



Employee Safety Manual

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**Cherry Hill Glass Co., Inc.
20 Elm Street
Branford, CT 06405**

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Cherry Hill Glass

Environmental, Health and Safety Policy

People are Cherry Hill Glass Co., Inc.'s most valuable asset. To protect this asset, it is Cherry Hill Glass Co., Inc.'s position that there are no assignments that are so important that we do not have time to do them safely and consistent with applicable laws and best practices. Cherry Hill Glass Co., Inc. is committed to efficient use of natural resources while operating in a way that protects the safety, health and the well-being of our employees, the environment, and the community.

Cherry Hill Glass Co., Inc. will comply with all environmental, health and safety (EH&S) laws and regulations that apply to our activities and with other standards or requirements the organization has adopted. Cherry Hill Glass Co., Inc. may choose to go beyond full compliance with the law when it adds value. Cherry Hill Glass Co., Inc. places an emphasis on eliminating or mitigating risks that may impact people, the environment, or the long-term success of our business.

It is our policy to:

- Ensure the safety and health of our employees, customers and contractors.
- Respect and contribute to our community and protect our environment.
- Comply with all applicable safety, health, occupational and environmental regulations/ standards.
- Ensure prevention of injury and ill health at the workplace.
- Ensure continual improvement and allocation of adequate resources in the management of safety.

As a result, Cherry Hill Glass Co., Inc. and its employees will:

Strive to achieve EH&S excellence by assuring compliance, managing other risks not covered by regulations, and addressing emerging issues.

Create value for our customers, the company, and society through optimization and innovation while working to conserve resources including energy, water, and raw materials; increasing efforts to recycle and reuse; and reducing or eliminating waste.

Maintain safe and healthy working conditions and processes, and develop effective and efficient EH&S management systems designed to assure compliance.

Establish goals, targets, and objectives to achieve and measure improvements in EH&S performance.

Integrate EH&S considerations into business planning, risk assessments, budget development, capital projects, and property transactions.

Cherry Hill Glass

Safety Policies and Procedures Manual

Foreword

Cherry Hill Glass complies with all state and federal laws and regulations concerning occupational health and safety.

Cherry Hill Glass is dedicated to providing the best, safest and most helpful working conditions possible for our employees. To ensure this, we are equally dedicated to discovering, correcting, and preventing safety and environmental health hazards that could affect you and the general public.

This manual has been developed for the protection of all employees and to help keep Cherry Hill Glass free of accidents and injuries. We strongly maintain, however, that you, the individual employee, are the best source of protection for yourself and the workforce. Therefore, we require you to follow stringent health and safety policies and procedures. Each employee is required to read it through and sign the Acknowledgement of Receipt and return it to the office.

Set forth in this manual is a set of instructive safety rules and procedures for you to use to enhance safety performance on your job. It covers many fundamentals of accident prevention, but no single manual can be complete, and from time to time new rules or revised rules may become necessary. These new rules or revisions will be issued to you to insert into this manual.

If you have any questions, ask your Supervisor or the Safety Director for assistance. Failure to comply with the safety rules or policies may result in disciplinary action or possible discharge from your job.

It is important that all members of management provide the leadership necessary to comply with safety requirements willingly and set a good example for all employees. Believe that safety serves your best interests.

More than anything else, safety is an attitude. The most effective training for all concerned is the day to day example we set for one another.

Safety Program Objectives

The success of the Cherry Hill Glass' Safety and Health Program depends on the sincere, constant, and cooperative effort of all company officials, management, and employees. Our active participation and support of the safety program and implementation of its procedures will make it a success.

Annual Review

The following objectives and goals have been established to gauge the success of our program, as a minimum guideline, and will be reviewed annually by the Safety Director to evaluate the company's safety performance:

Objectives

1. To provide a safety and health program consistent with good operating practices and maintain compliance with applicable safety and health regulations.
2. To reduce the number of accidents to an absolute minimum, surpassing the best experience of others in our field of operation.
3. To create an attitude of safety consciousness in management, supervision, and employees: We will establish a spirit of cooperation and teamwork throughout all operations regarding all health and safety matters.

Our goal is to create a work place free from accidents and have an atmosphere where employees look out for each other while performing daily tasks and speak up to each other if they see a safety issue.

The successful implementation of this manual will largely depend on the enthusiasm and common sense of each employee, supervisor and management representative.

Assignment of Responsibility

Executive Management

Kevin O'Neill, President of Cherry Hill Glass, will oversee the administration of the safety and health program of the company along with all members of management. Each member of management must be committed to providing a safe and healthful place of employment for all employees at all times. In addition, it is a primary goal of the company's administrative management to comply with all applicable State, Federal, and local safety and health regulations. The Company will rely upon the involvement and participation of all management representatives to fulfill their individual responsibilities in the administration, coordination, and implementation of the Company's safety and health program.

It is without question that executive management would hope that all employees comply with the Cherry Hill Glass Safety and Health Program voluntarily. However, as the Company and management will be held accountable by the various governmental regulations, they must also hold all employees accountable. Should any individual employee fail to comply with their responsibility for the safety and health of their workforce, they will and must be held accountable within the guidelines and restrictions of the disciplinary program outlined within this program.

Safety Director

The Safety Director will advise company management, as well as the supervisors and employees, of unsafe conditions and problems related to accident prevention and recommendations for safety and health.

The Safety Director will assist and advise management and supervision in how best to provide a safe work environment, necessary safety equipment needed on the job, safety training that may be required, or sample safety inspections in the interest of accident prevention.

The duties of the Safety Director will include but are not limited to the following activities:

1. The development and administration of the company safety and health program.
2. Development of methods and procedures for the implementation of the program.
3. Provide support and direction in the training and development of personnel.

4. Monitor the implementation of the program and develop means of accountability for the enforcement of the program.
5. The Safety Director will publish and distribute the minutes of any safety meetings to appropriate management staff.
6. Monitor the supervisors' performance in the investigation of accidents and documentation.
7. Monitor corrective action to prevent recurrence.
8. Periodically monitor "worksite" safety performance and maintain records of and review safety reports submitted by the supervisors.
9. Assist in the preparation of safety and health bulletins, posters, and publicity as needed.
10. Monitor the workplace to ensure that first aid facilities, requirements, and emergency transportation are in compliance with the applicable laws and requirements.
11. Make periodic safety inspections and initiate the corrective action necessary to eliminate or control the unsafe conditions and/or unsafe acts observed.

In the event of a serious hazard posing imminent danger to any worker, the Safety Director shall have the authority to "STOP" that phase of work.

12. Prepare monthly reports on safety surveys, safety meetings, and review accident statistics to evaluate accident causes and to compare severity and frequency rates against accepted norms and the prior record.
13. Prepare, develop, and monitor the company emergency procedures.
14. Accompany OSHA Compliance Engineers during their inspections and document results.
15. Maintain an OSHA 300 log of all injuries and illnesses.
16. Monitor and assist company management in the review of accident reports to ensure that they are timely and contain an unbiased and thorough evaluation of each incident or accident.

17. Establish and maintain an effective driver training and licensing program for drivers of company vehicles.
18. Review and recommend provisions for compliance with OSHA standards in plans and specifications for new bids, repairs, or modifications of company operations. Determine the need for and recommend types and sources of safety equipment essential for specified hazardous jobs.
19. Fully utilize all assistance available from Federal and State labor departments, insurance carriers, and safety councils on matters pertaining to safety and health.
20. Investigate accidents, especially those which result in serious or fatal injuries to employees or the public, or where significant liability claims may be made against the company.

Supervisors

Each supervisor has the full responsibility for the safe actions of their employees under their supervision and the safe performance of machines and equipment within their operating area. The full potential of an effective safety program can only be realized when all levels of supervision cooperate in all phases of the program. The following is a list of responsibilities of each Supervisor:

1. Assume full responsibility and authority to enforce the provisions of the Employee Safety Manual.
2. Assume full responsibility for the safe and healthful working areas for his/her employees while they are under their jurisdiction.
3. Be fully accountable for preventable injuries, collisions, and liabilities caused by his/her employees.
4. Make sure the necessary safety equipment and protective devices for each job are available, inspected, used, and maintained properly.
5. Take the initiative in recommending correction of deficiencies noted in work procedures, equipment, facilities, employee job training, or attitudes that adversely affects the company's efforts to control accidents and injuries.
6. Be firm in the enforcement of work policies by being impartial in taking disciplinary action, as defined in this safety manual against those who fail to conform. At the same time, each supervisor is encouraged to be prompt with positive recognition to those who perform well.

7. Ensure that each employee is fully trained for the job he or she is assigned to do, that each employee is familiar with published procedures and work rules, and that each employee certifies in writing that he or she understands compliance is mandatory.
8. Continually observe and evaluate job conditions and work procedures to detect and correct any unsafe conditions and/or unsafe work practices.
9. Periodically meet personally with each employee to review and discuss safety policies and procedures that pertain to their job and the operations. These meetings should be documented as training sessions in the employee's file.
10. Fully cooperate with the Safety Director, Insurance Company Safety Personnel and OSHA Compliance Officer in shutting down operations considered to be an imminent danger to employees, or in removing personnel from hazardous jobs when they are not wearing or using prescribed protective equipment.
11. Attend any management Safety Meetings when held and participate in the promotion of safety awareness.
12. Encourage their employees to participate in the recognition, correction, or reporting of any safety or health problems *without fear of reprisal*.

Employees

All employees are required, as a condition of employment, to develop and exercise safe work habits in the course of their work to prevent injuries to themselves and their fellow workers, and to conserve material resources and time.

The items listed below are part of each employee's responsibilities as outlined by the Cherry Hill Glass Safety Director. However, they are only minimum guidelines. It is important that each employee assist in the safety program. Failure to do so will mean that disciplinary guidelines will be implemented.

1. Promptly report to their supervisor all accidents, near misses and injuries occurring within the course of their employment.
2. Cooperate with and assist in the investigation of accidents to identify correctable cause and to prevent recurrence.
3. Promptly report to their supervisor all unsafe actions, practices, or conditions they observe.

4. Become familiar with and observe approved safe work procedures during the course of their work activities.
5. Keep work areas clean and orderly at all times.
6. Avoid engaging in any horseplay and avoid distracting others.
7. Obey all safety rules and follow published work instructions.
8. Wear protective equipment when working in hazardous areas or jobs, and/or as required by supervisor.
9. Inspect all equipment prior to use and report any unsafe conditions to your supervisor immediately.
10. Submit any suggestions for accident prevention, without fear or reprisal, which may assist in improving working conditions or work practices to your immediate supervisor.
11. Refrain from talking on the phone or texting while working and operating equipment, etc.
12. Inspect all PPE before each use and remove any damaged equipment from use with guidance from supervisor.

Safety Orientation

All new employees will receive safety orientation, no later than the first work day on the job. If necessary, efforts will be made to make this information available to non-English speaking personnel so as to ensure complete understanding of all safety instructions.

The employee's supervisor will provide the orientation. The orientation will be documented on the Safety Review for New and Permanently Transferred Employees form (Appendix A). A signed copy of the new employee orientation form will be maintained by the Safety Director.

Each person assigned to a job must sign the indoctrination form upon receiving instruction from the supervisor. The responsible supervisor must also sign the forms signifying the employee was given orientation. In addition to orientation material made available, each supervisor must explain the safety criteria for individual jobs.

Employee Safety Orientation Guideline

Each supervisor is responsible to discuss with each new employee the following items in their entirety. Each of the following elements should be reviewed with each employee personally by either reading or a general discussion, unless other means are available.

1. **Company Safety Policy** is located in the first section of this Safety Manual and posted throughout the facility.
2. **Employee Responsibilities for Safety**
All employees are required, as a condition of employment to develop and exercise safe work habits in the course of their work to prevent injuries to themselves and their fellow workers. Individual responsibilities are outlined in the Assignment of Responsibilities section of this manual.
3. **Use of Company Equipment**
The company has established special guidelines for the use of special equipment. Only trained and authorized employees are permitted to operate special equipment.
4. **First Aid Equipment**
First Aid supplies are kept in the First Aid Stations located throughout the facility. Should you have an injury, no matter how slight, report it to your supervisor immediately. With minor injuries it is important to reduce the potential of infection or more serious complications by reporting the incident immediately. First Aid can then be given to minimize any serious problem. The First Aid Log should be completed whenever supplies are used in order to allow the Safety Director to conduct a trending analysis.

5. **Personal Protective Equipment**

It is a company policy that all employees wear safety glasses and safety shoes. In addition, gloves, hard hats, face shields, hearing protection and fall protection are required based on the job being performed (see Personal Protective Equipment Requirements section of this manual).

6. **Employee Conduct**

Cherry Hill Glass has established and endorsed various rules and regulations for the safety of their employees. However, sometimes it is necessary to impose sanctions or restrictions on an employee who is not following proper work procedures, safety procedures, or other elements of company policy. Thus, disciplinary measures must be taken. It is the supervisor's responsibility to hold the employee accountable for their work performance.

