In Case of Emergency

In case of a severe or life threatening medical emergency, dial 9- 911 at the nearest telephone.
Provide the emergency 911 operator with the following information:
Your name
The nature of the emergency (specifics of the injury)
Location: OFS Fitel Norcross facility
6305 Crescent Drive
Norcross, GA 30071
Your phone number: If calling from a plant land line, (770)798 + extension, main reception (770)798-2000
Stay on the line to respond to questions.
After you have completed your 911 call, promptly notify your OFS host or call one of the security numbers below to report an emergency situation.
From a plant phone: 4444
From a cell phone: (770)798-2255 (plant security)
For emergencies which are not severe or life threatening, promptly notify your OFS host or call the security numbers listed above to report an emergency situation

Emergency Alarms

Fire

Alarm – standard fire alarm (continuous ringing bell)

Procedure – proceed to the nearest exit by following red-on-white evacuation route and exit signs.

Evacuation

Alarm – high/low tone with verbal announcement to evacuate

Procedure – proceed to nearest exit by following red-on-white evacuation route and exit signs.

Take Shelter

Alarm- high/low tone with verbal announcement to take shelter.

Procedure – follow take green-on-white shelter route signs to shelter area.

Environment, Health & Safety Policy

OFS recognizes that preservation of the global environment is a critical issue for society. As good corporate citizens, we are committed to protecting the environment, health and safety of our people, our customers, and the communities where we operate. Meeting this commitment is a primary management objective and the responsibility of all **OFS** employees worldwide. To that end, we are committed to:

Comply with all national, state and local environmental, health and safety laws and regulations.

Integrate environmental, health and safety considerations into our corporate activities – including the design, production, distribution and support of our products.

Utilize environmental, health and safety management systems to: set goals, monitor performance and encourage continual improvement.

Supply products that are environmentally friendly and safe to use.

Improve our environmental impact by: minimizing consumption of resources and energy; minimizing waste products; and encouraging recycling.

Educate our employees regarding environmental, health and safety issues and activities and encourage them to bring environmental, health and safety issues to the attention of their management.

ofs
A Furukawa Company

OFS Fitel, LLC
2000 Northeast Expressway
Norcross, GA 30071
http://www.ofsoptics.com

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DESIGNING INNOVATIONS. DELIVERING SOLUTIONS.
BRINGING VALUE TO LIGHT.™

OFS FITEL, LLC
Norcross, Georgia

VISITORS GUIDE

OFS welcomes you to its manufacturing facility.

The safety and security of all our visitors is very important to us. The policies and procedures in this pamphlet will help us keep your visit safe, as well as enjoyable.

General Rules

- Be sure to sign in and obtain a visitor badge at the main reception area when you arrive; please return your badge to your host or our receptionist at earlier of the end of your visit or the end of the work day
- Sign and date the OFS "Visitor's Confidentiality Agreement"
- **SMOKING is prohibited** except in designated outdoor areas
- Photographic equipment of any kind is prohibited unless specifically authorized by OFS. Cell phones (please refrain from using camera features); laptops and projection equipment required for presentations are permitted if disclosed to OFS upon visitor's sign in.
- Remain with your host at all times, unless given specific permission to do otherwise by an OFS official
- No one under the age of 18 is allowed in the manufacturing areas
- Do not handle any product, raw material or other substances without specific permission from your OFS host
- Obey all signs and warning labels
- Do not take food or drinks into the manufacturing, lab or test area(s)

Bringing Chemical Substances onto the Premises

Prior to entering the facility, all chemicals, products, and samples that are required to possess a current Material Safety Data Sheet (in accordance with OSHA 29CFR 1910.1200) must be first approved by the OFS EH&S Manager before being allowed on-site.

Environmental Management

The Environmental Management System of the OFS Norcross Facility has been approved by Lloyd's Register Quality Assurance to the ISO 14001:2004 standards.

Personal Identification

Please display the badge or temporary ID issued to you at all times inside the facility (unless the visit is confined to the Reception Area and immediately adjacent conference rooms). If issued, identification badges or temporary IDs are required to be returned to the OFS Host or receptionist at earlier of the end of your visit or the end of the work day.

Safety Inside the Plant

Posted Signs and Warnings

Guests must observe all posted signs and floor markings throughout the facility. In production areas, stay in designated aisles and be prepared to share aisles with industrial vehicles. Remain alert for moving vehicles at all times, especially at doorways and travel intersections.

Barriers and/or Caution Tape

Do not cross barriers or caution tape which demarcate temporary work areas and overhead work.

Glass Splinters

Consistent with our fiber manufacturing processes, glass fiber splinters may contaminate work surfaces or floors in production areas. These splinters may be difficult to see, so avoid direct contact with any work surface.

Plant Equipment

Guests are not permitted to handle or operate plant equipment unless specifically contracted to do so. Contractor use of OFS stationary or mobile maintenance lifts, overhead cranes, and powered industrial trucks must be pre-authorized by the OFS EH&S Manager or an OFS Facility Superintendent.

Personal Protective Equipment

Various items of protective equipment are required for safety in different areas of the facility. Their use is, typically, indicated by signs near the entrance to specific areas. They must be used by all who enter, including visitors on tour.

Whether or not an area has signs requiring use of personal protective equipment, please be alert to real or potential hazards, report them, and ask for instruction in the need for and proper use of personal protective equipment.

- Safety glasses with side shields are required to be used in all active manufacturing, construction, renovation, demolition and facility maintenance areas. Please return glasses to your host or the reception desk at the end of your visit.
- Sturdy footwear with non-slip soles is advised for all production areas of the facility. Open-toed , open-heeled and open-sided and spike- heeled footwear and sandals are prohibited in all areas except for office areas
- Hard hats will be required in designated construction, renovation, and demolition areas.
- Hearing protection in designated areas (signs at entrances). *This is not generally required under normal operational conditions, but it is available for prolonged visits to specified areas.*

Notice: Some equipment at this facility may affect pacemakers. Please notify your host if this applies to you.

Safety Outside the Plant

Posted Speed Limits

Please observe the posted speed limit and all traffic signs when operating a motor vehicle in the parking lot and roadways in and around the premises.

Please recognize that cars, large trucks, bicycles, motorcycles, and pedestrians all share use of the parking lot and those roadways.

If traveling on foot, keep to the side of roadways and be alert to the possible presence of moving vehicles in the area.