

FASTENAL[®]



Workplace Safety Solutions Guide

supplying products, ideas

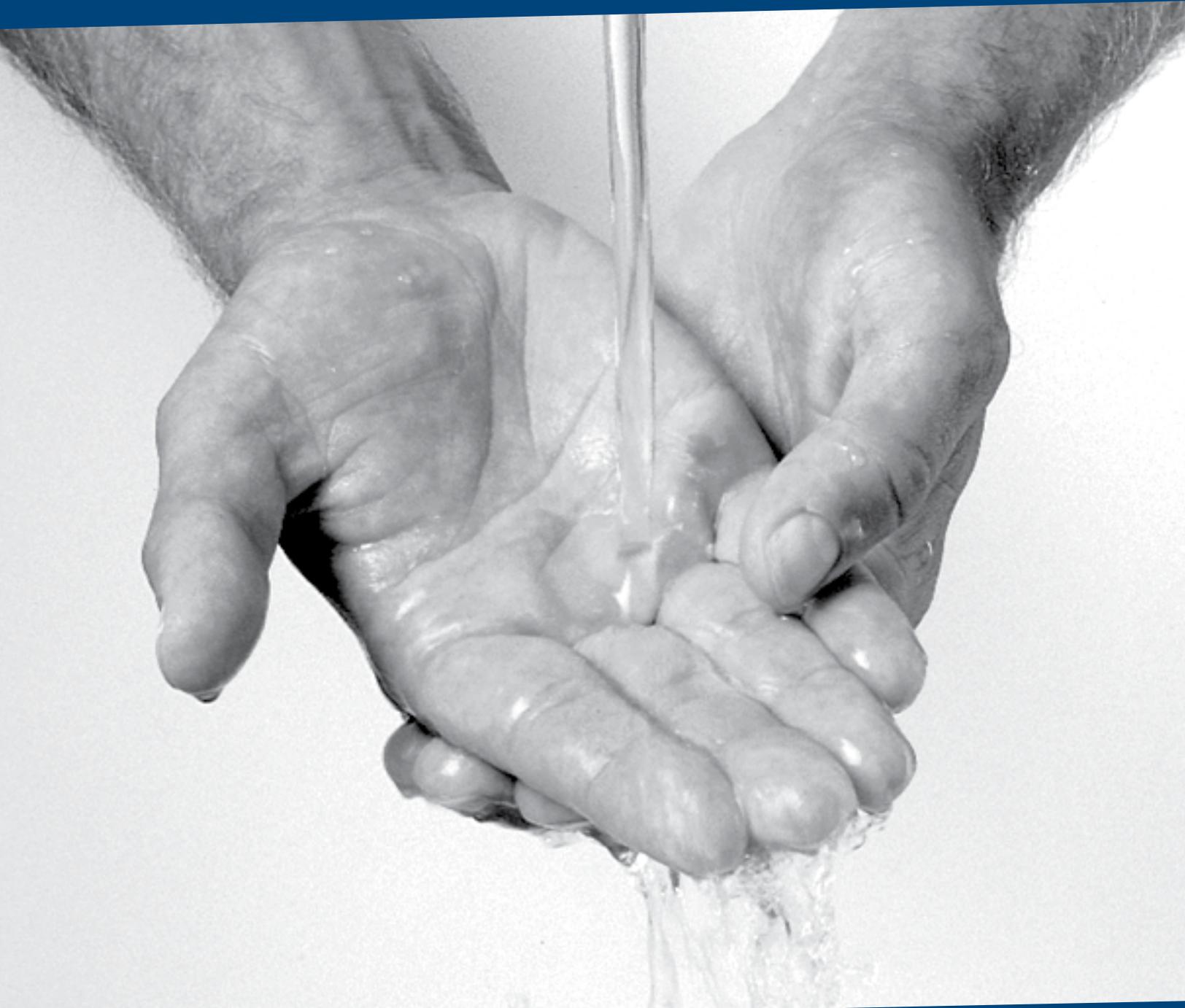
& INNOVATION

As you adapt your workplace to promote employee health and safety, Fastenal is here to help you make the transition as smooth and safe as possible. That includes supplying the products you need to protect your team, and supplying them in creative ways – minimizing contact without sacrificing service.