Each employee's voluntary compliance with these rules will assist the company in providing a safe and productive worksite. On the other hand, the rules and regulations must and will be strictly enforced.

7. **Alcohol and Drug Abuse Policy** – (see the alcohol & drug free workplace program)

The company has established an "alcohol and non-prescription drug abuse policy" for the protection of its workforce and resources. No one is permitted on site who may be using, selling, or handling alcohol or drugs.

Employees will be subject to CHG's random drug testing policy and pre-employment testing.

8. **Hazard Communication**

The use of hazardous chemicals is required for some jobs. On any job where it is known to have hazardous chemicals, or employees are required to work with hazardous chemicals, the employees will be instructed in the "Hazard Communication Training" program. The purpose of the program is to inform and train employees how to work safely with hazardous chemicals.

9. **Special Training**

Special safety training in the use of equipment (i.e., forklifts), new processes, new equipment, or other items may be required periodically. Any employees involved in these jobs or equipment use will be required to complete special training prior to beginning the job.

General Safety Rules

1. If you think something may be unsafe, more than likely it is. Report all hazardous conditions and/or unsafe practices immediately to your superior for corrective action. If it is possible for you to correct the problem without injury, this should be done. Whenever an employee encounters conditions or practices that appear to constitute an imminent danger, such individuals have the authority and responsibility to stop work.
2. Smoking is only permitted in designated areas.
3. Obey all warning signs; they are for your protection.
4. Authorization for medical treatment must be given by your supervisor for on-the-job injuries before obtaining medical attention.
5. All injuries no matter how minor must be reported immediately to your supervisor.
6. The use or possession of illegal drugs and/or alcohol on the job are strictly prohibited.
7. Horseplay is strictly prohibited.
8. When lifting, bend your knees, not your back. Lift with your legs, they are 10 times stronger than your back muscles. If the load is too heavy, ask for help.
9. Only authorized workers are permitted to operate heavy equipment (i.e., boom lifts, fork lifts) and company vehicles.
10. Only qualified persons are authorized to make repairs on any equipment.
11. Special safety equipment (i.e. safety glasses, gloves) is provided for your protection. Use it when it is required. Keep it in good condition. Report any loss or damage immediately.
12. Report observed hazards to the supervisor.
13. Keep exits, entrances, and aisle ways clear; observe established aisles when passing through work areas. Clean lift platforms and work areas daily.
14. Pallets should be laid flat on the floor. Do not lean them against racks, poles, dumpsters, etc.
15. Keep work areas neat and orderly and free of trip hazards such as extension cords, air hoses, loose banding, etc.

16. Good housekeeping will be recognized as an integral part of each job.
17. Slipping hazards may be caused by oil, water, or other liquids that have been spilled or leaked on the floor. If you spill the liquid, clean it up.
18. Access to electrical panels, fire extinguishers, sprinkler risers, switch boxes, fire alarms, and exits are to be kept clear and unobstructed at all times.
19. Portable fire extinguishers must be maintained in a fully charged and operable condition and kept in their designated places at all times when they are not being used.
20. Extinguishers must be conspicuously located where they will be readily accessible and immediately available for use.
21. Hot work will require a fire watch for 60 minutes following the hot work. Hot work permits will be obtained prior to any hot work. The CHG Safety Director also holds copies of the hot work permits.

Housekeeping

In order to maintain a safe and efficient work place, good housekeeping practices are essential.

1. Eating or drinking on the shop floor is prohibited.
2. Aisles and exits must be kept clear of obstructions.
3. If you spill a liquid, protect yourself and your coworkers by cleaning it up immediately.
4. Access to emergency eyewash stations must be clear at all times.
5. Report needed building repairs, leaking pipes or damaged equipment to your supervisor.
6. Keep all machinery clean. It will be easier to work with and it could avoid maintenance problems later.
7. Access to fire extinguishers and electrical panels must remain free from obstructions.
8. Oil rags and rags containing solvents must be disposed of in a safety approved covered metal container.

Personal Protective Equipment Requirements

Depending on your work area, personal protective equipment such as safety glasses, face shields, safety shoes, respirators, hearing protection, gloves, and hard hats may be required. Your supervisor will advise you of any specific safety equipment requirements based on your current job duties.

Eye Protection

Eye protection is required at all times by employees and visitors while in designated eye protection areas. Cherry Hill Glass will provide eye protection with side shields to all employees who are exposed to possible eye injury by the work being performed.

Safety Shoes

Work shoes or boots with slip resistant and puncture resistant soles are required. Safety toed footwear is worn to prevent crushed toes when working around heavy equipment or falling objects and is recommended.

Hand Protection

Hand protection must be worn when exposed to hazards such as those from skin absorption of harmful substances, severe cuts and lacerations, severe abrasions, punctures, burns and harmful temperature extremes.

Hard Hats

In those areas where there is a risk of injury from falling objects, company provided hard hats must be worn. This includes work being performed underneath or in the vicinity of ladders, lifts, etc. Always make certain your hat is in good condition – both the shell and the suspension inside. If your hat is damaged, see your supervisor for a replacement.

Hearing Protection

Noise levels are monitored to determine if any areas exceed the OSHA Action Level. Those areas will be identified and appropriate hearing protection will be provided. Hearing protection will also be provided for nuisance noise where levels are below the permissible maximum.

Fall Protection

Falls are the leading cause of deaths in the construction industry. Most fatalities occur when employees fall from open-sided floors and through floor openings. Falls from as little as 4 to 6 feet can cause serious lost-time accidents and sometimes death. Personal fall arrest systems are required to arrest an employee in a fall from a working level. It consists of an anchorage, connectors, a body belt or body harness and may include a lanyard, deceleration device, lifeline, or suitable combinations of these.

Safety and Health Programs

Lockout/Tagout Program

The only positive method to protect yourself against accidents during maintenance, adjustments, repairs, installations and setting up power-driven equipment is to lock the main control device in the OFF or SAFE position. This applies to all types of power equipment – regardless of whether the power is electrical, mechanical, hydraulic or thermal. The Cherry Hill Glass Lockout/Tagout Program addresses practices and procedures that are required to disable machinery or equipment to prevent the release of potentially hazardous energy while maintenance activities are being performed. These procedures will be used in the following situations:

1. Exposures to hazardous materials.
2. Exposure to driven equipment.
3. Electrical exposures.

Only those employees who have successfully completed the Cherry Hill Glass Lockout/Tagout Program are authorized to perform maintenance on power-driven machinery or equipment. Reference Hazardous/LOTO policy.

Powered Industrial Lift Safety Program

At Cherry Hill Glass, only trained and authorized personnel who have attended the Powered Industrial Lift Safety Program are permitted to operate powered industrial lifts. Although pedestrians should be aware of forklifts, power jacks, etc. in their area, their overall safety is the responsibility of the lift operator. As an authorized powered industrial lift operator, you are expected to observe the following rules:

1. Keep arms, hands and legs inside the forklift so that you do not risk a pinching or crushing injury.
2. Always yield the right-of-way to pedestrians.
3. Never allow anyone to ride on the forklift.
4. Do not use your forklift to elevate people.
5. Follow all rules pertaining to personnel protective equipment.
6. Stay at least three vehicle lengths from the vehicle ahead.
7. Avoid making sharp turns.
8. Keep the forks approximately two to four inches high when traveling.

9. It is essential that operators inspect their vehicles each shift, prior to use. Items to be inspected are found on the Forklift Daily Operator Checklist.

Compressed Gas Cylinder Program

We use several types of gasses at Cherry Hill Glass. The gasses are supplied in cylinders because more gas can be shipped, stored and distributed to a work station under high pressure. Compressed gas cylinders pose a number of safety considerations to users. Cylinders are solid, heavy objects that are not easy to move or manipulate. They may contain dangerous materials, and, if used incorrectly, could explode. When using compressed gas, keep the pressure as low as possible in order to do the job adequately. Hold the nozzle securely to prevent it from kicking, and never kink the line to cut off the flow of gas.

Additionally, the following rules must be followed in order to ensure your safety and the safety of your coworkers.

1. Only trained personnel are authorized to handle gas cylinders.
2. All cylinders must be leak checked prior to movement from their storage areas.
3. All cylinders must be free from obvious signs of defects, deep rust or leakage.
4. Cylinders must be legibly marked to clearly identify the gas contained.
5. A cylinder status card must indicate whether the cylinder is FULL, IN SERVICE or EMPTY.
6. Oxygen and fuel gas must be separated by at least twenty feet.
7. Never drop or strike one cylinder against another.
8. Keep full and empty cylinders separated.
9. A compressed gas hose should never be pointed at yourself or others.
10. Never let oil get near oxygen cylinder controls. Oil and oxygen form a highly flammable mixture.
11. Never locate a cylinder where it could become part of an electrical circuit.
12. Store cylinders in areas that are protected from external heat sources, temperature extremes and dampness.
13. Always wear eye protection when using compressed gas.
14. Keep cylinders chained upright or otherwise secured at all times.

15. Cylinders should be moved only when chained to a handcart – they should never be dragged, rolled or slid across the ground or floor.
16. Keep the protective cap in place at all times when not in use.
17. Always use the proper regulator for each cylinder. Never use an adapter or other connections to attach regulator to a gas cylinder.

Ladder Safety

Although hazards exist when using ladders, they can be avoided by following these requirements:

1. Make certain that ladders are free from defects. Defective ladders must be tagged and removed from use.
2. Ladders must be kept free of oil, grease and other slippery hazards.
3. Only use ladders for the purpose for which they were designed.
4. Always face the ladder when ascending or descending.
5. The top platform on a stepladder should never be used as a step.
6. Only use ladders with non-conductive side rails when there is a possibility of contacting exposed electrical equipment.
7. When using a portable ladder to reach an upper surface, the ladder side rails must extend at least three feet above the surface.
8. If it is necessary to place a ladder next to a door or aisle through which there is traffic, warning signs or barricades should be set up to alert others of the situation.
9. Never attempt to reach beyond arm's length when working on a ladder. Keep your belt buckle between the side rails as a guide.
10. Portable ladders must be secured when not in use.

Machinery and Equipment Safety

Machinery

You should only operate the machines and the equipment that you are authorized and qualified to use. Some of the equipment used at Cherry Hill Glass can be very dangerous if operated improperly. However, if you use the following precautions, your machinery will operate in a safe and efficient manner:

1. Never leave a machine running unattended.
2. When adjustments or lubrication are necessary, turn off the power and wait until the machine has come to a complete stop.
3. Do not attempt to brake or slow down moving machinery with your hand or any makeshift device.
4. Keep your machinery clean and properly maintained.
5. Always wear eye protection and additional protective equipment as required.
6. Do not wear dangling clothing or jewelry when operating machinery.
7. The power shut-off switch should be within reach of the operator's position.

Machine Guards

Before you turn on a machine, make certain that everyone is safely away from the machinery and that the guards and other safety devices are in place and properly adjusted. Remember – machine guards and other safety devices are provided for your protection. They may only be removed by authorized personnel for purposes of making repairs, preventive maintenance, cleaning and lubricating. They must be replaced before starting the machines. Other rules pertaining to guards include:

1. Never tie down or otherwise block out guards or safety devices (i.e., two-hand controls).
2. Screens should be used whenever necessary to protect others from flying chips.
3. All pulleys and belts that are within seven feet from the floor or working level must be properly guarded.
4. All machines or operations that expose employees to rotating parts, pinch points, flying particles or sparks must be adequately guarded.

Abrasive Wheels – Grinders

Abrasive wheels, or grinders, can also be cause for concern if you do not follow these basic safety rules:

1. The tool rest must be adjusted to within 1/8" inch of the wheel in order to avoid the risk of hands being drawn into the wheel.
2. The tongue guards must be adjusted to within 1/4" of the wheel in order to protect the operator from broken wheels.
3. Guards must cover 75% of the diameter.
4. All grinders, whether bench top or pedestal, should be permanently mounted.
5. Allow newly mounted wheels to run at operating speed for at least one minute before grinding.
6. Never use abrasive wheels that wobble or vibrate.
7. Test your abrasive wheel by using the "ringing" process. Put a pencil or screwdriver through the hole in the wheel and tap it with another object. The wheel should emit a clear ringing tone. If the tone is dull, discard the wheel and replace it.
8. Always wear eye protection and a face shield when operating a grinder.
9. Never force grinding so that the motor slows or work gets hot.

Hand Tools

Hand tools, when incorrectly handled, can produce injuries. These injuries can be avoided by using the tools correctly and using the proper tool for the job. Never use tools with missing, loose, split or makeshift handles or grips. Always inspect tools for damage or excessive wear.

Accident Reporting Procedure

Employees must immediately report accidents involving occupational injury or illness, property damage, and public or private property to their supervisor. This is necessary in order to obtain the information necessary for the local, state and federal agencies and the company's insurance carriers. It also allows the supervisor to thoroughly investigate the cause of each accident or loss occurring within their area of operation and record their findings and recommendations for corrective action.

