit breakers, or other electrical equipment.
 - f. Locks and tags selected and issued for LOTO under this policy shall be used for no other purpose than LOTO.
 - g. A contractor who has left a lock and/or tag in place and cannot be contacted to remove the lock and/or tag personally may have his/her lock and/or tag removed by the contractor’s supervisor once verification has been made that the contractor is not on site.
 - h. When locking out a machine or piece of equipment, contractors should complete the following steps:
 - Prepare for shutdown.
 - Notify affected employees of shutdown.
 - Shut down machine following normal procedures.
 - De-energize or isolate the power source(s).
 - Apply locking device to energy control device.
 - Verify isolation (try out to start equipment) to make certain there is no residual energy.
 - Each employee is responsible for locking out and tagging out each piece of equipment on which he/she is performing work that places the employee in a position of injury in the event of a start up or movement of that equipment or machinery.
 - Each employee’s supervisor has the responsibility to ensure that those employees who have such assigned duties are trained and understand the procedures and potential ramifications in the procedures are violated.

2. **Confined Space Entry**: If your work requires your employees to enter a confined space, you must first contact the EHS Manager or OmniSource Management to determine if the space entry requires a Confined Space Permit. If so, only Confined Space trained contracted employees are authorized to conduct such work.
- a. A Confined Space is defined as
 - An area that has limited or restricted means of entry or exit.
 - Is large enough for a person to enter.
 - Is not intended for continuous human occupancy.
 - b. A Permit Required Confined Space has one of the following hazards
 - Contains or has potential to contain hazardous material in the atmosphere (carbon monoxide, oxygen enriched/deficient, chemicals)
 - Contains a material that has the potential of engulfing an entrant
 - Has an internal configuration such that an entrant could be trapped by inwardly converging walls or by a floor which slopes or tapers to smaller cross-section
 - Contains any other recognized serious safety or health hazard (electrical exposure, heat stress, moving parts)
 - c. Each potential confined space must be evaluated through a hazard assessment form to determine if it requires a permit to be used.
 - d. All identified confined spaces must be labeled at the entry point with either a “Confined Space” or “Permit Required Confined Space”
 - e. Under certain conditions a Permit Required Confined Space can be reclassified as a Non Permit Required Confined Space through a “Permit Required Confined Space Reclassification Form”
 - f. Entry supervisor or EHS Manager must approve all confined space entries and activities in a Permit Required Confined Space.
 - g. Issued Confined Space Entry Permits must be completed and signed by trained contractors prior to and after any Permit Required Confined Space entry.
 - h. A calibrated air monitoring unit must be used for Permit Required Confined Space entry.
 - i. Rescue equipment and personnel must be in place prior to performing a Permit Required Confined Space Entry.
 - j. All confined space permits must be posted at the entrance of the confined space and are valid for a maximum of the remainder of the shift (12 hours)
 - k. If the confined space activity is abandoned for more than 20 minutes, the permit must be re-validated.
 - l. All completed Confined Space Entry Permits shall be retained for audit purposes.

3. Four Foot Fall Protection

When the use of fall protection is necessary to protect against a fall of greater than 4 feet, a competent (fall protection trained) person shall oversee the job/project.

OSHA defines a competent person as a person who is capable of identifying existing and predictable hazards in the surroundings or identifying working conditions which are hazardous or dangerous to employees, and who has authorization to take prompt corrective measures to eliminate them.

- a. 100% Tie Off Required
 - Use only harnesses of approved design with lanyards properly attached and adjusted to allow for minimum drop in case of a fall.
 - Applies if workers are exposed to falls from heights of less than 4 feet under certain particularly hazardous circumstances, such as equipment or object imposing an impalement hazard or fall into bailing chamber, shredder mill or on to an active conveyor line.
- b. ANSI Z359 Approved Personal Protective Equipment Required
 - Full body harnesses and lanyard in clean/good condition are required.
 - The use of body belts is prohibited.
 - For fall arrest the attachment point of the harness is the center D-ring on the back.
 - For fall restraint side D-rings may be used.
 - Harnesses or lanyards that have been subjected to an impact load shall be taken out of service.
 - Load testing shall not be performed on fall protection equipment.
 - All PPE devices must be worn with proper (snug) fit.
 - Lanyards should be attached and adjusted to allow only a minimum free fall distance in case of a fall.
- c. Roof Access Permit Use
 - Prior to gaining access onto any roof, a Roof Access Permit must be initiated by OmniSource Management or EHS Manager, approved and completed.
- d. Connecting Devices
 - This device may be a rope or web lanyard, rope grab, or retractable lifeline.
 - Only locking snap-hooks may be used.
 - Lanyards and vertical lifelines need a minimum breaking strength of 5,000 pounds.
 - Lanyards may not be clipped back to itself, unless specifically designed to do so.
 - Lanyards need to be protected against being cut or damaged by abrasions or scrapes.
- e. Anchorage Points
 - Certified anchor points designed to withstand calculated fall forces are preferred.
 - Uncertified anchor points must be capable of withstanding a 5000 lb. load.
 - Anchor point must be easily accessible to avoid fall hazards during hook up.