The following pages present a ‘toolbox’ of resources to help you build safeguards and efficiencies in your work environment – safety checklists and best practices, innovative health and safety products, no-contact supply solutions, industrial and consultative services. We hope it will spark some good ideas and great conversations with your local Fastenal Blue Team.

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THANK YOU FOR TRUSTING US WITH YOUR BUSINESS.

We will continue to work hard every day to honor that trust. Our 'Blue Team' here at Fastenal is accustomed to making local decisions, solving problems, and taking an all-hands-on-deck approach to help customers in need. This spirit is what makes us a true supply chain partner, not just a 'fulfillment company.'

Dan

Dan Florness
President & CEO, Fastenal



General checklist for



Assemble a cross-functional response team to guide your back-to-work functions



Deep clean and disinfect the workplace prior to welcoming staff onsite

- Consider different surfaces and their individual cleaning requirements:
 - Hard/non-porous surfaces
 - Soft/porous surfaces
 - Electronics and machinery
 - Linens and clothing that can be laundered
- Consider any special PPE that may be needed by your staff for this initial deep clean



Establish regular cleaning and disinfecting protocols

- With janitorial for the facility as a whole
- With employees for individual work space cleanliness
- Shared PPE such as arc flash PPE, fall protection, PAPR, and confined space/gas detection equipment



Have training and resources available to employees upon return to work on topics such as:

- PPE usage
- PPE hygiene
- Personal hygiene
- Personal work space cleanliness
- Transmission facts
- Social distancing

returning to work safely

Determine your facility's requirements for general EHS and PPE supplies once the facility opens. A complete hazard analysis should always be completed by a competent EHS professional, and standards should be developed based on that analysis. General recommendations are for a 30-day/4-week supply of the following:

GENERAL EHS:

- Disinfectant spray/wipes
- General purpose cleaners
- Bathroom cleaners
- Hand soap
- Hand sanitizer and refills
- Tissues
- Paper towels

Consider portable disinfection stations for manufacturing areas as well as vending or locker storage to help keep track of supply (see pg. 16 for ideas).

PPE:

- Nitrile gloves
- Masks
- Filters
- Face shields
- Protective garments

Consider vending or lockers to store and track your PPE supply (see pg. 16 for ideas).

Establish social distancing standards in your facility

- In addition to staff communication and training, a number of tools can be used to enforce social distancing, such as floor and wall signage, tape, cones, and barricades
- Consider flexible work schedules to decrease the number of people in the facility at one time
- Do not invite visitors to your facility, or reduce the number of outside visitors



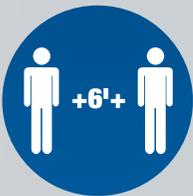
Effective controls

FOR THE GENERAL WORKPLACE



FREQUENT HAND WASHING

20 seconds with soap and water



SOCIAL DISTANCING

6 feet or more, flex scheduling, working remote, limited visitor access



FREQUENT CLEANING OF SURFACES

High-touch surfaces, common areas



TRAINING AND AWARENESS

Up-to-date practices and guidelines



PPE

Masks, gloves, covers

MEET THE PROS:
SAFETY SPECIALISTS



Your local Fastenal safety specialists will act as an extension of your EHS team, bringing new insights and proven practices to core safety challenges. At a time of crisis and disruption, this partnership is even more critical. Whether we're offering assistance in sourcing a critical product or performing compliance trainings virtually, we will customize a program that works for you.