General Requirements

1. First aid/medical treatment will be provided or arranged for by the supervisor. If necessary, the injured employee will be taken to the designated company medical facility as applicable.
2. Employees are not allowed to return to work after an occupational injury or occupational illness unless they receive a signed authorization to return to work from the treating physician.
3. Upon their return to work, the company will make every attempt to put employees to work within the limitations specified by the treating physician.

First Aid Treatment

The first priority in the treatment of an injured employee is to obtain proper medical attention. In an extreme emergency, immediate first aid may be necessary. In the event that blood is involved, take necessary precautions such as wearing gloves as protection against bloodborne pathogens.

Company Property/Equipment Damage

When company property or equipment, including vehicles, is damaged or stolen, it must be reported immediately to your supervisor.

Near Misses/Incidents need to be reported to the safety director so that we can follow through with a corrective and preventive investigation.

Emergency Procedures and Evacuation Plan

Cherry Hill Glass has established a system to provide an organized method for evacuating all personnel during an emergency situation. This includes an established means for ensuring that everyone has exited the building safely.

Procedure

When the alarm is sounded, all employees are to:

1. Stop working and shut down all operations.
2. Quickly check work area to assure that all personnel and visitors have heard the alarm and are evacuating the facility.
3. Use a route that is the shortest and safest possible path to exit the building, not simply the shortest route to the headcount area.
4. Evacuate to the designated head count area for your location using the closest and safest exit routes. All building exits and designated head count areas are indicated on the evacuation plan located in each work area.
5. Remain in the head count area until the "all clear" signal is given, or you are given directions by a supervisor.

Fire Prevention

1. Observe all posted NO SMOKING areas at all times.
2. Know where fire extinguishers are located and how to use them. Locations are marked with a red decal.
3. Know the procedure for reporting a fire and learn the emergency warning system (your supervisor will explain).
4. Know the location of the nearest emergency exit and how to get to it. Also know the alternate emergency exit if the primary exit is blocked.
5. Do not block access to fire equipment at any time.
6. Report fire hazards and expelled extinguishers to your supervisor.
7. Maintain a neat and clean work area and prevent rubbish and other combustible materials from accumulating.

Cherry Hill Glass

Safety Committee

Safety communication is important for all levels of the company. That is why Cherry Hill Glass encourages all employees to offer their support by volunteering as a member of the Safety Committee. In order to keep supervision and management and employees equally informed on safety issues that pertain to the company, a Safety Committee meeting will normally be held monthly, but at least quarterly.

The company relies upon supervision to communicate the safety policies to employees and set the example for safety on the job for employees to follow. Employees on the other hand have an equally important role by assisting supervision and management in the day to day safety needs and developments that occur. The Safety Committee will provide the necessary forum for the above objectives to be implemented and maintained.

Responsibilities

1. Communicate safety and health procedures and requirements established either by the company or others, i.e. OSHA.
2. Communicate accident statistics respective of their jobs and the company as a whole.
3. Review accident investigation reports and suggest methods of corrective action to prevent recurrence.
4. Provide information and training on legal issues of safety and health that affect the job.
5. Review safety surveys (inspections) and issues affecting the site to which they are assigned.

Procedures

1. Quarterly, a safety committee meeting will be held where members are required to attend. The meetings will be chaired by one of the management representatives. In their absence an alternate member of management will chair the meeting.
2. Committee Members will be chosen from among volunteers from the ranks of employees and management for representation. The committee will review company safety issues, members are encouraged to bring up any safety issue.
3. The meetings (held quarterly) will be held during the work week and will last from 30 minutes to 1 hour in length in order to adequately cover the material to be presented.

4. An agenda and notification should be prepared in advance in order to inform the members of the material to be discussed. It will serve as a reminder for the meeting.
5. Minutes of the meeting will be recorded. The completed minutes will be distributed within 7 days of the meeting.
6. The topics and material to be discussed will be prepared in advance in order to maintain the time and attention of those attending. The topics should include:
 - a. A review of the minutes from the previous meeting.
 - b. A review of past accidents and claims since the last meeting. This would include all areas of loss exposure.
 - c. A progress report on what has been accomplished on any previous recommendations.
 - d. A review of the company safety surveys and supervisors' safety inspections completed since the last meeting.
 - e. An outline of subject material to be presented; such as, company policy or procedures, safety rules and regulations of the company or State, educational programs, or other information.
 - f. A review of any alleged hazardous conditions brought to the attention of any committee member since the last meeting.
 - g. A review of any employee safety suggestions submitted since the last meeting and make appropriate recommendations as necessary.

OSHA Inspections

Inspections are an important part of OSHA's program to assure that employers are complying with the safety orders. They can occur at any time and are usually unannounced. Every effort should be made to meet with the inspector and fully cooperate.

Your Safety Director should be contacted immediately in the event an OSHA agent should arrive at Cherry Hill Glass or any Cherry Hill Glass job site or if they contact Cherry Hill Glass by telephone or email.

Office Safety

General Guidelines

1. When lifting heavy objects, keep your back straight and do the actual lifting with your leg muscles.
2. Do not try to lift heavy objects while leaning over a desk, chair, or other object that forces you to use poor lifting methods. You will compromise your back.
3. Always get help for objects that are too heavy or too bulky.
4. Good housekeeping prevents fires and accidents. Keep offices clean and orderly. Every employee is responsible for their own desk and work area.
5. Work at a safe speed. Always take time to be safe.
6. Keep aisles clear at all times.
7. When in the plant, always walk in designated aisles and keep alert to your environment and where you are going.
8. Use caution where floor mats are used. Floor mats can easily shift and create a potential tripping hazard.
9. Always use handles on drawers and doors when opening or closing them. Using the handles is easy and it saves a crushed hand or fingers.
10. Use caution when approaching a door that can be opened toward you or against someone else.
11. Use caution when coming to a blind corner.

Fall Prevention

1. Keep file and desk drawers closed when not in use.
2. Keep floors clean. Even something as small as a pencil or paper clip could cause someone to slip and fall.
3. Keep wastebaskets, phone and computer cords out of walkways as they are serious tripping hazards.
4. Watch your step. Do not read while walking and do not carry bulky objects that obstruct your view.

5. Wipe up wet spots promptly. Carry beverages in covered containers or on trays to help prevent spills.
6. Be cautious of slack cuffs that are too long, leather heels, and untied shoe strings that can cause a fall.
7. Use chairs properly and safely. Do not tilt back in a chair since this often results in overbalancing and a fall. Be sure your chair is behind you before you sit down.
8. Report defective chairs immediately to your supervisor. These can be extremely dangerous, especially for the unsuspecting victim.
9. Do not stand on chairs, desks, or other office furniture. Whenever it is necessary to climb to reach something, a stepladder should be used. Do not accept any substitutes.
10. When using a stepladder, be sure the stepladder spreaders are open and the ladder is placed on level ground.
11. Stay off the top two steps of the ladder.
12. Always face the front of the ladder going up or coming down.
13. Move the ladder to the area you need to access. Do not reach and extend out to the side. It's too easy to fall.
14. Always keep one hand free to balance you while ascending, standing, or descending the ladder.

Office Equipment and Machines

1. Do not use or try to make repairs on any machine which you have not been trained, instructed, or authorized to use.
2. Keep hands, hair, and clothing away from moving parts or office machines.
3. Report malfunctions or potentially hazardous conditions to your supervisor immediately. Do not try to fix a machine yourself. Meanwhile, to prevent others from using it, put a sign on the machine to indicate that it is out of order and unsafe to use.
4. Be sure your equipment is grounded. Normally it is double insulated and has a UL approval.
5. Be alert for frayed wiring, especially near the flex point at the plug or where the cord enters the back of the machine. Beware: Exposed wires can shock you or possibly start a fire.

6. Watch your clothes when around machinery. Loose sleeves, scarves, long hair, belts, dangling jewelry, ties, and key chains are dangerous around machines with moving parts.
7. Before using office machinery, check the position. Make sure computers, copiers, and the like are firmly positioned on the working surface/table.

Cuts and Puncture Prevention

1. Keep scissors, knives, and letter openers in a separate compartment of your drawer where they can be seen and easily handled.
2. Keep fingers away from the point of operation on such items as staplers, hole punches, and paper cutters. Use these items the right way.
3. Secure the paper cutter with the safety latch when not in use.
4. Use rubber finger guards when working with stacks of paper.
5. Use a sponge or sealing device to moisten stamps and envelopes.
6. If you have to clean up broken glass or other sharp objects, sweep up the pieces instead of picking them up by hand. Wrap the glass in paper and mark the contents before throwing in the trash. Glass splinters can be picked up with a damp towel.

File and Storage Cabinets

1. Avoid overloading top file drawers; it can bring the cabinet down on you. Too much weight near the front of a drawer can also cause overbalancing or tip over.
2. Pull out only one file drawer at a time to prevent the cabinet from toppling over. It also prevents bangs on the head or unexpected trips.
3. If unfamiliar with the file cabinet, test the drawers and do not pull them out too far if there is no locking/limit device on them.
4. Close a file drawer immediately if not using it. Close drawers gently and use handles. Fingers can get pinched if you use top or sides of drawers.
5. If any drawers or doors are stuck, do not struggle to open them. That is an easy way to cause a back injury or bring everything down on you. If stuck, ask for assistance.
6. Storage shelves and cabinets should be securely bolted to the floor, a sturdy wall, and/or each other. Shelves should be in easy reach and not overloaded.

7. All materials should be stored inside cabinets and files - not on top.
8. Keep heavy objects at floor level and out of walkways. This includes plants and furniture.
9. Keep combustible materials at least eighteen inches away from appliances such as coffee makers, space heaters, etc.

Workplace Violence Prevention Program

Cherry Hill Glass is concerned and committed to our employees' safety and health. We refuse to tolerate violence in the workplace and will make every effort to prevent violent incidents from occurring by implementing a Workplace Violence Prevention Program (WPVP). We will provide adequate authority and budgetary resources to responsible parties so that our goals and responsibilities can be met.

All managers and supervisors are responsible for implementing and maintaining our WPVP Program. We encourage employee participation in designing and implementing our program. We require prompt and accurate reporting of all violent incidents whether or not physical injury has occurred. We will not discriminate against victims of workplace violence.

A copy of this Policy Statement and our WPVP Program is readily available to all employees from each manager and supervisor.

Our program ensures that all employees, including supervisors and managers, adhere to work practices that are designed to make the workplace more secure, and do not engage in verbal threats or physical actions which create a security hazard for others in the workplace.

All employees, including managers and supervisors, are responsible for using safe work practices, for following all directives, policies and procedures, and for assisting in maintaining a safe and secure work environment.

The management of our establishment is responsible for ensuring that all safety and health policies and procedures involving workplace security are clearly communicated and understood by all employees. Managers and supervisors are expected to enforce the rules fairly and uniformly.

Disciplinary Policy Program

The safety rules established herein are basic. Compliance with these rules and future rules are a condition of your continued employment.

To establish an equitable enforcement program, the rules have been placed in three categories which reflect the seriousness of the violation of said rule. Violations of the same rule or other rules of one of the following categories in any one-year period will result in the following actions.

CATEGORY 1 VIOLATIONS

First Offense: Verbal warning & policy/incident review
Second Offense: Initial written warning & policy/incident review
Third Offense: Final written warning & one week without pay
Fourth Offense: Immediate Discharge

Category 1 violations consist of the following:

- ✓ Failure to use equipment in the manner it was intended for.
- ✓ Failure to wear the appropriate personal protective equipment.
- ✓ Failure to wear suitable work clothes and shoes.
- ✓ Failure to inspect and report defective tools and equipment before use, and/or failure to report unsafe conditions immediately.
- ✓ Failure to properly inspect, maintain, and store safety related personal protection devices/equipment.
- ✓ Creating or contributing to poor housekeeping.

CATEGORY 2 VIOLATIONS

First Offense: Initial written warning & Policy/incident review
Second Offense: Final written warning & one week without pay
Third Offense: Immediate Discharge

Category 2 violations consist of the following:

- ✓ Failure to properly utilize lifelines, safety harnesses and other fall protection.
- ✓ Failure to properly select, inspect, position, secure, and/or utilize ladders safely.
- ✓ Failure to follow the rules governing the proper use of scaffolding, including pre-use inspection of all components (i.e., supports, bracing, cables, guardrails, toe boards, access ladders, etc.)
- ✓ Unauthorized use of tools, equipment, machines, materials, or vehicles, including “tagged out” equipment.

- ✓ Failure to obey warning signs and notices, i.e., “no contractor’s employees allowed,” “authorized personnel only,” etc.)
- ✓ Smoking or using ignition source equipment or spark producing tools in no smoking/open flame areas.
- ✓ Disturbing others, threatening, intimidating, coercing or interfering with fellow employees, horseplay, scuffling or throwing things.

CATEGORY 3 VIOLATIONS

Violations of these rules will result in immediate Discharge!!

The Management, Supervisors and Safety Director reserve the right to discharge an employee for a violation not listed below if they feel that the severity of the violation endangered other employees’ well-being.

