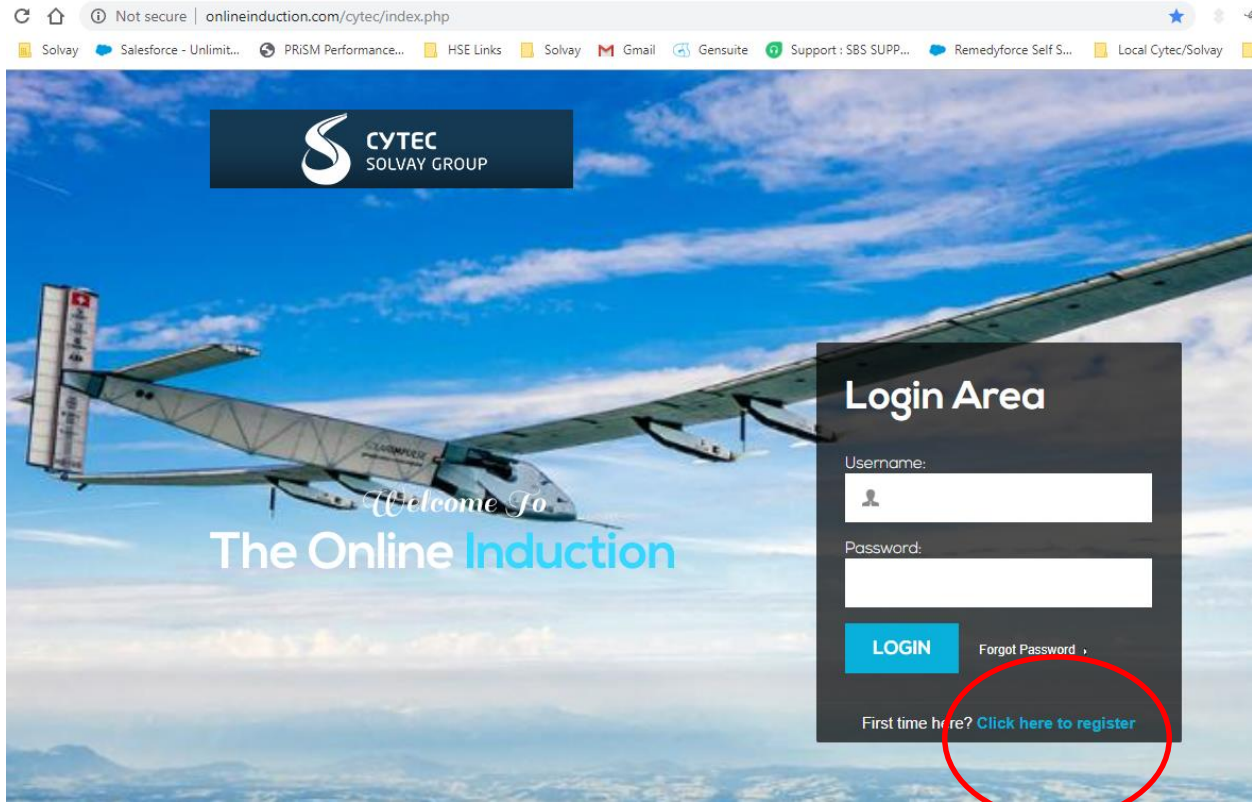


PIEDMONT AND ROCK HILL VISITOR AND CONTRACTOR ORIENTATION INSTRUCTIONS.