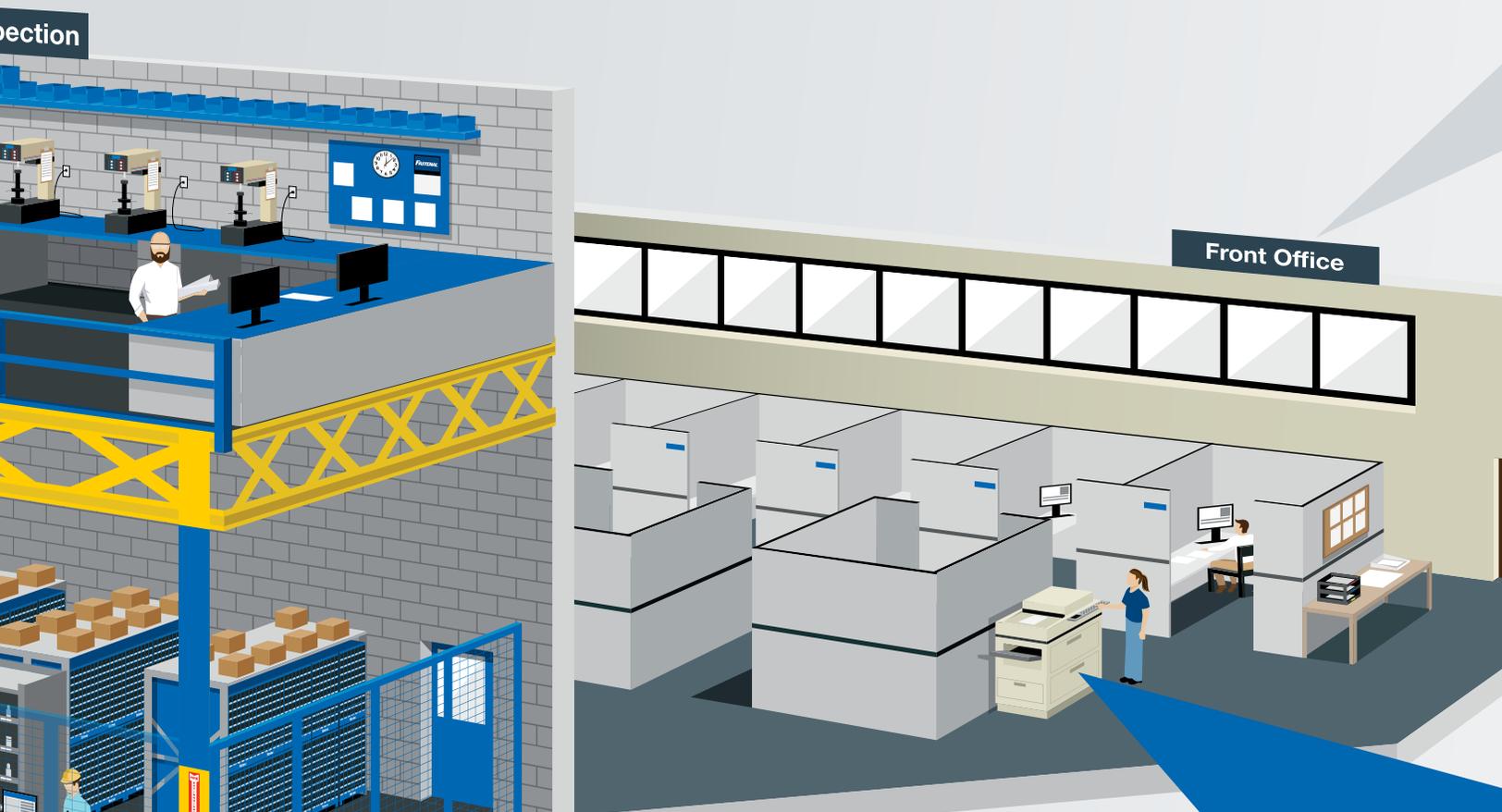
Please contact your safety specialist to learn more and make a plan:

1-833-FNL-SAFE or **safetyquestions@fastenal.com**.