Category 3 violations consist of the following:

- ✓ Reporting to work under the influence of alcohol or drugs, or the possession, distribution, consumption, or use of alcohol or drugs during working hours.
- ✓ Sleeping during working hours.
- ✓ Falsification of personnel, time production or any other, company record.
- ✓ Participation in illegal gambling, card playing, or game of chance on company time.
- ✓ Deliberate abuse or destruction of company tools, property or equipment, or the property of any employee at any time.
- ✓ Possession of weapons or fighting.
- ✓ Failure to properly utilize lifelines, safety harnesses, lanyards and other fall protection.
- ✓ Theft of property of company or its employees, or conversion of same for own use.
- ✓ Any plant rules or facility rules which they feel an employee should be discharged.
- ✓ Failure to report accidents, both bodily injury and property damage, to your supervisor as soon as possible.
- ✓ Discharge of Hazardous Waste into the environment.



NOTICE OF CHG POLICY VIOLATION FORM

Please circle

INITIAL WARNING: You are hereby formally warned that you have violated the basic company safety rule described below. A repeat of this violation or other violations of basic safety rules will subject you to a final warning and then discharge.

FINAL WARNING: This is a final warning that you have violated the basic company safety rule described below. A repeat of this violation or other violations of basic safety rules will subject you to immediate discharge.

NOTICE OF SAFETY VIOLATION FORM (SAMPLE)

Employee Name: _____ Position: _____

DOB: _____ Date of Violation: _____

Project Name: _____

Description of Violation: _____

Witnesses: _____

Issued By: _____ Position: _____

Date: _____

Copy Received (Employee Signature): _____ Date: _____

Distribution

Employee: _____

Issuing Supervisor: _____

Safety Director: _____

Project Manager: _____

***Written warnings will become part of an employee’s personnel record.**

Hazardous Communication Program. 29 CFR 1910.1200

Purpose

All Cherry Hill Glass employees have a “Right to Know” about hazardous chemicals present in the workplace. We will educate you about these chemicals through a Hazardous Communication Program.

You, on the other hand, also have a responsibility to yourself and others to abide by the rules, regulations, and principles set forth in this program. Therefore, participation in, and satisfactory completion of, this program is a condition of employment.

The suppliers of the chemicals we use have been directed to supply our company with standardized information pertinent to the physical and health hazards that can exist under normal work practices and emergency procedures. This requirement is a part of the terms and conditions of each purchase order and required by 29 CFR 1910.1200, Hazard Communication.

The following written hazard communication program has been established for Cherry Hill Glass. This program has been written to meet or exceed the requirements set forth in 29 CFR 1910.1200. Cherry Hill Glass requires that management spare no effort in providing a safe and healthful work environment for all employees; that all levels of supervision are accountable for the health and safety of those employees under their direction; and through this written hazard communication program share and assign responsibility to ensure performance under that responsibility.

Policy

Education and training will be provided, annually, for all employees who may be or potentially may be exposed to hazardous chemicals in the workplace. The training will be conducted prior to chemical arrival on-site and/or whenever a new hazardous chemical is introduced into the workplace. All employees will be informed of the location of the written hazard communication program and SDSs.

Definitions

Chemical – Any element, chemical compound or mixture of elements and/or compounds.

Chemical name – Scientific designation of a chemical in accordance with the nomenclature system developed by the International Union of Pure and Applied Chemistry (IUPAC) or the Chemical Abstract Service (CAS) rules of nomenclature, or a name which will clearly identify the chemical for the purpose of conducting a hazard evaluation.

Combustible liquid – Any liquid having a flashpoint at or above 100 (37.8 degrees Celsius), but below 200 degrees Fahrenheit (93.3 degrees Celsius), except any mixture having components with flashpoints of 200 degrees Fahrenheit (93.3 degrees Celsius), or higher, the total volume of which make up 99 percent or more of the total volume of the mixture.

Common name – Any designation or identification such as code name, code number, trade name, brand name or generic name used to identify a chemical other than by its chemical name.

Compressed gas – A gas or mixture of gases having, in a container, an absolute pressure exceeding 40 psi at 70 degrees Fahrenheit (21.1 degrees Celsius); or a gas or mixture of gases having, in a container, an absolute pressure exceeding 104 psi at 130 degrees Fahrenheit (54.4 degrees Celsius) regardless of the pressure at 70 degrees Fahrenheit (21.1 degrees Celsius); or a liquid having a vapor pressure exceeding 40 psi at 100 degrees Fahrenheit (37.8 Celsius) as determined by ASTM D-323-72.

Container – Any bag, barrel, bottle, box, can, cylinder, drum, reaction vessel, storage tank, or the like that contains a hazardous chemical.

Employee – A worker who may be exposed to hazardous chemicals under normal operating conditions or in foreseeable emergencies.

Hazard Communication Safety Data Sheet requirements

It is the responsibility of the Project/Dept Supervisor and Safety Director to obtain necessary SDSs for hazardous materials so a comprehensive SDS file can be maintained.

Copies of all the SDSs for all hazardous chemicals to which employees may be exposed will be kept at Cherry Hill Glass and all job sites and will be readily available for review to all employees prior to exposure and at all times.

The Hazard Communication Standard (HSC) requires manufacturers, distributors, or importers to provide Safety Data Sheets (SDSs) to communicate the hazards of hazardous chemical products.

Section 1, Identification includes product identifier; manufacturer or distributor name, address, phone number; emergency phone number, recommended use; restrictions on use.

Section 2, Hazard(s) identification includes all hazards regarding the chemical; required

label elements.

Section 3, Composition/information on ingredients includes information on chemical ingredients; trade secret claims.

Section 4, First-aid measures includes important symptoms/effects, acute, delayed; required treatment.

Section 5, Fire-fighting measures lists suitable extinguishing techniques, equipment; chemical hazards from fire.

Section 6, Accidental release measure lists emergency procedures; protective equipment; proper methods of containment and cleanup.

Section 7, Handling and storage lists precautions for safe handling and storage, including incompatibilities.

Section 8, Exposure controls/personal protection lists OSHA's Permissible Exposure Limits (PELs); Threshold Limit Values (TLVs); appropriate engineering controls; personal protective equipment (PPE).

Section 9, Physical and chemical properties lists the chemical's characteristics.

Section 10, Stability and reactivity lists chemical stability and possibility of hazardous reactions.

Section 11, Toxicological information includes routes of exposure; related symptoms, acute and chronic effects; numerical measures of toxicity.

Section 12, Ecological information*

Section 13, Disposal considerations*

Section 14, Transport Information*

Section 15, Regulatory information*

Section 16, Other information, includes the date of preparation or last revision.

*Note: Since other Agencies regulate this information, OSHA will not be enforcing Section 12 through 15

Container Labeling

Cherry Hill Glass will ensure that all chemicals delivered to the job site will be labeled with the following information:

- Manufacturer's name, address and telephone number
- Product Identifier
- Signal Word
- Hazard Statement(s)
- Precautionary Statement(s)
- Pictogram(s)

Employees who transfer hazardous chemicals into secondary containers (such as bottles, spray bottles, cans, etc.) will ensure the containers are appropriately labeled and contents identified.

Employee Information and Training

- Overview of the requirements contained in the Hazard Communication Standard
- Chemicals present in the workplace operations
- Location of the Written Hazardous Communication Program
- Physical and health effects of the hazardous chemicals through work practices and Personal Protective Equipment
- Steps the company has taken to reduce the exposure to the chemicals
- Safety emergency procedures to follow if the employee is exposed to these chemicals
- How to read labels and review SDSs to obtain appropriate hazard information
- Once the training has been completed, each employee will sign a Training Record to document their participation in the training program.

Drug and Alcohol-Free Workplace Policy

PURPOSE

The purpose of this policy is to provide and maintain an alcohol and drug-free work environment for all Cherry Hill Glass employees. Such an environment is in line with our objective to provide our clients with the highest quality service and our employees with the highest quality work environment.

POLICY

The use, presence in the body, distribution, or possession of alcohol or drugs by Cherry Hill Glass employees when working for or while on Cherry Hill Glass property or job sites is strictly prohibited. This does not apply to over-the-counter or prescription drugs when used according to recommended dosage prescribed by a licensed physician for the named individual's use.

Employees, however, are responsible for being aware of the potential effect such drugs may have on the reactions, judgment, or ability to perform their duties. If impairment is possible, employees must report such use to their supervisors prior to reporting to work.

PRE-EMPLOYMENT DRUG TESTING

Each applicant for employment is required, as a condition of employment, to undergo a urine drug screen within two days of employment. If an applicant tests positive and is determined to be in violation of this policy, the applicant will be ineligible for employment until:

THE APPLICANT SUBMITS TO A SECOND URINE DRUG SCREEN TEST AFTER A 30-CALENDAR DAY WAITING PERIOD WHICH DOES NOT DISCLOSE THAT THE APPLICANT IS IN VIOLATION OF THIS POLICY.

If an applicant is hired following a subsequent urine drug screen test, he or she must submit to another urine drug screen test within sixty days following the date of employment and will be subject to unannounced drug testing for twelve months as a condition of employment. Charges for any positive tests will be the responsibility of the applicant and re-testing shall be done at their expense.

INJURY OR ACCIDENT / INCIDENT REQUIRED ALCOHOL AND DRUG SCREEN

All employees of Cherry Hill Glass will be required to take an alcohol blood test and urine drug screen if he or she is involved in an accident /incident or is injured on the job. Alcohol blood test and urine drug screen can take place at same place employees received medical attention, or it can be a facility where Cherry Hill Glass already has an account for drug screens. All records will be kept confidential with employee and Cherry Hill Glass personnel in charge of the Alcohol and Drug Testing Program. Employee can not bring themselves to testing facility. A supervisor will drive employee to testing facility. The test must take place within two hours of the incident.

RANDOM DRUG TESTING

All current employees are subject to undergoing random urine drug screening.

This random testing will be conducted in the following manner:

1. Cherry Hill Glass will work in tandem with the Impact Drug Testing Program.

2. Each month Cherry Hill Glass receive a random testing number from Impact.
3. Cherry Hill Glass will send paperwork with testing instructions and lab location to any employee whose last digit of their social security number matches that random monthly number.

***In order to give employees as much protection as possible in the rare event that there might be a false positive test result, the testing clinic will directly notify any employee who tests positive on the first test. If the employee wishes to contest the results, he or she may repeat the test within five days after being notified of the positive result. It is the employee's responsibility to contact the Cherry Hill Glass Safety Director to arrange for a repeat urine drug screen.**

If the employee is re-tested and the results of the second test are negative, the employee shall submit to a urine drug screen testing at any time over the next 12 months. If the second test is positive the employee will not be eligible to retest for 30 days. This procedure applies only to the random testing of current employees.

FOR CAUSE DRUG TESTING

Subsequently, each employee, as a condition of continued employment is subject to alcohol and/or urine drug screening, at the determination of the responsible department, manager or project supervisor to whom he or she reports under the following conditions:

Employees will be tested "for cause" in the event of: irrational or unusual behavior; injury, accident, incident, or damage to Company and/or customer personnel or equipment; negligence or carelessness; disregard for the safety, life, or well-being of any Company employee or customer; reporting to or remaining at work in an apparently unfit condition; or any other reason the Company deems sufficient.

If an employee tests positive and is determined to be in violation of this policy, he or she will be terminated.

Any employee terminated for a positive drug test result is eligible for rehire after a 30-calendar day period. If a Project/Department Manager chooses at their discretion to consider rehiring this employee, the following guidelines shall be established before the employee is eligible for employment:

- The employee shall successfully submit a negative drug screen.
- The employee shall submit to drug screen testing at any time for their duration of employment with the Company.
- Proof of participation in a rehabilitation program may be required, especially in the case of CDL or safety sensitive positions.

An employee who refuses to submit to drug testing as provided for in this policy will be asked to leave the office or job site immediately and will be discharged immediately.

Any employee engaged in the use, possession, purchase, sale, or transfer of any controlled substance while on Company property or work sites will be terminated and removed from the work place and may be subject to criminal investigation and/or prosecution.

Any attempt to invalidate a test will result in a no offer of employment being extended to an applicant and the termination of employment for a current employee.

Arriving on Company property or work sites while under the apparent influence of a controlled substance, either of legal or illegal nature, including alcohol is prohibited and the employee is subject to disciplinary action up to and including termination.

Cherry Hill Glass has a policy prohibiting possessing, distributing, using, consuming, or being under the influence of alcohol or illegal and unauthorized drugs and other harmful substances in order to provide a safe and healthy work environment for the Company's employees, visitors and other personnel.