1. Type in onlineinduction.com/cytec/index.php into your browser.



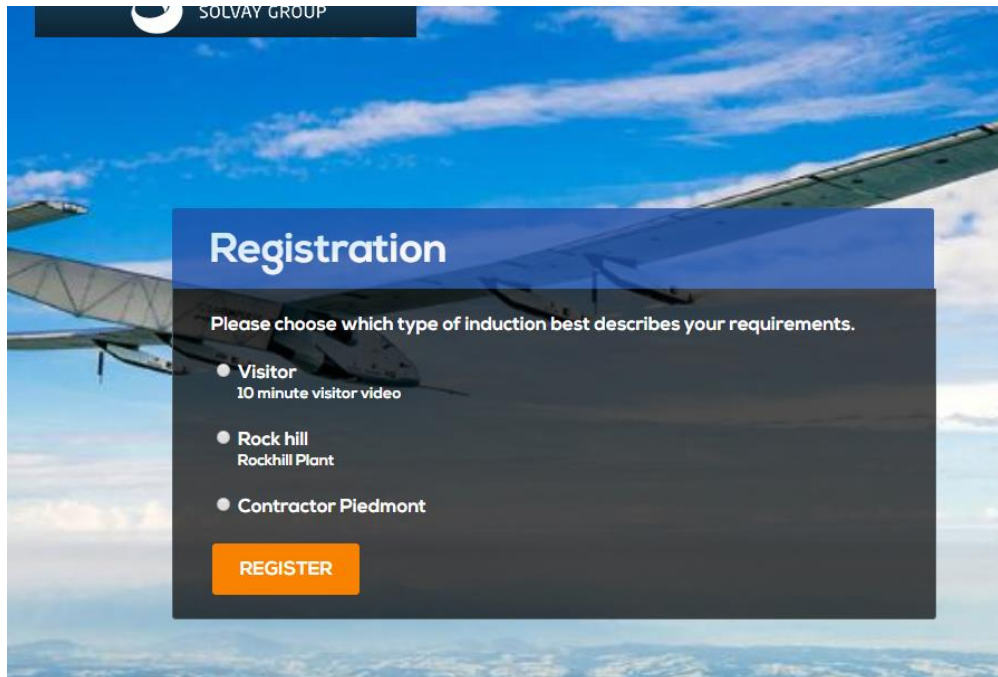
2. If you have previously registered, you may log on with your e-mail (username) and password. Otherwise, click on [Click here to register](#).

PIEDMONT AND ROCK HILL VISITOR AND CONTRACTOR ORIENTATION INSTRUCTIONS.

3. Click on the applicable selection.

NOTE 1: Visitor is for Piedmont only and all visitors must be escorted.

NOTE 2: There is a separate orientation for Piedmont and for Rock Hill. If you will work at both sites, you must register separately and complete each orientation separately.



The image shows a screenshot of a web registration form for Solvay Group. The background is a blue sky with clouds and the wing of an airplane. The form is a dark grey overlay with white text. At the top left of the form is the Solvay Group logo and name. The main heading is 'Registration'. Below it is the instruction: 'Please choose which type of induction best describes your requirements.' There are three radio button options: 'Visitor' (with subtext '10 minute visitor video'), 'Rock hill' (with subtext 'Rockhill Plant'), and 'Contractor Piedmont'. At the bottom of the form is an orange 'REGISTER' button.

SOLVAY GROUP

Registration


Please choose which type of induction best describes your requirements.

- Visitor
10 minute visitor video
- Rock hill
Rockhill Plant
- Contractor Piedmont

[REGISTER](#)

PIEDMONT AND ROCK HILL VISITOR AND CONTRACTOR ORIENTATION INSTRUCTIONS.

4. The following screen will come up:

A screenshot of a web registration form titled "Registration". The form is set against a background image of an airplane wing. It contains several input fields: "First name:", "Last name:", "Your Company:", "Your Email: (This will become your username)", "Your Email again:", "Mobile:", "Choice of password:", and "Password again:". An orange "REGISTER" button is located at the bottom left of the form area.

- Enter your first and last name as well as your company. This will be printed on your Certificate when the training is completed.
- **E-mail:** if you do not have a valid e-mail, you can enter anything into this field. Be sure to repeat it exactly in the Your Email again box. Example: johnsmith, 1234, xxd4, etc.
- If you do not use a valid e-mail as the username, Solvay will not have a method to send you a reminder e-mail for the annual orientation. However, this is not a requirement for completing the training.
- Mobile number is optional.
- **Password:** can be any combination of letters, numbers and symbols. Be sure to repeat it exactly in the **Password again** box.

PIEDMONT AND ROCK HILL VISITOR AND CONTRACTOR ORIENTATION INSTRUCTIONS.

5. You will read the acknowledgement statement and then click in the box. Then you will click on Continue.



Welcome to the Online Induction

This Online Induction is aimed at ensuring that you can quickly review the expectations of our company whilst you are on our site. If you have any problems using this program then please contact us.