- Direct tying off around sharp edged structures can reduce breaking strength by 70% therefore; chafing pads or abrasion straps must be used around sharp edged structures to prevent cutting action against safety lanyards or lifelines.
 - Structures used as anchor points must be at worker's shoulder level or higher to limit free fall to 6 feet or less and prevent contact with a lower level.
 - Choose structures for anchor points that will prevent swing fall hazards. Potentially dangerous "pendulum" like swing falls can result when a worker moves horizontally away from a fixed anchor point and falls. The arc of the swing produces as much energy as a vertical free fall and the hazard of swinging into an obstruction becomes a major factor.
- f. Inspection of Fall Protection Equipment
- All fall protection PPE shall be inspected before each use in accordance with the manufacturer's instructions. Any deficiencies shall result in the PPE taken out of service.

4. **Mobile Equipment Operation:** Training must be conducted for all contract personnel that will be operating mobile equipment (forklifts, aerial lifts, skid steers, cranes, etc) on OmniSource property. Contractor will provide equipment that is properly inspected and in good operating condition. Any operation of OmniSource equipment by contractor will be at the discretion of OmniSource Management and the privileges of operation may be revoked at any time.

- a. Basic guidelines to follow include:
- Be aware of and yield to ground personnel and other equipment.
 - Seatbelts must be worn at all times.
 - Body harness and lanyards must be used during any operation of aerial lift platforms.
 - Other than the operator, there is to be no riding on mobile equipment.
 - Rigging devices must be inspected and in good condition.
 - No one is to be under a suspended load at any time.
 - All body parts must remain inside the equipment during operation.
 - Be aware of the blind spots the equipment has.
 - All applicable Personal Protective Equipment must be worn during operation.
- b. Operators Responsibilities
- Will follow all OmniSource plant rules.
 - Will use the equipment and all attachments within the scope of use by the manufacturer.
 - Will perform required daily P.M. inspections prior to use.
 - Do not operate near employees unless they are at a safe distance and visible.
 - The operator is responsible for the safety of any mobile equipment and for the safety of employees in its vicinity.
 - Operators must commit full attention to the job at hand, absolutely no using a cell phone, text messaging or personal music players with headphones when operating equipment.

- Always wear your seatbelt while operating mobile equipment equipped with them.
- When defects are found that affect the safe operation of any mobile equipment, do not operate this machine until it is safe to do so. Report it immediately to your supervisor.
- Will report all incidents, damages or near misses to the supervisor.
- When fueling mobile equipment, the ignition must be shut off, and proper PPE (face shield and neoprene gloves) must be used when connecting/disconnecting propane cylinders.
- Always use three-point contact to properly climb in and out of the equipment
- Always do a visual inspection of any mobile equipment before operating it if it is shared during the day.
- Operators must make sure trailers have wheels blocked and brakes set or jack stand in place before loading or unloading.
- Will report any changes in health or use of medication that may interfere with the safe operation of any mobile equipment to their Supervisor prior to the operation of that equipment.
- Never operate any equipment under the influence of any drugs or alcohol.