Therefore,

- I acknowledge my employer's right to develop and implement a drug testing program.
- I understand that I may be dropped from consideration for employment with Cherry Hill Glass if the results of my urine drug screen indicate that I tested positive for the presence of illegal drugs.
- I understand that such tests are to be done under controlled conditions with the utmost concern for each employee or person's privacy.
- I have read and understand the Cherry Hill Glass Alcohol and Drug-Free Policy requirements. I accept Cherry Hill Glass' conditions for consideration of employment and consent to the requirements of a urine drug screen as an indicator of my ability to perform work safely.
- I hereby voluntarily consent to testing by the Laboratory contracted to perform this service by the company. Specifically, I volunteer to the taking of blood, urine, breath, and any other samples for testing to determine the presence of controlled substances (drugs) and/or alcohol in my system.
- I voluntarily authorize the release of the results of my test to Cherry Hill Glass supervisors and management who will use it to determine if I am in compliance with company work rules and policies on controlled substances (drug) and alcohol.
- I also understand that, by refusing to give written consent to drug testing, such refusal is a violation of company policy and subjects me to disciplinary action, up to and including discharge. I also understand that my refusing to provide a blood, urine, breath, or any other sample for drug analysis is a violation of company policy and will subject me to disciplinary action, up to and including discharge.
- Finally, I agree to hold Cherry Hill Glass, its agents, directors, officers and employees harmless from any and all liability in connection with the testing for drugs and the use of the results as it pertains to my consideration for employment.

Applicant's Signature

Witness' Signature

Printed Name (Applicant)

Printed Name (Witness)

Date: _____

This original form must be sent back to Cherry Hill Glass office to be stored in employee's folder

29 CFR 1926, Subpart M

Fall Protection Program Table of Contents

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I. OBJECTIVE

The objective of the Cherry Hill Glass Fall Protection Program is to protect its employees by reducing the risk of injury or fatality when working at heights six feet or more above ground level. Cherry Hill Glass will identify and evaluate fall hazards to which employees will be exposed and provide specific training as required by the Occupational Safety and Health Administration (OSHA) Fall Protection Standard, 29 CFR 1926, Subpart M.

II. POLICY

All employees working under direct Cherry Hill Glass supervision shall comply with all elements of the Cherry Hill Glass Fall Protection Policy. The Cherry Hill Glass Fall Protection Program shall comply with the OSHA requirements. A copy of the OSHA Fall Protection Standard shall be made available to all employees and may be obtained from the Safety Director.

III. ASSIGNMENT OF RESPONSIBILITY

Employer

It is the responsibility of Cherry Hill Glass to provide fall protection to affected employees, and to ensure that all employees understand and adhere to the procedures of this plan. Cherry Hill Glass will provide technical guidance and assistance in training and methods of compliance.

Safety Director

The Safety Director is responsible for policy development and review and to be in compliance with all applicable federal and state regulations along with best industry practices.

1. perform routine safety checks of work operations;
2. enforcing Cherry Hill Glass safety policy and procedures;
3. correcting any unsafe practices or conditions immediately;
4. training employees and supervisors in recognizing fall hazards and the use of fall protection systems;
5. maintaining records of employee training, equipment issue, and fall protection systems used at Cherry Hill Glass jobsites; and
6. investigating and documenting all near misses and incidents that result in employee injury.

Project Manager (PMs)

PMs must identify and provide the necessary personal fall protection equipment required for working in fall hazard situations. The PM will be a competent person, as defined by OSHA, or assign someone to be the competent person for the work group.

OSHA defines the **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.

1. perform routine safety checks of work operations;
2. enforce Cherry Hill Glass safety policy and procedures;
3. correct any unsafe practices or conditions immediately;
4. assist in investigating and documenting all incidents that result in near misses and employee injury.

Employees

1. Employees are responsible for wearing the appropriate fall protection equipment when directed;
2. understand and adhere to the procedures outlined in this Fall Protection Program;
3. follow the instructions of competent person;
4. bring to foreman or PM's attention any unsafe or hazardous conditions or practices that may cause injury to either themselves or any other employees; and
5. report any near misses or incident that causes injury to an employee, regardless of the nature of the injury.

IV. TRAINING

1. All employees who may be exposed to fall hazards are required to receive training on how to recognize such hazards, and how to minimize their exposure to them.
2. Training of employees by a competent person shall include:
 - Nature of fall hazards employees may be exposed to.
 - Correct procedures for erecting, maintaining, disassembling and inspecting fall protection systems.
 - Use and operation of controlled access zone, guardrail, personal fall arrest, safety net, warning line and safety monitoring systems.
 - Role of each employee in the Safety Monitoring System (if one is used).
 - Limitations on the use of mechanical equipment during roofing work on low-slope roofs (if applicable).
 - Correct procedures for equipment and materials handling, and storage and erection of overhead protection.
 - Role of each employee in alternative Fall Protection Plans (if used).
 - Requirements of the OSHA Fall Protection Standard, 29 CFR 1926, Subpart M.

- The requirements for reporting near misses and incidents that cause injury to an employee.

Additional training shall be provided on an annual basis, or as needed when changes are made to this Fall Protection Program, an alternative Fall Protection Plan, or the OSHA Fall Protection Standard.

V. FALL PROTECTION SYSTEMS

A. Covers

- All covers shall be secured to prevent accidental displacement.
- Covers shall be color-coded or bear the markings "HOLE" or "COVER".
- Covers shall be able to support twice the weight of employees, equipment and materials that might cross them.

B. Guardrail Systems

Guardrail systems shall be erected at unprotected edges, ramps, runways, or holes where it is determined by the competent person that erecting such systems will not cause an increased hazard to employees. The following specifications will be followed in the erection of guardrail systems. Toprails shall be:

- at least 1/4 inch in diameter (steel or plastic banding is unacceptable);
- flagged every six (6) feet or less with a high visibility material if wire rope is used;
- inspected by the competent person as frequently as necessary to ensure strength and stability;
- forty-two (42) inches (plus or minus three (3) inches) above the walking/working level; and adjusted to accommodate the height of the stilts, if they are in use.
- Midrails, screens, mesh, intermediate vertical members, and solid panels shall be erected in accordance with the OSHA Fall Protection Standard.
- Gates or removable guardrail sections shall be placed across openings of hoisting areas or holes when they are not in use to prevent access.

C. Personal Fall Arrest Systems

Personal fall arrest systems shall be issued to and used by employees as determined by the competent person and may consist of anchorage, connectors, body harness, deceleration device, lifeline, or suitable combinations. Personal fall arrest systems shall:

- limit the maximum arresting force to 1800 pounds;
- be rigged so an employee cannot free fall more than six (6) feet or contact any lower level;
- bring an employee to a complete stop and limit the maximum deceleration distance traveled to three and a half feet;
- be strong enough to withstand twice the potential impact energy of an employee free falling six (6) feet (or the free fall distance permitted by the system, whichever is less);

- be inspected by employee prior to each use for damage and deterioration; and
- be removed from service if any damaged components are detected.

All components of a fall arrest system shall meet the specifications of the OSHA Fall Protection Standard and shall be used in accordance with manufacturer's instructions.

- The use of non-locking snaphooks is prohibited.
- Dee-rings and locking snaphooks shall:
 - ✓ have a minimum tensile strength of 5000 pounds; and
 - ✓ be proof-tested to a minimum tensile load of 3600 pounds without cracking, breaking, or suffering permanent deformation.
- Lifelines shall be:
 - ✓ designed, installed and used under the supervision of the competent person;
 - ✓ protected against cuts and abrasions; and
 - ✓ equipped with horizontal lifeline connection devices capable of locking in both directions on the lifeline when used on suspended scaffolds or similar work platforms that have horizontal lifelines that may become vertical lifelines.
- Self-retracting lifelines and lanyards must have ropes and straps (webbing) made of synthetic fibers, and shall:
 - ✓ sustain a minimum tensile load of 3600 pounds if they automatically limit free fall distance to two (2) feet; or
 - ✓ sustain a minimum tensile load of 5000 pounds (includes ripstitch, tearing, and deforming lanyards).
- Anchorages must support at least 5000 pounds per person attached and shall be:
 - ✓ designed, installed and used under the supervision of the competent person;
 - ✓ independent of any anchorage used to support or suspend platforms.

D. Warning Line Systems

Warning line systems consisting of supporting sanctions and ropes, wires, or chains shall be erected around all sides of roof work areas.

1. Lines shall be flagged at no more than six (6) foot intervals with high-visibility materials.
2. The lowest point of the line (including sag) shall be between 34 and 39 inches from the walking/working surface.
3. Sanctions of warning line systems shall be capable of resisting at least 16 pounds of force.
4. Ropes, wires or chains must have a minimum tensile strength of 500 pounds.
5. Warning line systems shall be erected at least six (6) feet from the edge, except in areas where mechanical equipment is in use. When mechanical equipment is in use, warning line systems shall be erected at least six (6) feet from the parallel edge and at least ten (10) feet from the perpendicular edge.

VIII. TASKS AND WORK AREAS REQUIRING FALL PROTECTION

Unless otherwise specified, the competent person shall evaluate the worksite(s) and determine the specific type(s) of fall protection to be used in the following situations.

A. Framework and Reinforcing Steel

Fall protection will be provided when an employee is climbing or moving at a height of over 24 feet when working with rebar assemblies.

B. Hoist Areas

Guardrail systems or personal fall arrest systems will be used in hoist areas when an employee may fall six (6) feet or more. If guardrail systems must be removed for hoisting, employees are required to use a personal fall arrest system.

C. Holes

Covers or guardrail systems shall be erected around holes (including skylights) that are six (6) feet or more above lower levels. If covers or guardrail systems must be removed, employees are required to use a personal fall arrest system.

D. Leading Edges

Guardrail systems, safety net systems, or personal fall arrest systems shall be used when employees are constructing a leading edge that is six (6) feet or more above lower levels. An alternative Fall Protection Plan shall be used if the competent person determines that the implementation of conventional fall protection systems is infeasible or creates a greater hazard to employees. All alternative Fall Protection Plans for work on leading edges shall:

1. be written specific to the particular jobsite needs;
2. include explanation of how conventional fall protection is infeasible or creates a greater hazard to employees;
3. explain what alternative fall protection will be used for each task;
4. be maintained in writing at the jobsite and forwarded to the Safety Director by the competent person; and
5. meet the requirements of 29 CFR 1926.502(k).

E. Residential Construction

Guardrail systems, safety net systems, or personal fall arrest systems shall be provided to employees working six (6) feet or more above the lower level on residential construction projects. However, certain tasks may be performed without the use of conventional fall protection if the competent person has determined that such fall protection is infeasible or creates greater hazards to employees. The competent person shall follow the guidelines of 29 CFR 1926, Subpart M, Appendix E in the development of alternative Fall Protection Plans for residential construction projects (see Attachment A).

F. Roofing

1. Low-Slope Roofs

Fall protection shall be provided to employees engaged in roofing activities on low-slope roofs with unprotected sides and edges six (6) feet or more above lower levels. The type(s) of fall protection needed shall be determined by the competent person, and may consist of guardrail systems, safety net systems, personal fall arrest systems, or a combination of a warning line system and safety net system, warning line system and personal fall arrest system, or warning line system and safety monitoring system. On roofs 50 feet or less in width, the use of a safety monitoring system without a warning line system is permitted.

2. Steep Roofs

Guardrail systems with toeboards, a safety net system, or a personal fall arrest system will be provided to employees working on a steep roof with unprotected sides and edges six (6) feet or more above lower levels, as determined by the competent person.

G. Wall Openings

Guardrail systems, safety net systems, or a personal fall arrest system will be provided to employees working on, at, above or near wall openings when the outside bottom edge of the wall opening is six (6) feet or more above lower levels and the inside bottom edge of the wall opening is less than 39 inches above the walking/working surface. The type of fall protection to be used will be determined by the competent person.

H. Ramps, Runways, and Other Walkways

Employees using ramps, runways, and other walkways six (6) feet or more above the lower level shall be protected by guardrail systems.

IX PROTECTION FROM FALLING OBJECTS

When guardrail systems are in use, the openings shall be small enough to prevent passage of potential falling objects. The following procedures must be followed by all employees to prevent hazards associated with falling objects.

- A. No materials (except masonry and mortar) shall be stored within four (4) feet of working edges.
- B. Excess debris shall be removed regularly to keep work areas clear.
- C. During roofing work, materials and equipment shall be stored no less than six (6) feet from the roof edge unless guardrails are erected at the edge.
- D. Stacked materials must be stable and self supporting.
- E. Canopies shall be strong enough to prevent penetration by falling objects.
- F. Toeboards erected along the edges of overhead walking/working surfaces shall be:
 - 1. capable of withstanding a force of at least 50 pounds; and
 - 2. solid with a minimum of three and a half (3 ½) inches tall and no more than one quarter (1/4) inch clearance above the walking/working surface.
- G. Equipment shall not be piled higher than the toeboard unless sufficient paneling or screening has been erected above the toeboard.

X. ENFORCEMENT

- All staff are subject to discipline.
- Documentation of any violations will be kept in the staff members personnel file.

XI. RESCUE PROCEDURES

In the unlikely event that a fall arrest occurs on-site, personnel with the use of an articulating man lift or ladders where feasible, will rescue all employees. Alternate rescue would be through the local emergency services.

XII. ACCIDENT INVESTIGATIONS

All incidents that result in injury to workers, as well as near misses, regardless of their nature, shall be reported and investigated. Investigations shall be conducted by the Safety Director and/or PM and foreman as soon after an incident as possible to identify the cause and means of prevention to eliminate the risk of reoccurrence.

