



ASTEC INDUSTRIES SAFETY POLICY

Astec Industries is committed to providing safe working conditions for all employees. It is important that all employees follow rules and safe work practices, heed warning signs and be aware of notices. The duty is on all of us to ensure that our workplace is as safe as possible. All new employees will be given a Safety Handbook containing detailed safety information and a safety orientation, which includes a discussion about general and job-specific safety rules, on the first day of work.

Only through full knowledge of every incident/accident can Astec Industries become a safer place to work. To help Astec Industries in this area, employees should immediately report any unsafe work conditions or actions to his or her supervisor, department manager, the Safety Administrator or Human Resources Department. Unsafe conditions or acts will be promptly investigated.

Any work-related safety incident or accident that results in personal injury, illness or property damage, chemical spill, etc.-no matter how minor it may seem should be immediately reported employee's supervisor, department manager, the Safety Administrator or Human Resources Department. Failure to report such incidents may result in disciplinary action up to and including termination.

Safety Committee

Astec Industries has established a safety committee made up of members of management and designated shop and office employees. Any safety concerns should be brought to the attention of a safety committee member, the employee's supervisor, department manager, the Safety Administrator or Human Resources Department. This committee meets monthly to discuss specific safety topics and any safety concerns that the committee members and/or their co-workers may have.

Housekeeping

Good housekeeping practices prevent disorder, which may result in wasted time, energy and materials and may lead to injury. An orderly work area is not only more efficient and safer but also makes a favorable impression on visitors. Therefore, work areas must be kept clean and all tools, equipment, materials, paperwork, files, etc. must be returned to their proper place at the end of each work day. All cans, cups, wrappers and other trash should be disposed of by placing in the proper trash or recycling receptacles. Cigarettes should be properly disposed of and never thrown into waste containers or open receptacles. All spills (e.g., water, coolants, oil, etc.) should be cleaned up immediately and disposed of properly.

It is also the responsibility of all employees using other areas of the Company (e.g., break room, training room, conference room, fitness center) to keep these areas clean.

The Director of Environmental Health and Safety and employee's supervisor should be immediately notified if an employee has questions regarding the proper disposal of a product or if he or she sees anything that needs to be repaired or replaced.

Poor housekeeping in an employee's work area or littering on Company or a customer's property may result in disciplinary action up to and including termination.

Personal Protective Equipment

The safety of employees is paramount at Astec Industries. Therefore, employees are required to wear appropriate personal protective equipment (e.g., steel-toed shoes, safety glasses with side shield protection, face shields, hats, gloves, goggles, spats, hearing protection, respirators, etc.) at all times when working in the production and parts areas and whenever or wherever an employee's supervisor directs. Employees are responsible for properly wearing and maintaining their own personal safety equipment and for the cost of replacing these items if lost or damaged. Personal protective equipment must be worn in designated areas or when performing an operation that requires its use. Any violation of this policy will be subject to disciplinary action up to and including termination.

On-the-Job Injuries

Your state Workers' Compensation Officials and OSHA require that an employee report to the Company any work-related illness or injury on the job, no matter how slight, and, in turn, the Company must report and record such injury/illness. If an employee fails to report a work-related injury/illness, it may jeopardize his or her right to collect Workers' Compensation payments as well as other Company benefits.

In order to help prevent accidents, ALL INCIDENTS, regardless of how slight, must be reported immediately to the employee's supervisor. These incidents include near misses, serious injury, those that do not involve serious injury, those involving visitors or any damage to Company property. If the employee's supervisor is not available, report the incident to any supervisor, the Safety Administrator, any other member of management or the Human Resources Department. An Incident Report must be completed by the employee and his or her supervisor and submitted to the Safety Administrator or the Human Resources Department.

If an employee or an employee's co-worker becomes ill or injured while at work, action will be taken to provide appropriate medical attention. Our first-aid room is to be used to treat minor first aid injuries. If medical attention is necessary beyond first aid, the employee will be given the option of choosing, whenever possible, to receive treatment at one of the medical facilities listed at your site Workers' Compensation Panel of Physicians. If the employee cannot safely drive, he or she will be transported to receive treatment for his or her injuries.

A drug and alcohol screening will be mandatory for any employee(s):

- involved in an on-the-job accident causing death or requiring medical attention;
- engaged in an unsafe job-related activity that poses a danger to himself/herself, fellow employee(s) or the public;
- involved in an incident where property damage is estimated to exceed \$1,000; or
- who has eight (8) or more hours of lost time due to a work-related accident or illness.

An injured employee must contact the Safety Administrator after each visit with the employee's treating physician. If medical care indicates limited activity and the injured or ill employee is unable to perform his or her regular duties as a result of an occupational injury/illness, Astec will make reasonable efforts to accommodate any restriction(s). If Astec cannot accommodate the restriction(s), without causing an undue hardship, the employee will not be allowed to return to work until the restrictions change to the point that Astec can accommodate the restrictions.

During a leave from work, the employee will be responsible for all payroll deductions that would have been deducted from his or her regular payroll check.

Upon returning to work, the employee must provide a health care provider's release to the Safety Administrator or the Human Resources Department. No employee will be allowed to return to work without a release from the employee's health care provider. There will be no exceptions to this rule.

Evacuation/Emergency

Employees should familiarize themselves with the locations of the evacuation diagrams and the process of evacuating the building(s) in the unlikely event of an emergency. In the event of an emergency, an evacuation announcement will be issued via the Company paging system. All employees should immediately, but calmly, proceed to the nearest exit. Upon exiting the building, employees should gather at their designated location in the parking lot and stay there for a headcount and further instructions.

Under no circumstances should employees re-enter an evacuated building until the "all clear" signal has been given by an authorized member of management.

In the event of an inclement weather emergency, employees should gather in the designated areas noted on the evacuation diagrams located throughout the building(s).

Employees who have questions or helpful input about the emergency evacuation procedures or the locations of the nearest exit should discuss this with their supervisor, department manager, the Safety Administrator or Human Resources Department.