Best Practices

Every workplace is unique, and these best practices may not encompass all of your facility's needs. Be sure to consult with your EHS supply partner to determine your individual needs and ensure proper procurement. When considering best practices for your facility, refer to effective controls for the general workplace (pg. 6).



SHARED AREA



Post signage near ALL sinks communicating proper handwashing techniques – 20 seconds with soap and warm water. Provide sanitizer or sanitizer wipes in areas where soap and water may not be readily available.



Consider reducing the number of people allowed in shared areas (break rooms, meeting rooms). Look for alternatives to using shared spaces – for example, virtual or outdoor meetings. Have social distancing requirements posted and consider floor markings in shared spaces. Consider physical barriers where distancing may not be possible.

OFFICE AREA



The most effective way to reduce the spread of infection is by washing hands. Encourage all employees to follow best practices and post signage as a reminder – 20 seconds with soap and warm water. Remind employees to wash hands after touching their face or coming in contact with common surfaces. Alcohol-based hand sanitizer should be made available for situations where soap and water may not be readily available.



Consider staggered schedules to reduce the number of people in the shared office space. If staggered schedules are not an option, barriers such as temporary plexiglass shields can aid in separation of staff. Post social distancing reminders in shared spaces (e.g., near printers, time clocks, coffee stations, and elevators). Encourage virtual meetings, and if an in-person meeting is necessary, limit the number of attendees to allow for at least 6 feet of social distance.



Identify high-touch surfaces and common areas and establish a daily plan to keep these clean. Ensure an adequate supply of disinfectant sprays, wipes, and sanitizer and have these available for all common areas and high-touch surfaces. Encourage employees to clean their personal workspaces daily, with special attention paid to high-touch surfaces such as keyboards, telephones, monitors, etc.



Provide written notice to make sure all employees know where they can find cleaning supplies for their own work areas and where they can find PPE for personal use. Establish a regular schedule of trainings to keep employees informed of up-to-date transmission facts and guidelines for workplace and personal hygiene, proper PPE use, and social distancing.



Determine the PPE needs of your office and implement supply minimums. Make sure PPE is tracked and easily accessible.



Consider personal disinfection stations for shared equipment and vending machines. Establish a daily plan to disinfect common areas. (Refer to pg. 18 for information on vending disinfection.)



Consider providing training on how to ensure proper disinfection and social distancing specific to some of your shared areas.



Encourage the use of PPE, especially if social distancing is not attainable in your shared spaces. Ensure an adequate supply for your needs and make sure it's tracked and easily accessible. (See pg. 16 for supply solutions.)

Best Practices



SHIPPING/ RECEIVING

Enforce hand washing before shift starts and post signage as a reminder for proper hygiene before returning to the work area – wash hands for 20 seconds with soap and warm water, and use alcohol-based sanitizer if soap and water are not available. Encourage transportation staff to sanitize their hands before and after a delivery.

Consider minimizing delivery interaction by instructing couriers to leave deliverables at loading docks, doorsteps, or similar locations.

Have a plan in place to sanitize all incoming deliveries and materials. Instruct transportation staff to disinfect their vehicle before and after shifts, especially if it's a shared vehicle.

Train workers on how to properly don, doff, and maintain protective clothing and equipment.

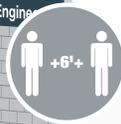
The same best practices apply as in a factory setting. Ensure an adequate supply is available on the floor, and consider a vending/locker system for automated access and tracking. (See pg. 16 for supply solutions.)



FACTORY FLOOR



Enforce hand washing before shift starts and post signage as a reminder for proper hygiene before returning to the station – wash hands for 20 seconds with soap and warm water.



Staggering shifts and break times is one of the best ways to maintain the recommended 6 feet of social distance. Other measures to promote social distancing include temporarily moving or repositioning workstations, installing barriers (e.g., plexiglass shields) between workstations, and installing signage and tape to designate proper spacing on the way into and out of the factory.