Thank you
Management

I have read and understood the following:

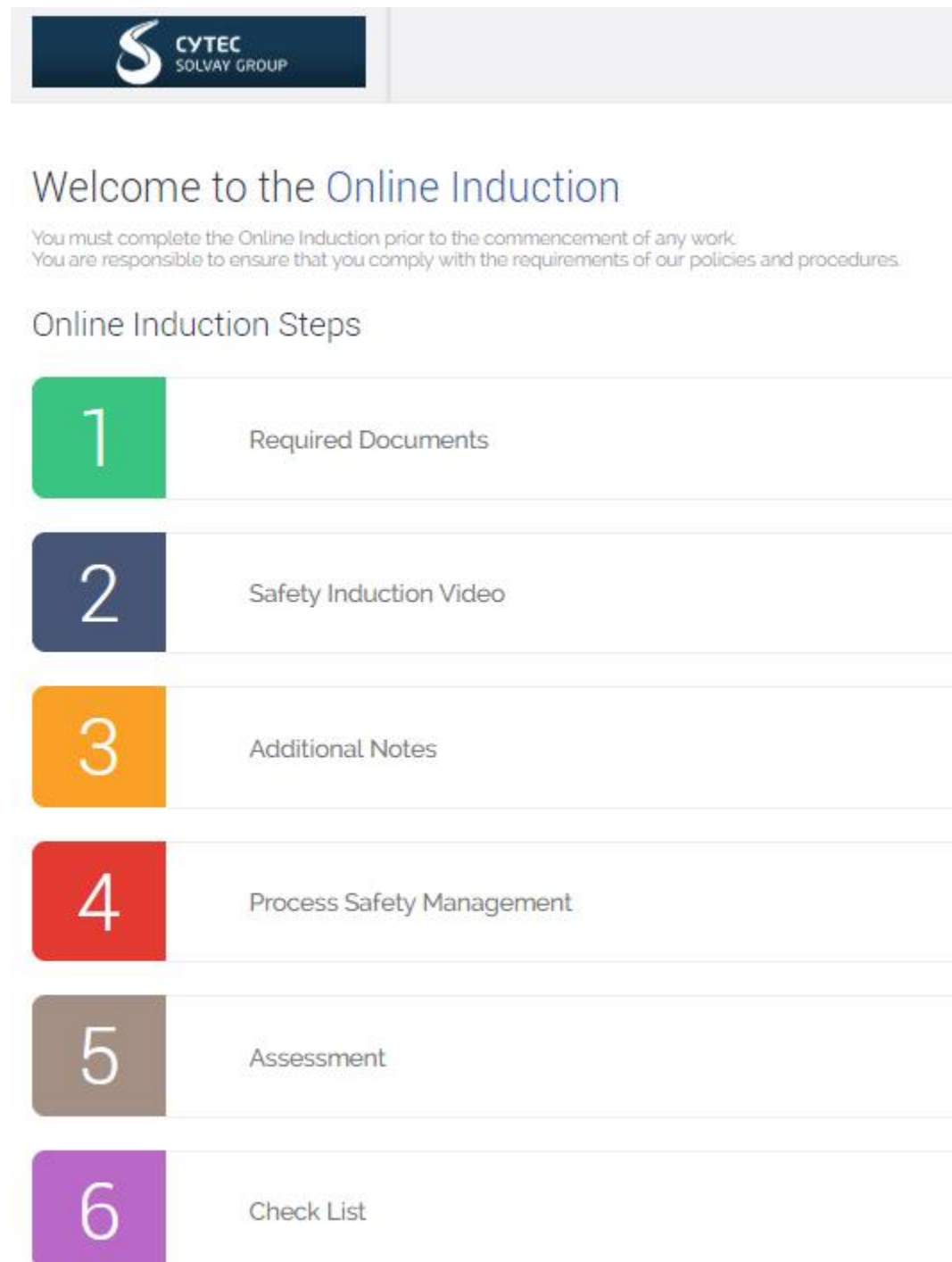
I hereby agree that I am the person who has been given the log in details and password to access this portal. By selecting I agree I therefore take full responsibility for completing this induction portal personally and answering

[Home](#) | [Contact](#) | [Logout](#)

PIEDMONT AND ROCK HILL VISITOR AND CONTRACTOR ORIENTATION INSTRUCTIONS.