In the event of such an incident, the Fall Protection Program shall be reevaluated by the Safety Director to determine if additional practices, procedures or training are necessary to prevent similar future incidents.

XIII. GLOSSARY

Anchorage: A secure point of attachment for lifelines, lanyards, or deceleration devices.

Body belt: A strap with means both for securing it about the waist and for attaching it to a lanyard, lifeline, or deceleration device.

Body harness: Straps that may be secured about the person in a manner that distributes the fall-arrest forces over at least the thighs, pelvis, waist, chest, and shoulders with a means for attaching the harness to other components of a personal fall arrest system.

Connector: A device that is used to couple (connect) parts of a personal fall arrest system or positioning device system together.

Controlled access zone: A work area designated and clearly marked in which certain types of work (such as overhand bricklaying) may take place without the use of conventional fall protection systems (guardrail, personal arrest or safety net) to protect the employees working in the zone.

Deceleration device: Any mechanism, such as rope, grab, ripstitch lanyard, specially-woven lanyard, tearing or deforming lanyards, and automatic self-retracting lifelines/lanyards, which serves to dissipate a substantial amount of energy during a fall arrest, or otherwise limits the energy imposed on an employee during fall arrest.

Deceleration distance: The additional vertical distance a falling person travels, excluding lifeline elongation and free fall distance, before stopping, from the point at which a deceleration device begins to operate.

Guardrail system: A barrier erected to prevent employees from falling to lower levels.

Hole: A void or gap two (2) inches (5.1 centimeters) or more in the least dimension in a floor, roof, or other walking/working surface.

Lanyard: A flexible line of rope, wire rope, or strap that generally has a connector at each end for connecting the body belt or body harness to a deceleration device, lifeline, or anchorage.

Leading edge: The edge of a floor, roof, or formwork for a floor or other walking/working surface (such as a deck) which changes location as additional floor, roof, decking, or formwork sections are placed, formed, or constructed.

Lifeline: A component consisting of a flexible line for connection to an anchorage at one end to hang vertically (vertical lifeline), or for connection to anchorages at both ends to stretch horizontally (horizontal lifeline), that serves as a means for connecting other components of a personal fall arrest system to an anchorage.

Low slope roof: A roof having a slope less than or equal to 4 in 12 (vertical to horizontal).

Opening: A gap or void 30 inches (76 centimeters) or more high and 18 inches (46 centimeters) or more wide, in a wall or partition, through which employees can fall to a lower level.

Personal fall arrest system: A system including but not limited to an anchorage, connectors, and a body harness used to arrest an employee in a fall from a working level.

Positioning device system: A body belt or body harness system rigged to allow an employee to be supported on an elevated vertical surface, such as a wall, and work with both hands free while leaning backwards.

Rope grab: A deceleration device that travels on a lifeline and automatically, by friction, engages the lifeline and locks to arrest a fall.

Safety monitoring system: A safety system in which a competent person is responsible for recognizing and warning employees of fall hazards.

Self-retracting lifeline/lanyard: A deceleration device containing a drum-wound line which can be slowly extracted from, or retracted onto, the drum under minimal tension during normal employee movement and which, after onset of a fall, automatically locks the drum and arrests the fall.

Snaphook: A connector consisting of a hook-shaped member with a normally closed keeper, or a similar arrangement, which may be opened to permit the hook to receive an object and, when released automatically, closes to retain the object.

Steep roof: A roof having a slope greater than 4 in 12 (vertical to horizontal).

Toeboard: A low protective barrier that prevents material and equipment from falling to lower levels and which protects personnel from falling.

Unprotected sides and edges: Any side or edge (except at entrances to points of access) of a walking/working surface (e.g., floor, roof, ramp, or runway) where there is no wall or guardrail system at least 39 inches (1 meter) high.

Walking/working surface: Any surface, whether horizontal or vertical, on which an employee walks or works, including but not limited to floors, roofs, ramps, bridges, runways, formwork, and concrete reinforcing steel. Does not include ladders, vehicles, or trailers on which employees must be located to perform their work duties.

Warning line system: A barrier erected on a roof to warn employees that they are approaching an unprotected roof side or edge and which designates an area in which roofing work may take place without the use of guardrail, body belt, or safety net systems to protect employees in the area.

Light Duty Work Program

If a worker, due to a work-related injury/illness, is unable to perform his/her normal duties, and modifications to those duties are not feasible to the company or to the employee, Cherry Hill Glass with a written release from the employee's primary physician, or referred doctor, may place the employee in a light duty work program.

The duties available to the employee, with a written release for light-duty work by his/her attending physician, will be transitional and temporary in nature designed to be both productive to the company and meaningful to the employee.

The primary function of the Cherry Hill Glass light-duty work program is rehabilitation of the injured employee, with intent to return the employee to normal productive work duties as soon as he/she recovers from the temporary disability.

The employee that has entered into the Cherry Hill Glass light-duty work program will not return to normal work tasks until he/she presents the company with written permission (release to normal work duties) from his/her primary physician or referred doctor.

Summary

The Cherry Hill Glass Employee Safety Manual covers as many aspects of safety as possible, however, any additional questions or concerns should be brought to the attention of your supervisor or the Safety Director for further explanation.

Cherry Hill Glass provides policies, programs and equipment that will ensure a safe work environment. It is our responsibility to provide the commitment that is necessary to ensure the safety of ourselves and our coworkers.

Through cooperation and awareness, we can achieve a common goal: an accident-free workplace. In order to accomplish this, we must make safety an important part of our everyday lives.

Appendix A - Safety Manual Acknowledgement of Receipt

I acknowledge receipt of the Cherry Hill Glass **Employee Safety Manual**.

As a condition of continued employment, I agree to read and study this manual in order to acquaint myself with these rules and regulations and to follow them to the best of my ability.

Print Name _____

Employee signature _____

Date _____

Signature of Supervisor _____

Date _____

Appendix B - SAFETY REVIEW FOR NEW AND PERMANENTLY TRANSFERRED EMPLOYEES

LAST NAME FIRST NAME DATE OF HIRE/TRANSFER

SUPERVISOR DEPARTMENT

At Cherry Hill Glass we continually review our operations to maintain a safe and healthy work environment. Safety is of primary importance in our operations. Each of us has a responsibility to make our safety and the safety of our co-workers a basic concern. This objective is fundamental to our wellbeing, as well as to the efficient operation of our business. Part of every employee's performance appraisal will be a rating of his or her safety performance. After this manual has been reviewed, discuss any areas that you do not understand with your immediate supervisor.

BASIC SAFETY

- We reviewed the basic safety rules.
- We reviewed the safety rules pertaining to our department. We identified the major hazards and necessary precautions of performing the job.

PROTECTIVE EQUIPMENT

- We identified the personal protective equipment required in performing the job.
- We discussed and understand the company's policies relative to eye and face, hand and head protection.
- We discussed and understand the company's dress requirements as they pertain to safety in our work area.

CARE OF MINOR ACCIDENTS

- We understand that every injury must be reported immediately to the supervisor.

CHEMICAL SAFETY

- We reviewed the Cherry Hill Glass Hazard Communication Program and the location of the Safety Data Sheet book and discussed the use of chemicals in our dept.

DRUG FREE WORKPLACE PROGRAM

I have reviewed, will abide by and signed a copy of the Drug Free Workplace Program.

I have reviewed this safety manual.
I realize that, by following these rules, I will create a safe place to work for myself and my co-workers. I plan to make safety my highest priority.

EMPLOYEE'S SIGNATURE

DATE

SUPERVISOR'S SIGNATURE

DATE

Cherry Hill Glass Company Vehicle Policy

Scope

All employees operating company owned, rented or leased vehicles.

Company owned, rented, or leased vehicles shall be used exclusively for company business. Personal use of company vehicles should be limited.

Supervisors who are working out of town may use a company owned, rented, leased vehicle, permanently assigned to them, for other personal use.

Responsibilities

Company owned rented, or leased vehicles must be operated in accordance with the company safety program and all applicable laws.

All drivers of vehicles used for company business must have acceptable driving records and an appropriate valid operator's license. Employees with an unacceptable driving record will be denied driving privileges for company business.

- ✓ Criteria for assessing driving record (MVR) acceptability is included in the attachment section of this part as Attachment B.

Employees may not use company vehicles, not permanently assigned to them, for personal use without the authorization of their supervisor. Company vehicles may not be used for side jobs or work performed for other companies.

Employees, permanently assigned a company vehicle shall not authorize other family members to operate their company vehicle.

- ✓ Non-employees under 25 years of age may not operate company vehicles.
- ✓ Non-family members should not be allowed to drive company vehicles.

Employees who have been given responsibility for permanently assigned company vehicles - are responsible for all maintenance of the vehicle. Employees permanently assigned company vehicles are expected to complete all maintenance activities outside of working hours and in accordance with the manufacturer's suggested maintenance schedule.

Company vehicles shall be inspected daily using the appropriate attached vehicle inspection form. Vehicles with defective equipment and/or requiring maintenance should not be driven for company business. All company vehicles should be equipped with all necessary safety equipment including spare tire, jack and warning triangles. All inspection forms shall be forwarded to the company safety director.

A current copy of the vehicle registration and insurance certificate shall be kept in each vehicle.

Personal vehicles are not allowed on customer work sites except for designated contractor personnel parking areas.

Operating Costs

All maintenance costs for company owned vehicles will be reimbursed by the company in accordance with the company employee job-related expense policy.

All fuel costs for company owned vehicles used for company business will be reimbursed by the company.

All fuel costs related to personal business will be paid for by the employee.

The following protocol shall be observed for report of all accidents involving company vehicles.

- ✓ NOTE: Accidents occurring on private property may not require reporting to law enforcement agency. However, the property owner shall be informed of the event.
- ✓ Report accident by phone to the Company Safety Department as soon as practicable.
- ✓ Send a copy of the Report of Vehicle Accident form ASAP.
- ✓ Bring the completed copy of the Report of Vehicle Accident form to the Company Safety Department.

Attachments:

Attachment A – Report of Vehicle Accident

Attachment B – Motor Vehicle Record Evaluation Program

Attachment C – Truck/Trailer Inspection Form

REPORT OF VEHICLE ACCIDENT

What to do when you are involved in an accident:

1. STOP IMMEDIATELY. If someone is hurt, call police and request ambulance.
2. Complete this report at scene of accident. Fill in **ALL** information.
3. Call police if other driver does not have a valid operator's license.
4. Get names and addresses of all witnesses.
5. Exchange driver information ONLY with others involved.
6. DO NOT GIVE INFORMATION concerning accident to anyone other than police.
7. DO NOT ADMIT GUILT TO ANYONE.
8. DO NOT SIGN ANYTHING.
9. BE COURTEOUS – it helps.
10. CALL CHG SAFETY DEPARTMENT IMMEDIATELY. **203-494-2132 Joanne** or 203-483-1717
11. Contact your supervisor.
12. THIS FORM IS NOT AN ADMISSION OF NEGLIGENCE AND/OR GUILT.
13. Take photos of accident and damage.
- 14. Take photo of other driver's license and insurance card.**

Driver's/Your Name _____ Age _____

Address _____ City _____ Zip _____

Phone: _____

Vehicle Number/Plate: _____

Date: _____

Dept/Title: _____

Get a Cell number of other driver as well as their contact info on next page.

Please also get a photo of their insurance card and license.

THE ACCIDENT

Name: _____ Date: _____ Time: _____

Place: _____ City: _____

Your speed, MPH: _____ Conditions: Wet Dry Rain Snow Dark Traffic

How did the accident happen: _____

THE OTHER DRIVER

Name: _____ Date of Birth _____

Address: _____ City _____ State: _____

Driver's License #: _____ # of persons in other vehicle: _____

Statement of other driver: _____

THE OTHER VEHICLE

Owners Name: _____ Phone # _____

Address: _____ City: _____ State: _____

License #: _____ Make of Car: _____ Color: _____

Describe Damage: _____

Property Damage – other than vehicle: _____

Owners Name: _____ Phone # _____

Address: _____ City: _____ State: _____

Injured Persons – For additional injured use separate sheet.

Name: _____ Address: _____ Phone#: _____

Name: _____ Address: _____ Phone#: _____

Taken Where After Accident: _____ **By Whom:** _____

Witness: Name: _____ **Phone:** _____

Witness: Name: _____ **Phone:** _____

Police Officers Name: _____ **Badge #** _____ **Phone#** _____

Draw diagram or accident on back side or below if possible:

Motor Vehicle Record Evaluation Program

Cherry Hill Glass has taken the following approach to address the potential for significant losses due to poor employee driving practices and unauthorized operation of company vehicles. We are now utilizing the Violation Point Assessment system to promote better driving and prevent unnecessary losses.

The Violation Point Assessment is a tool that utilizes a point evaluations system whereby points are assessed against a driver's record for citations, violation of company policy, preventable accidents, etc. the goal of drivers who qualify for the assessment is to receive as few points as possible. If the driver accumulates 15 or more points in any twelve consecutive months, he is disqualified from driving for the company.