Disinfect shared workstations at the end of each shift. Personal workstations should be cleaned throughout the day, with special attention paid to high-touch areas like fixtures, buttons, containers, etc. Any shared equipment, such as fork lifts, should be disinfected after each use. Discourage workers from using other workers' tools and equipment when possible, and provide disinfectant wipes for cleaning tools after use if sharing is necessary.



In addition to training on general workplace and personal hygiene, make sure employees know how to properly don, doff, and maintain protective clothing and equipment.



Ensure an adequate supply of proper PPE is available throughout the factory floor, and consider a locker or vending system for automated access and tracking (see pg. 16 for details).



Products for a healthy workplace

Preventing the spread of illness in the workplace is a multi-tiered effort: create social distance, promote personal hygiene, utilize proper PPE, and disinfect the environment. Below is a list of product solutions to help you achieve all of the above, in every corner of your business.



SOCIAL DISTANCING

- Cones
- Floor Marking Tape
- Floor Matting
- Pavement Marking Tape
- Plexiglass Shields
- Portable Barrier Gates
- Portable Crowd Control Barricades
- Safety Signage
- Safety Tapes
- Social Distance Mats
- Social Distancing Signage & Tape
- Water Bottles

HAND HYGIENE

- Automated Paper Towel Dispensers
- Automatic Hand Dryers
- Automatic Soap Dispensers
- Foot Grabs & Door Stops
- Hand & Skin Cleaners
- Hand Sanitizer Wipes
- Hand Sanitizers
- Sensor Faucets
- Touchless Sanitizer Stands

PERSONAL PROTECTIVE EQUIPMENT

- Boot & Shoe Covers
- Chemical Resistant Garments
- Disposable Garments
- Disposable Gloves
- Eye Protection
- Face Masks
- Face Shields
- Hair & Beard Nets
- Respiratory Masks

GENERAL CLEANING & DISINFECTING

- Air Filters
- Bathroom Cleaners
- Disinfectant Misters
- Disinfectants & Surface Sanitizers
- Dry Disposable Wipers
- Floor Cleanser & Mops
- General Purpose Cleaners
- Janitor & Housekeeping Carts
- Paper Towels
- Restroom Supplies
- Trash Bags & Receptacles
- Trigger Bottles & Sprayers
- Waterless Wet Wipes

RESUMING OPERATIONS

- Cutting Tools & Metalworking
- Electrical Equipment
- Electronics & Batteries
- Fasteners & Hardware
- Hand & Power Tools
- HVAC & Refrigeration
- Hydraulics & Pneumatics
- Lighting
- Material Handling
- Office & Breakroom Supplies
- Plumbing
- Shelving & Storage Racks
- Test Instruments

Some items may have longer lead times due to global supply chain pressures. Talk to your Fastenal branch about options and availability.

Clean
Choice

deb



Distributed Exclusively



SAFETY, FILTRATION, AND SANITATION

At Fastenal, we don't just source products. Through our exclusive brands program, we collaborate with our manufacturer partners to develop and produce them, often in the same factories that make the major national brands we supply. Our end-to-end ownership of the supply chain – from product design to delivery – means significant cost savings and sourcing confidence for your business. Look for these trusted Fastenal brands when researching safety, filtration, and sanitation products.



PPE and non-PPE safety products backed by category expertise and efficient supply solutions.



Filters and ventilation equipment. We can test your current filters and provide filters matched to your unique requirements.



Our workplace sanitation line offers not only products, but also solutions and programs to meet your needs.

ADDITIONAL INFORMATION



FULL BODY GUARD CATALOG



AGENT CUSTOM FIRST AID PROGRAM



FILTER REFERENCE GUIDE



VENTILATION CATALOG



DISPENSERS BROCHURE



CAN LINERS BROCHURE

Vending Solutions

POINT-OF-USE ACCESS. TOTAL TRACEABILITY.