6. The following menu will appear. You need to complete all 6 steps before you can receive your certificate.

Note: The Visitor page and the Rock Hill page only have 5 selections.



The screenshot shows a web interface for an online induction. At the top left is the logo for CYTEC SOLVAY GROUP, featuring a stylized 'S' and the text 'CYTEC SOLVAY GROUP'. Below the logo is the heading 'Welcome to the Online Induction' followed by a disclaimer: 'You must complete the Online Induction prior to the commencement of any work. You are responsible to ensure that you comply with the requirements of our policies and procedures.' The main content is a list of six steps, each with a numbered colored square and a text label:

- 1 Required Documents
- 2 Safety Induction Video
- 3 Additional Notes
- 4 Process Safety Management
- 5 Assessment
- 6 Check List

PIEDMONT AND ROCK HILL VISITOR AND CONTRACTOR ORIENTATION INSTRUCTIONS.

1 Required Documents

Enter the required information in all the fields. If you do not have a valid driver's license, leave those boxes blank.

Note: The Visitor page does not require Driver's License information.

A screenshot of a registration form with the following fields: Name (Jarrett Brown), Company (Solvay), Drivers License Number and State (xxxxxxx SC), and Drivers License Expiration Date (06/14/2020). A red circle highlights the Name, Company, and Drivers License Number and State fields. A "Submit and Continue" button is located at the bottom right of the form.

Click **Submit and Continue**.

2 Safety Induction Video

Click the **Play** button to watch the video. When completed, click on **Next**.

A screenshot of a video player interface. At the top, a blue bar contains the text "Please click through the below induction content". Below this is a video player with a black background and white text that reads "Introduction to Solvay Composite Materials". The video player shows a blue silhouette of a person wearing a hard hat and safety glasses. A red arrow points to the play button in the center of the video player. Below the video player is a navigation bar with two buttons: "Back" and "Next". A red arrow points to the "Next" button.

PIEDMONT AND ROCK HILL VISITOR AND CONTRACTOR ORIENTATION INSTRUCTIONS.

3

Additional Notes

Read the slides and then click the button at the bottom.

When finished with the below presentation, click continue below to proceed:

The screenshot shows a presentation slide with a white background and a yellow header bar. The slide content includes:

- PIEDMONT CONTRACTOR INDUCTION ADDITIONAL INFORMATION**
- Solvay Life Saving Rules** logo (an orange hand icon).
- Changes in Hot Work Policy
After the completion of hot work that had the potential to generate sparks, flames, etc. (for example, welding, grinding, etc.), the following is required:
 - Fire Watch for 60 minutes
 - Monitoring for 3 hours – responsibility of Solvay employees to coordinate with contractor
- Changes in Elevated Work Policy
If someone is exposed to a fall from a height of 4 feet or more, fall protection is required.
 - This policy applies to ladders as well as working surfaces and equipment.
 - Fall protection can be passive (guard rails, etc.) or active (personal harness)

At the bottom of the slide, there is a footer area containing the Solvay Life Saving Rules logo, the number '1', the date '08-MAR-2019', and the Solvay logo with the tagline 'making more from chemistry®'. Below the slide, there are navigation controls: a play button, a volume icon, and 'PREV' and 'NEXT' buttons.

When finished, click here to continue

PIEDMONT AND ROCK HILL VISITOR AND CONTRACTOR ORIENTATION INSTRUCTIONS.

4



Process Safety Management

Read the slides and then click the button at the bottom.

NOTE: This section is only included on the Contractor-Piedmont page.

When finished with the below presentation, click continue below to proceed:

**Process Safety Management (PSM)
Contractor Induction**

 
Construction Advancement Foundation

Prepared through Susan Harwood OSHA Grant # SH208445H0

**Edited for use by Solvay at the Piedmont, SC site.
March 5, 2019**

Navigation controls: Play, Mute, PREV, NEXT

When finished, click here to continue

PIEDMONT AND ROCK HILL VISITOR AND CONTRACTOR ORIENTATION INSTRUCTIONS.

5

Assessment

Please complete the questions below.

Online Course

Who is responsible for identifying health and safety hazards?