5. Machine Guarding

a. General Rules

- Any machine part, function or process that may cause injury must be safeguarded.
- When the operation of a machine or accidental contact within can injure the operator or others in the vicinity, the hazards must be either controlled or eliminated.

b. Point of Operation Safeguarding

- The point at which cutting, shaping, boring or forming by a machine is accomplished upon stock and other points that may offer a hazard to the operator when inserting or manipulating stock in the operation of the machine must be safe guarded.

c. Power Transmission Apparatus Safeguarding

- All components (flywheels, pulleys, belts, couplings, cams, spindles chains, cranks, gears, and drive shafts) of the mechanical system that transmits energy to the part of the machine performing the work should be guarded.

d. Other Safeguarding

- All parts of the machine that move (reciprocating, rotating and transverse moving parts and auxiliary parts) while the machine is working must be guarded. This process applies to all drums, rollers, pulleys, rotating shafts, pinch points, nip points and other moving parts.
- Moving parts must be guarded in such a way that contact with such parts is physically impossible, when such parts are less than 7 feet above walking or working surface. (Allowable height measurement is made from the nearest working surface, not from the ground)

- Under no circumstances may any equipment be operated when any element of the machine guarding is either missing or damaged in a way that compromises its effectiveness.
- Every contractor is responsible to make sure that the machine guards are in place prior to operation of any piece of equipment.
- When performing maintenance type of activities and guarding must be removed, LOTO procedures must be followed.
- After the maintenance activity is completed guard must be replaced.
- All safety guards must be in place as designed by the manufacturer before starting any machinery.

F. CONCLUSION

This handbook does not include all Safety Guidelines. It is your responsibility to ensure that you and your employees are working “SAFELY OR NOT AT ALL”. Through safety conscious management of the project and by working together, we can eliminate or minimize most hazards. It is extremely important that you understand how each task is to be done safely and, if you do not know, stop and ask before you begin the task. Your safety, the safety of your employees, subcontractors, and the safety of OmniSource employees can be accomplished only through your constant efforts.



Appendix A

OmniSource Safety Managers Contact List

Name	Email	Office Phone No.	Cell Phone No.
Greg Kadziolka	gakadziolka@omnisource.com	260-423-8541	260-438-4447
<i>Corporate</i> - Fort Wayne IN			
Eric Archbold	earchbold@omnisource.com	260-427-5359	260-515-3736
<i>Northern Indiana</i> (Auburn, Goshen, Fort Wayne – Plant 2 Fe, Fort Wayne – Eastside, South Bend, Bourbon, Columbia City, Waterloo, Marion, Elkhart, Peru, Kokomo)			
Kevin Gross	kgross@omnisource.com	517-817-2771	517-605-0697
<i>Michigan</i> (Jackson, Adrian, Jonesville, Bay City, Kalamazoo, Three Rivers, Saginaw, Charlotte, Coldwater, Sturgis)			
Andrew Mallory	amallory@omnisource.com	317-381-5853	260-417-1344
<i>Southern Indiana</i> (Indianapolis - Holt Rd, Oliver St, Northside, Keystone Ave; Greencastle, Jeffersonville, Muncie)			
Josh Fausnaugh	jfausnaugh@saalloys.com	260-748-7841	260-450-9288
<i>Superior Aluminum Alloys</i> – New Haven, IN			
David Leshner	dlesher@omnisource.com	260-439-8164	260-438-8050
<i>Nonferrous</i> (Fort Wayne – Plant 2 NF, Taylor St, Vicksburg Pike, Media, Stainless; Toledo NF – Hill Ave). <i>SDI LaFarga</i> – New Haven, IN			
Justin Eccleston	jeccleston@omnisource.com	419-324-8378	419-343-4253
<i>Northern Ohio</i> (Toledo Fe – Detroit Ave, Lagrange St, AMR; Ecorse) <i>Scrap Management</i> (Wayne, Warren, Belvidere, Sterling, Kenwall, Clyde, Shiloh) <i>Omni Auto</i> – Macedonia, OH			
Eric Murray	emurray@omnisource.com	419-993-6821	260-403-9435
<i>Mid Ohio</i> (Lima, Mansfield, St. Mary's, Defiance)			
Rich Davis	rdavis@omnisourceSE.com	864-661-1808	336-517-4748
<i>North Carolina/Virginia</i> (Kernersville, Kernersville 2nd Pass, Winston-Salem, Montvale, Rocky Mount, Vinton)			
Wade Baily	wbaily@omnisourceese.com	336-996-2350	215-850-6167
<i>North Carolina/Virginia</i> (Smithfield, Wilmington, Raeford, Lumberton, Fayetteville)			
David Campbell	dcampbell@omnisourceese.com	864-486-5941	864-415-4341
<i>South Carolina</i> (Spartanburg – Nazareth Church Rd, 2nd Pass, Ashville Highway; Berea, Wellford)			
Tracy Shealy	tshealy@omnisourceese.com	803-799-3582 ext: 1030	803-315-7362
<i>South Carolina</i> (Clinton, Cayce, Columbia, Charlotte)			
Nicole Laskoski	tshealy@omnisourceese.com	706-613-5201	717-448-7867
<i>Georgia</i> (Athens, Greenwood, Liberty, Fitzgerald)			
Wes Martin	wmartin@omnisourceese.com	423-928-1609 ext: 3121	423-557-4125
<i>Tennessee</i> (Johnson City, Elizabethton, Kingsport, Mountain City, White Pine, Bristol, Mooresburg)			