When it comes to safety product, how it's provided can be just as important as what is provided.

Our vending solutions add value on both fronts – making compliant product easily accessible, fully traceable, and securely controlled, all through an efficient no-contact process.

EASY ACCESS

The machines 'advertise' the immediate availability of PPE, hygiene products, and sanitation supplies. Users can self-serve essential items near the point of work, 24/7/365.

REMOTE MONITORING

Our ability to electronically monitor your machine inventory means no outages, no paperwork, and minimal time and contact in your facilities. It also gives us a sight line into your usage patterns, allowing us to present opportunities to optimize your product mix for greater cost savings.



FAST Solutions
VENDING

Pro Tip:

COMPLIANCE VISIBILITY

Use our cloud reporting tool to make sure employees are using the proper gear, in the proper amounts. Connect each dispensed item to a person, place, time, and cost center.

CONSUMPTION CONTROL

Bring control and accountability to critical products that remain in short supply globally. Access to individual products (and amounts) can be controlled by employee badge or ID.

VIRTUAL VENDING IMPLEMENTATION

We can complete most implementation tasks without ever coming on site – from helping you select the right technology and product mix for your needs, to getting the site ready for a quick, efficient installation.

MEET THE PROS: YOUR TEAM BEHIND THE MACHINE

Our **solutions sales specialists** will work with you to craft a program that fits your needs and goals. Our **regional service center technicians** will then custom-configure and implement the device(s) and provide initial training. From there, you'll receive three levels of technical support: our **24/7 call center (866-829-1564)**, the local Fastenal branch, and our regional service center. Moving forward, your Fastenal service team will present opportunities to optimize your program based on usage trends and changing needs. Our goal: a solution that makes an immediate impact and gets better over time.



Utilize optimized package quantities that limit the number of trips to the vending machine. The goal: efficient vends, efficient re-stocks, and less overall traffic.

A Total Safety Solution

IDEAS FOR SAFE AND EFFICIENT EHS SUPPLY

CLEAN. SECURE. SAFE.

Fastenal vending machines and lockers provide a hygienic, no-contact option for product distribution. Vending machines should be disinfected using the same precautions as you would use around door handles, faucets, handrails, attendance systems, and other more frequented areas.

View the **Fastenal Vending Machine Cleaning & Disinfection Best Practices** for more information.



SOCIAL DISTANCING SIGNAGE

Reminding users to keep at least 6 feet apart

THANK YOU FOR PRACTICING SOCIAL DISTANCING
GRACIAS POR PRACTICAR DISTANCIAMIENTO SOCIAL



THANK YOU FOR PRACTICING SOCIAL DISTANCING
GRACIAS POR PRACTICAR DISTANCIAMIENTO SOCIAL



HAND SANITIZER STATIONS

Placed at the entrances and exits of vending areas



on



FASTENAL

FULLY STOCKED MACHINES & LOCKERS

Making products visible, accessible, and traceable.



OPTIMIZED PACKAGE QUANTITIES

Setting the stage for fewer vends, fewer restocks, and in turn less contact and exposure.



BARRICADES & FLOOR MARKERS

Directing the flow of traffic





SECURE LOCKER PICKUP

In a growing number of markets, a locker pickup fulfillment option is offered during checkout. Receive a unique code to retrieve your order from an automated locker at our branch or within your business. **Safe, secure, and ready when you are.**



Fastenal.com

POWERED BY LOCAL SERVICE

Fastenal.com is your easy online source for same-day and one-day product fulfillment. Orders can be delivered to your site (in accordance with your safety policies), picked up at your local Fastenal branch (a safe exchange with minimal contact), or retrieved at your convenience via an automated locker (no contact, 24/7 convenience).