- No One
- Employees, property managers, building owners and cleaners are responsible to identifying health and safety hazards
- Everyone else but not me
- People walking around on the street

Who is responsible for following safe work procedures?

- Everyone is responsible for following safe work procedures
- Noone should follow safe work procedures
- Safe work procedures are not needed at any site
- None of the above

What should you do if you encounter an unlabeled container?

- Throw it into the woods
- Open it and smell it
- Report it to your supervisor or to Solvay immediately

What is the onsite emergency contact number at the Piedmont site?

- 9999
- 911
- 411
- None of the above

Safety work permits are required only for Solvay employees who are engaged in mechanical and electrical work.

- True
- False

The confined space attendant shall remain outside the space under all circumstances until properly relieved?

- True
- False

What PPE should you wear when working on a site in Piedmont?

- Goggles or eye wear and hearing protection
- Nothing is required
- Safety glasses only
- Safety Shoes
- Follow what is required on the Safe Work Permit

What does PPE stand for?

- Personal Protective Equipment
- Personal Pipe Electron
- Personal Police Escort
- Doesn't stand for anything

Contractor locks must be

- Green
- Yellow
- Blue

Contractors is one of 14 elements of Process Safety Management.

- True
- False

The Solvay Piedmont site is covered by Process Safety Management for what reason?

- OMSO
- We make products for the military
- Acetylene
- We have over 250 employees

The purpose of Process Safety Management is to prevent or minimize the consequences of catastrophic releases of toxic, reactive, flammable or explosive chemicals that may result in toxic, fire or explosion hazards.

- True
- False

Process Safety Management does not require the Contract Company to train its employees that will be working on a PSM-covered site.

- True
- False

Reactions can release thermal energy or create a rapid increase in volume/pressure which can lead to mechanical failure or loss of containment.

- True
- False

Continue

You will take the assessment by clicking in the circle next to the correct answer. You must achieve 100% in order to complete the orientation.

If you miss a question, you will be prompted to answer your incorrect questions again. You will continue this until you have 100% correct.

PIEDMONT AND ROCK HILL VISITOR AND CONTRACTOR ORIENTATION INSTRUCTIONS.

When all answers are correct, you will receive the following prompt and will click **Continue**.

Online Course

Please select the one best answer for each question below:
(red ones are incorrect and you will need to re-attempt)

Thank you, all answers correct.
Please click continue below
Continue

6

Check List

Read and check each box acknowledging each step. Then click **Submit**.

Please progress through the below check list

- I have watched the Solvay Contractor Induction video for Piedmont and acknowledge the safety rules and policy.
- All incidents will be reported to Solvay immediately. Emergency number is 9999 or 299-9399 from an outside phone.
- Smoking and tobacco use only allowed in designated gazebos.
- All non-routine work will be done under a Safe Work Permit.
- I will keep my Solvay Identification badge on my person at all times while on-site.

Submit

The last step is to click in the circle below for final acknowledgement:

I acknowledge that I have been inducted

I have read and understood this induction and will comply with the requirements expected of me

*By clicking you agree to the above

PIEDMONT AND ROCK HILL VISITOR AND CONTRACTOR ORIENTATION INSTRUCTIONS.

Once you have completed all these steps, you will receive the notification and link to your certificate.

I acknowledge that I have been inducted

I have read and understood this induction and will comply with the requirements expected of me

*By clicking you agree to the above

Thank you Jarrett Brown - You have successfully completed the Online Induction.
You will automatically receive a reminder notification to be refreshed on the induction in 1 years time.

[Download Induction Certificate](#)

- **Verify your name, company and date on the certificate.**
- **Piedmont Contractors: print the certificate and bring it to Security. The guard will file the certificate and issue you a blue Contractor card that will allow you to enter the site. The blue card is good for one year.**
- **Piedmont Visitors: print the certificate and submit it to your Job Representative. Keep it with you for each visit.**
- **Rock Hill Contractors: check in with your Solvay Job Representative when entering the site who will validate your certificate on-line.**

**PIEDMONT AND ROCK HILL VISITOR AND CONTRACTOR ORIENTATION
INSTRUCTIONS.**

Certificate of Completion

This is to certify that

Jarrett Brown
From Solvay

Has successfully completed the Online Site Induction

on the 20/08/2019

Induction type: Contractor Piedmont