However, a driver who has accumulated points may also receive credit points for the successful completion of a training class. Points are removed from the drivers record twelve months after being assessed.

Any violations made by the driver, including citations, license suspensions, accidents, roadside inspections, and any others, must be reported to the safety department immediately. Failure by the driver to report such incidents results in immediate disqualification from the company fleet program. If the driver is disqualified, he/he will not be considered for re-qualification for a period of at least twelve months.

Elements requiring immediate disqualification include:

- ✓ Use or possession of illegal drugs
- ✓ Possession of firearms or weapons
- ✓ License suspension or revocation
- ✓ Felony involving the use of a motor vehicle
- ✓ Any disqualification by local, state, or federal regulations
- ✓ Failure to report an accident
- ✓ Under the influence of alcohol or drugs while on duty or driving and within 8 hours of going on duty or driving
- ✓ Transporting an unauthorized passenger
- ✓ Possession of alcohol, illegal, or look alike drugs in the vehicle.

Point Assessment System

| PREVENTABLE ACCIDENTS | |
|--|-------------------------------|
| Accident type (#1 is always our driver) | Action/points Assessed |
| Rear-end (#1 into #2) | 12 |
| Right turn | 5 |
| Left turn | 5 |
| U-turn | 5 |
| Backing | 4 |
| Jackknife | 6 |
| Hit stationary object | 5-8 |
| Hit low underpass | 10 |
| Sideswipe (passing) | 10 |
| Sideswipe (merging) | 7 |
| Sideswipe (head-on) | 10 |
| #1 improperly parked | 3 |
| #2 into rear of #1 | 5 |
| Roll away | 8 |
| Ran off road-conditions | 8 |
| Ran off road- fell asleep | 10 |
| Part of vehicle/load fell and struck #2 | 3 |
| Hit parked vehicle | 5 |
| Hit movable object or animal | 5 |
| Trailer came loose due to driver error | 8 |
| #1 forced #2 off road | 12 |
| #1 struck pedestrian or bicyclist | 12 |
| Intersection #1 broadside #2 | 10 |
| Intersection #2 broadside #1 | 5 |
| Trailer door swung out struck #2 | 3 |
| | |
| | |

| SPEEDING CONVICTIONS | |
|---|-------------------------------|
| Miles Per Hour Over the Posted Limit | Action/Points Assessed |
| 1-5 | Warning letter |
| 6-8 | 3 |
| 9-11 | 4 |
| 12-14 | 6 |
| 15-17 | 8 |
| 18-19 | 10 |
| 20-21 | 12 |
| 22 and over | 15 |
| Three warnings in any 12 consecutive months | 3 |
| OTHER TRAFFIC VIOLATIONS | Action/Points assessed |
| Reckless driving | 8 |
| following to close | 10 |
| Improper passing | 5 |
| Failure to stop (sign or light) | 5 |
| Driving to fast for conditions | 8 |
| Improper U-turn | 5 |
| Failure to report a traffic citation | 5 |
| Failure to properly maintain a log | 3 |
| Log falsification | 5 |
| Driving on an expired license or not in possession of license | 5 |
| Driving on an expired physical (where appropriate) | 4 |
| OUT OF SERVICE REPORT BY Federal/State agency | Action/Points assessed |
| First offense 9where appropriate) | Warning letter |
| Second plus offenses | 3 |

Silica Exposure Control Policy

This policy applies to all Cherry Hill Glass personnel who are potentially exposed to airborne concentrations of respirable crystalline silica (silica) because of their work activities or proximity to the work locations where airborne silica is being emitted.

Scope

This Plan describes the hazards associated with projects involving potential exposure to airborne concentrations of silica and the issues to be addressed during these projects. These projects include, but are not limited to:

- Use of stationary masonry saws used to cut concrete, tile, concrete masonry block, sheet rock, gypsum fiber roof board, or any other product containing quartz.
- Handheld power saws used to cut concrete, asphalt, concrete masonry block, sheet rock, gypsum fiber roof board, or any other product containing quartz.
- Walk-behind saws used to cut concrete or asphalt.
- Rig-mounted or free-standing core saws or drills (including impact and rotary hammer drills) used to penetrate concrete, concrete masonry block, sheet rock, gypsum fiber roof board, or any other structural component or product containing quartz.
- Jackhammers and handheld powered chipping tools used to demolish or modify concrete, concrete masonry block, or any other structural component or product containing quartz.
- Vehicle mounted hammers or chipping tools used to demolish concrete, concrete masonry block, or any other structural component or product containing quartz.
- Handheld grinders or cut-off wheels used for mortar removal or cutting/grinding of concrete, concrete masonry block, sheet rock, gypsum fiber roof board, or any other structural component or product containing quartz.
- Walk-behind milling machines or bead blasters used for surfacing activities on concrete, concrete masonry block, asphalt, or any other product containing quartz.
- Installation or demolition of sheet rock, including mudding, taping, texturizing activities with quartz containing materials.
- Hand or power tool sanding of painted surfaces. Current latex paint products contain quartz and the painted substrate (sheet rock, concrete masonry block, concrete) contains quartz.
- Drivable asphalt milling machines used to mill asphalt roadways or walkways.
- Ball mills or crushing equipment used to size products containing quartz.
- All housekeeping operations associated with the activities described above.

Employees who work in proximity to silica-related operations must be aware of safe work practices and take all necessary precautions associated with avoiding and minimizing airborne silica exposure.

Regulatory Review

Occupational Safety and Health Administration (OSHA) 29 CFR 1926.1153: Respirable Crystalline Silica (Construction Industry) and 29 CFR 1910.1053: Respirable Crystalline Silica (General Industry), contain regulatory requirements specific to respirable crystalline silica. This Policy is developed in accordance with the requirements in 29 CFR 1926.1153(g).

Training Requirements

Employees who anticipate working on projects where they could be exposed to airborne silica will be provided training in silica hazards in accordance to this program established to comply with the hazard communication standard (29 CFR 1910.1200). Each employee will have access to labels on containers of crystalline silica and safety data sheets and be provided information on the health hazards of silica including cancer, lung effects, immune system effects, and kidney effects. This

training will provide a discussion of silica hazards, initial exposure determination either by complying with 29 CFR 1926.1153 Table 1 requirements or air monitoring, specific engineering and work practice control measures, personal protective equipment (PPE), and medical surveillance requirements. The training will also identify the competent person for silica exposure identification and determination of control requirements.

Medical Surveillance Requirements

Cherry Hill Glass shall institute medical surveillance for any employees required by this Plan to wear a respirator 30 or more days per year. Initial medical surveillance consists of medical and work history with emphasis on: past, present, and anticipated exposure to silica, dust and other agents affecting the respiratory system; any history of respiratory system dysfunction, including signs and symptoms of respiratory disease (e.g., shortness of breath, cough, wheezing); history of tuberculosis; and smoking status and history; a physical examination with emphasis on the respiratory system; chest X-ray (a single postero-anterior radiographic projection or radiograph of the chest at full inspiration recorded on either film (no less than 14 x 17 inches and no more than 16 x 17 inches) or digital radiography systems), interpreted and classified according to the International Labor Office (ILO) International Classification of Radiographs of Pneumoconiosis by a NIOSH-certified B Reader; a pulmonary function test to include forced vital capacity (FVC) and forced expiratory volume in one second (FEV1) and FEV1/FVC ratio, administered by a spirometry technician with a current certificate from a NIOSH approved spirometry course; testing for latent tuberculosis infection; and any other tests deemed appropriate by the Occupational Medicine Provider. Subcontractors are responsible for implementing a medical surveillance program for their employees.

Competent Person Requirements

Cherry Hill Glass shall identify a competent person to inspect and oversee all activities with potential airborne silica exposure. Subcontractors working on projects within the scope of this Program shall appoint a competent person capable of executing the duties described herein. The competent person must have training in the inspection of work areas and equipment and in the determination of safe working conditions. This person shall have a working knowledge of the 1926.1153 standards, shall be capable of identifying airborne silica hazards, shall determine the need for initial and additional exposure monitoring, shall recommend and implement engineering and work practice controls, shall establish levels of PPE, and shall have the authority to take action to eliminate hazards and correct incidences of noncompliance.

Exposure Assessment

Cherry Hill Glass will either comply with and implement all controls required by 1926.1153 Table 1-Exposure Control Methods for Selected Construction Operations or conduct an initial determination in accordance with 29 CFR 1926.1153(d)(2).

Communication of Hazards

- Each employee shall be provided training and acknowledge the understanding of the following:
- Health hazards associated with exposure to respirable crystalline silica
- Specific tasks that could result in exposure to respirable crystalline silica
- Specific measures that are required to protect employees from exposure to respirable crystalline silica, including engineering controls, work practices, and required use of respiratory protection
- The identity of the competent person
- Purpose and description of the medical surveillance program

Control Methods

- Engineering and work practice controls, including administrative controls, shall be implemented to reduce and maintain employee exposure to silica at or below the PEL, to the extent that such controls are feasible.
- Where all feasible engineering and work practice controls that can be instituted are not sufficient to reduce employee exposure to or below the PEL, such controls shall be used, nonetheless, to reduce employee exposure to the lowest feasible level (and in conjunction with respiratory protection).
- Respiratory protection shall be selected based on guidance in 1926.1153 Table 1 or based on a Certified Industrial Hygienist's or competent person's assessment of the potential airborne exposure that may be created by the means and methods of work (high energy operations with high airborne dust generation or low energy operations with low dust generation).
- When using mechanical ventilation to control exposure, regularly evaluate the system's ability to effectively control exposure.
- Maintain all surfaces as free as possible from accumulations of silica. Select methods for cleaning surfaces and floors that minimize the likelihood of silica becoming airborne (such as using a HEPA vacuum).
- If vacuuming is the method selected, specialized vacuums with HEPA filtration are required. Methods to use and empty vacuums in a manner that minimizes the reentry of silica into the workplace shall be described and used. Use of household vacuums with HEPA filters are not allowed at any time for the collection of dust or debris that contains silica.
- Never use compressed air to remove silica from any surface unless it is used in conjunction with a ventilation system designed to capture the airborne dust created while using the compressed air.

Personal Protective Equipment (PPE)

Respiratory protection must be used for the following conditions:

- During periods when employee exposure to airborne silica exceeds the PEL
- For work operations where engineering and work-practice controls are not sufficient to reduce employee exposure to or below the PEL
- During periods when an employee requests a respirator
- During periods when respirators are required to provide interim protection while conducting initial exposure assessments

SEXUAL HARASSMENT POLICY: “NO TOLERANCE”

Cherry Hill Glass does not tolerate sexual harassment. Cherry Hill Glass provides procedures for victims of sexual harassment to report sexual harassment and disciplinary penalties for those who commit sexual harassment. No person, employee or third party, no matter his or her title or position, has the authority, whether expressed, actual, apparent or implied, to commit sexual harassment.

Sexual harassment includes any unwelcome sexual advances, requests for sexual favors, and any other verbal or physical conduct of a sexual nature where such actions or allowance of such actions are made a condition of employment that interferes with an individual's work performance or creates an intimidating, hostile, or offensive working environment. Examples include requiring a sexual act or favor to keep a job, to procure a job or raise, or to obtain a promotion.

Cherry Hill Glass prohibits, forbids, and does not tolerate any employee, manager or visitor, male or female, to harass an employee or non-employee participant in the workplace or to create a hostile or intolerable working environment by exhibiting, committing or encouraging:

- Unwanted, unwelcome, and unwarranted sexual advances, including, but not limited to, requests, comments or innuendoes regarding sex, including sexual jokes, gestures, statements or stalking;
- Intentional or malicious physical conduct that is sexual in nature, including, but not limited to, touching, pinching, patting, brushing and/or pulling against another's body or clothes; and
- Physical assaults on other employees, including but not limited to rape, sexual battery, molestation, or any attempts to commit such acts or assaults.

Cherry Hill Glass will determine what constitutes sexual harassment based on a review of the facts and circumstances of each situation. Cherry Hill Glass reserves the right and hereby provides notice that third parties may be used to investigate claims of sexual harassment. You must cooperate in any investigation of workplace wrongdoing or risk termination. All employees, including supervisors and managers, will be subject to severe disciplinary action, up to and including discharge, for any act of sexual harassment they are believed to have committed.

Connecticut law and Cherry Hill Glass policy requires that supervisors receive two hours of sexual harassment prevention training. They are assigned a two-hour course to comply with that law and, more importantly, to become more aware of their related obligations as a supervisor: the enforcement of and adherence to the Cherry Hill Glass sexual harassment policy.

Procedure for Reporting Sexual Harassment:

If you are sexually harassed, you must report the act of harassment to your immediate supervisor, Safety Director or upper management immediately. You are not required to directly confront the person who is the source of your report, question, or complaint before notifying any of those individuals listed.

Cherry Hill Glass Tobacco Policy

To protect and enhance our indoor air quality and to contribute to the health and well-being of all employees, Cherry Hill Glass shall be entirely smoke free effective 7/31/17. Additionally, effective 7/31/17, the use of all tobacco and smoking products, including chewing tobacco and electronic cigarettes (E-cigarettes).