EXPEDITE FULFILLMENT

Use the 'My Availability' search filters to identify locally-stocked product that meets your needs:

- **My Inventory** – currently stocked within a Fastenal vending or bin stock solution in your facility
- **My Branch** – available within an hour at our local branch
- **EXPRESS** – available same-day or next-day via our regional distribution system

CONTROL ROGUE SPENDING

Use advanced permissions and controls to maintain authorized users, establish individual employee purchase limits, and customize an approval workflow to avoid non-compliant spending. Administrators can create hard-locked budgets with dollar limits per order or time period.

SIMPLIFY PROCESSES

eQuotes – Electronically review, edit, and approve quotes from your local Fastenal branch, including suggested bin stock and vending replenishment orders, all without having to enter or retype data.

Order Templates – Do you have recurring orders for certain departments or projects? Pull up a pre-populated order template, quickly make adjustments, and send it to your shopping cart.

GAIN VISIBILITY

The FAST 360° tool provides an all-encompassing view of your Fastenal program:

- **My Business** – Visualize how Fastenal-managed inventory is positioned/organized in your facilities.
- **My Inventory** – Search to see if a needed product is on hand and exactly where it's located.
- **My Spend** – Analyze your Fastenal spend by category, time period, and channel to uncover trends and opportunities.

Services

We can make, modify, and maintain products to create additional value for your business. Leverage our industrial and manufacturing services to consolidate vendors, outsource non-core activities, and drive improvements in safety, quality, and productivity.

EMPLOYEE 'CARE KITS'

We can create custom assemblies of PPE and hygiene products (based on product availability) for you to distribute to employees. Kits can include product we provide and/or product you already own.

TOOL REPAIR

No need for a trip to a service center. Simply place repairable items in a designated container and we'll take care of it from there – no contact or travel involved.

CUTTER REGRIND

A similar process: Worn cutting tools are collected by your Fastenal rep, sent to our service center for reconditioning, and returned in like-new (or better-than-new) condition.

CUSTOM MANUFACTURING

Need a custom fastener or machined part, and need it fast? In a time of global supply chain disruption, our North American manufacturing operations provide the ultimate 'nearshoring' solution.

SOLUTIONS AS UNIQUE AS YOUR OPERATION

- Weld-to-Length Bandsaw Blades
- Hose Fabrication
- Custom Sling Fabrication
- Lifting & Rigging Inspection & Hoist Repair
- Special Assemblies
- Calibration & Repair (precision devices)
- Custom Logo PPE

MEET THE PROS: METALWORKING SPECIALISTS

Your local Fastenal metalworking specialist is ready to assist with product sourcing, vending solutions, and analysis of your current processes (exploring opportunities for cost savings and productivity gains). Need assistance with a tool-up? Have questions about speeds and feeds? Our metalworking team is here to help. For more information or technical support, call **1-844-365-8665** or email **cuttingtoolsupport@fastenal.com**.





Balancing Your Needs for Safety and Service

As we begin to open our branch front rooms on a community-by-community basis, our local teams are following appropriate guidelines for hygiene, disinfection, and social distancing. They're also finding creative ways to ensure a safe and efficient product exchange, whether that's taking your order at the front desk and retrieving the product for you, providing curbside service, or using an automated locker as a no-contact order pickup station. Tell us your preference, and we'll make it happen.

That said, most of your product needs will likely 'go out the back door' for delivery to your facility. To keep everyone safe, we're equipping our branch and onsite personnel with PPE, and hygiene has become central to our inventory management process – planning visits to minimize contact, while disinfecting devices during every restock. If you're serviced by an onsite Fastenal team, that disinfection takes place throughout the day. (Our onsite teams perform many roles: sourcing, purchasing, QC, kitting, material management. Today you can add 'janitorial support' to the list.)

If you have specific safety requests, let us know, and we'll take a flexible approach to meet your needs – from disinfecting the product and leaving it at your dock, to using automated supply technology to provide no-contact, self-serve access. With Fastenal, you don't have to sacrifice service to ensure safety.

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