Rev Nov 2014

Appendix B

HOLD HARMLESS AND INDEMNIFICATION AGREEMENT

The undersigned contractor (“Contractor”), for and in consideration of the award of a contract to provide services and/or materials to OmniSource Corporation or its affiliates, agrees as follows:

1. **Indemnification.** Contractor, for itself and its employees and workers, agrees to indemnify, hold harmless, defend, release and forever discharge OmniSource Corporation and its affiliates and their officers, agents, employees and any person or persons under their control (hereinafter collectively “Indemnatee”) from and against any and all liability, damages, claims, demands, actions, losses, costs or expenses (including attorney’s fees and costs) of any kind whatsoever for which the Indemnatee incurs or becomes obligated or is alleged to be obligated to pay, arising out of or in any way connected with physical or mental injury (including death at any time resulting therefrom) or damages to property (including loss of use thereof) if any such physical or mental injury or property damage arose or is alleged to have arisen out of or in connection with work Contractor is performing or did perform for Indemnatee, whether or not such physical or mental injury or property damage was caused or was alleged to have been caused or contributed to, in whole or in part, by the negligence of the Indemnatee or by any act or omission of any other entity, and whether or not the Indemnatee may become liable for physical or mental injury or property damage by operation of law or statute.

2. **Contractor Insurance and Safety Policy.** Contractor acknowledges that it has received the OmniSource Contractor Insurance and Safety Policy and agrees to keep in force all insurance coverage’s specified in said policy and to otherwise abide by and/or comply with the terms of said policy.

3. **Continued Effect.** This Hold Harmless and Indemnification Agreement shall survive Contractor’s performance of services and/or delivery of material and shall continue in full force and effect with respect to any future services performed and/or materials delivered by Contractor to or for OmniSource or its affiliates. Contractor may, however, terminate this Hold Harmless Agreement by providing at least thirty (30) days written notice of termination to OmniSource Corporation, 7575 W. Jefferson Blvd, Fort Wayne, Indiana 46804, Attention: Corporate Safety Manager. Any such termination shall operate prospectively only and shall not terminate or limit Contractor’s liability arising out of services already performed or materials delivered. In the event of any such termination, OmniSource and its affiliates shall also have the right to terminate any contractual relationship with Contractor without cost or penalty.

4. **Representation of Contractor Representative.** The undersigned Contractor representative hereby represents and warrants that he/she has full power and authority to execute this Agreement on behalf of Contractor and that this Agreement will be binding on and enforceable against Contractor.

5. **Conflicting Provisions.** In the event of any conflict between the terms of this Agreement and any other Purchase Order, authorization of work, or contract (written or oral) between Contractor and OmniSource Corporation, the terms of this Agreement shall govern.

Name of Contractor

Date

Signature of Contractor Representative

Contractor Telephone Number

Printed Name of Contractor Representative

OmniSource Representative

Rev Nov 2014

Appendix C

OmniSource Contractor/Supplier Safety Program Handbook Acknowledgement Form

CONTRACTOR/SUPPLIER: I have read the guidelines set forth in this handbook, and understand that the organization I represent will be held responsible for maintaining compliance with all of the above guidelines.

Organization: _____

Representative (print): _____

Title: _____

Signature: _____

Date: _____

OmniSource Representative:

Name (print): _____

Title: _____

Plant/Division: _____

Signature: _____

Date: _____