The use of all tobacco products is prohibited in all of the enclosed areas within the Cherry Hill Glass work sites, without exception. This includes common work areas, the manufacturing facilities, conference and meeting rooms, private offices, hallways, the lunchrooms, stairs, restrooms, employer owned or leased vehicles, and all other enclosed facilities.

The use of tobacco products can only be used in designated areas. No one may smoke along any path way or walk way leading to or from any of the designated smoking areas, nor may employees smoke at the picnic tables nor outdoors in any of the grassy areas or the parking lots.

Additionally, employees may smoke in their personal vehicles, but the smoke and tobacco products must be completely contained within the vehicle. It is not acceptable that either smoking or non-smoking employees are subjected to smoke that they must walk through to reach their vehicle or any other destination on Cherry Hill Glass premises.

While Cherry Hill Glass will make an area available to smokers, it in no way has any legal responsibility to do so. Employees who choose to use these smoking areas do so at their own risk.

The use of tobacco products is only allowed at schedule breaks.

Finally, smokers and users of tobacco products must dispose of the remains in the proper containers. This helps to keep a neat, clean and safe environment for all employees and our visiting partners and customers.

Failure to comply with all of the components of this policy will result in disciplinary action that can lead up to and include employment termination in accordance with our Disciplinary Policy Program.

Disciplinary Policy Program regarding smoking outside of designated areas reads: First offense: initial written warning and policy review. Second offense: Final written warning & a week without pay. Third offense: Immediate Discharge.

Electrical Safe Work Practices

Cherry Hill Glass recognizes that electricity can kill or injure employees. It has decided to implement the following work practices in the company to minimize the potential dangers associated with electricity. This section will not include lockout/tagout procedures or power tool usage. These topics are discussed elsewhere in the safety program.

General

- © -Each circuit encountered will be considered live until proven otherwise.
- © -Only proper tools will be used to test circuits.
- © -No wire will be touched until the circuit is determined to be dead.

Extension Cords

- © -All extension cords used on any project will be three-pronged.
- © -All extension cords will be in good working order.
- © -Each extension cord ground will be tested for continuity on at least a quarterly basis and marked to indicate when the inspection occurred.
- © -Each extension cord will be visually inspected before each use.
- © -If any extension cord is found in disrepair or fails the continuity test, it will be tagged and taken out of service and retested before it goes back into service.
- © -Any extension cord that does not have the grounding pin will be taken out of service and not used.
- © -Extension cords will not be used in place of fixed wiring.
- © -Extension cords will not be run through holes in walls, ceilings or floors.
- © -Extension cords will not be attached to the surface of any building.
- © -Extension cords will carry one of the following NEC designations: S, ST, SO, STO, SJ, SJO, SJT, SJTO.
- © -No extension cord will be of the "flat wire" type. Every extension cord will have each individual wire insulated and further protected by an outside cover.
Power Tools/Plug and Cord Sets
- © -Any cord that is cut in a way that exposes insulation will be removed from service and repaired.
- © -All tools and plug and cord sets will be tested for continuity.

- © -If grounding pins are missing, the plug and cord will be removed from service until repaired.
- © -Any tool or plug and cord set failing the continuity test will be removed from service until repaired.
- © -All power tools will have three-pronged plugs unless double insulated.
Ground-Fault Circuit Interrupters (GFCIs)
- © -Each 120-volt electrical wall receptacle in project trailers near water will incorporate a GFCI.
- © -Each GFCI will be tested quarterly and marked with markings similar to those of the assured grounding program.
- © -Each 120-volt, single-phase, 15- and 20-ampere receptacle outlet, including those on generators, will have an approved GFCI.
- © -GFCIs will be located in line as close to the piece of equipment as possible.

Assured Grounding Program

Policy

Cherry Hill Glass has developed and adopted this assured grounding program to provide protection for employees.

Scope

This program will apply to all extension cords or plug and cord sets. It also will apply to three-pronged tools and all electrical receptacles of 110 volt 15- and 20-ampere ratings.

Procedure

All extension cords used on projects must be three-pronged and carry one of the designations required by the Occupational Safety and Health Administration (OSHA) and the National Electric Code (NEC). Each extension cord, power tool and receptacle, as defined above, shall be tested for grounding continuity.

Any cord, receptacle or tool that has not passed the continuity test shall be tagged and may not be used until it is repaired and retested.

This program will be implemented and monitored by the safety director, serving as the competent person. A "competent person" is one who can identify existing and potential hazards in a job site's surroundings or working conditions that are hazardous or dangerous to employees and has the authority to take prompt corrective measures.

Testing Frequency

Each tool, receptacle and extension cord shall be tested:

- © before the equipment is first used
- © before it is returned to service following any repairs
- © -before the equipment is used after any incident that can reasonably be suspected to have caused damage to the tool, such as a vehicle running over the cord
- © -at intervals not to exceed three months for tools and cords and six months for receptacles

Color-Coding

Cherry Hill Glass has chosen to rely on a system of colored tape to indicate that a piece of equipment has passed the continuity test.

Colored tape will be placed on each piece of equipment according to the chart below. Routine testing will be completed on the first working day of the new quarter. The following chart shows testing frequency and colored tape selections.

| | |
|--|-------------------|
| <i>January, February and March.....</i> | <i>White tape</i> |
| <i>April, May and June.....</i> | <i>Green</i> |
| <i>July, August and September.....</i> | <i>Red</i> |
| <i>October, November and December...</i> | <i>Orange</i> |

Program Review

This program will be reviewed annually.

Hazardous Energy Control Program – LOTO

HAZARDOUS ENERGY CONTROL PROGRAM (LO/TO)

PURPOSE

This procedure establishes the requirements used to ensure that machines and equipment are isolated from all potentially hazardous energy, and locked out before employees perform any servicing or maintenance activities where the unexpected energization, start up or release of stored energy could cause injury to the employee.

Lock out of equipment is required whenever maintenance or repair is performed on any equipment that has any source of energy, except when:

- The equipment is cord and cap connected, and
- The disconnection of the cord from the cap removes all energy sources, and
- The equipment is in the exclusive control of the authorized employee.

USE OF THIS PROCEDURE

All lockout shall follow a specific procedure for that equipment, and for the maintenance or repair performed. Specific maintenance, hazard energy sources, shut down and lockout procedures are found in the **Specific Lockout Procedure** section found at the end of this procedure. Although this entire document comprises the entirety of the LOTO, and all elements must be followed, the Specific Lockout Procedure may be issued separately.

This procedure shall be documented in writing in all cases unless all the following is true:

- The equipment does not have, and has no potential for, stored energy.
- The equipment has one energy source that is readily identified.
- Locking out that energy source has completely removed and deactivated the equipment.
- Lockout only, tagging not allowed. (NOTE: tags not allowed under this procedure.)
- A single lockout device will achieve a locked-out condition.
- The authorized employee is in exclusive control of the lockout device.
- Hazards are not created for other employees.
- No accidents have occurred using the procedure.

authorized individual to place their identifying mark on the tag; ie name, clock number or picture.

7. All Lockout/Tagout (LOTO) procedures will be in writing and located in the Maintenance Supervisors office. This facility will utilize lockout only, tagout will not be allowed, other than cord and cap electrical equipment which is unplugged with no stored energy and under the control of the repairman.

GENERAL ISOLATION AND LOCKOUT SEQUENCE

Preparation for shutdown

The first step is to notify affected employees a piece of equipment is going to be locked out. Before a machine or piece of equipment is turned off, the authorized employees must know the type and magnitude of the energy, the hazards of the energy to be controlled, and the method or means to control the energy to be encountered.

Shutdown

The machine or equipment must be shutdown using the normal shut down sequence. Devices such as control devices are typically used to shut down the equipment. Examples of control devices are:

- 'Panic' buttons
- Thermostats
- Pneumatic control valves
- 'Off' buttons
- Computer control programs
- Low voltage controls
- Relays

NOTE: CONTROL DEVICES ARE NOT ISOLATION DEVICES. THEY ARE CONTROLS WHICH MAY FAIL AND ALLOW THE STARTUP OF THE EQUIPMENT. SEE ISOLATION BELOW.

Isolation

All energy isolating devices that are needed to control the energy to the machine or equipment must be located and operated in such a manner as to isolate the machine or equipment from the energy sources. Examples of energy isolation devices are:

- Electrical breakers
- Electrical disconnect switches
- Valves
- Blanking flanges
- Cribbing and blocking
- Double block and bleed

TRAINING AND INSTRUCTION

All maintenance employees shall be trained as authorized employees. Their training shall include:

- Recognition of the hazardous energy sources.
- The types and magnitude of the energy at the workplace.
- The methods of energy isolation and control.
- This lockout procedure.

Machine Operators and staff employees whose work operations are or may be in the area shall be instructed as affected employees. Their instruction shall include:

- The purpose and use of the lockout procedure.
- The importance and reasons not to attempt to remove the lockout devices.

COMPLIANCE WITH THIS PROGRAM

Authorized employees are required to perform the lockout in accordance with this procedure. All employees, upon observing the locked out equipment, shall not attempt to start, energize, or use the equipment. Any employee removing the lockout device, attempting to start the equipment, or in general violating this procedure, shall be subject to the disciplinary action protocol found in the company employee manual.

GENERAL REQUIREMENTS

1. All equipment will be locked out, tags alone will not be allowed.
2. Each authorized employee will apply their personal lock, no authorized employee will work off another individual's lock.
3. Lockout locks are comprised of a lock specifically assigned for lockout, and an attached tag. A lock without a tag is not a lockout lock.
4. Locks for lockout will not be used for any other purpose other than lockout, such as, but not limited to: locking tool boxes, locking lockers, or tamper-proofing equipment or devices on the property.
5. In order to standardize the locks used for lockout, all locks will have a tag attached, which identifies the lock as a lockout lock. The tag shall be white and red in color, with a warning statement, and a space for the authorized employee's name. The tags shall be coated for weather resistance. Manilla tags, or shop made tags shall not be allowed.
6. A lock device will be comprised of both a lock and tag. Lock alone, or tags alone will not be used. Commercially available steel body keyed locks with case-hardened shackles will be purchased specifically for LOTO. They will be used for no other purpose. They will be painted safety orange to distinguish them from other locks used in the facility. They will be purchased with one key only. Additional keys will be destroyed. In addition to the lock, a commercially available LOTO tag will be used with the lock by passing the eyelet of the tag through the shackle of the lock. The tag will incorporate a LOTO safety warning and a place for the

Application

A lockout device must be affixed to all energy isolating device by each person performing the work. These devices must be placed in such a manner so that they will hold the energy isolating devices in a "safe" or "off" position.

Release

Following the application of lockout/tagout devices to energy isolating devices, all potentially hazardous stored or residual energy must be relieved, disconnected, restrained, or otherwise made safe. If there is a danger that stored energy will accumulate to a hazardous level, you must continue to verify isolation until the servicing or maintenance is completed, or until the possibility of such accumulation no longer exists.

Testing

Before starting work on a machine or equipment, you must verify that the isolation and de-energization of the machine or equipment has been effective.

Restoring Equipment to Service

When the servicing or maintenance is completed and the equipment is ready to return to normal operating condition, the following steps shall be taken.

1. Check the equipment and the immediate area around the equipment to ensure that nonessential items have been removed and that the equipment components are operationally intact.
2. Check the work area to ensure that all employees have been safely positioned or removed from the area.
3. Verify that the controls are in neutral.
4. Remove the lockout devices and reenergize the equipment. Note: The removal of some forms of blocking may require re-energization of the machine before safe removal.
5. Notify affected employees that the servicing or maintenance is completed and the machine or equipment is ready for use.

Removal of Locks

Only the authorized person that applied the LOTO device will be authorized to remove their lock. If LOTO devices must be removed by other than the authorized person applying it, the removal will be performed by the Maintenance Supervisor. The Maintenance Supervisor will make all attempts to contact the authorized person prior to removing the lock. The lock can be removed by destructive means only. The authorized person will be notified in person, by voice if not at the facility, or immediately upon arrival to the facility.

Emergency Action Plan

Emergency Action Plan

Created using OSHA's Emergency Action Plan Expert System

Select Ctrl+P to print this page, or click the Print Report button.

[Print Report](#)

Company Name:

Cherry Hill Glass

Address: 20 Elm St.
Branford, CT 06405

Company Contact:

Name: Kevin O'Neill
Title: President
Telephone/Cell: 203-410-6816
Email: koneill@cherryhillglass.com

Alerts:

In the event of an emergency, employees are alerted by:

Verbal Announcement

Identify the emergency signal for each emergency situation (i.e. earthquake, fire, general evacuation)

Policy:

In the event of fire or other emergency, ALL employees shall evacuate immediately.

Routes:

In the event of an emergency, employees shall evacuate by means of the *nearest* available marked exit.

Extinguishers:

Portable fire extinguishers are provided in the workplace for employee use. In the event of fire, any employee may use extinguishers to attempt to extinguish the fire before evacuating.

Operations:

Critical operations shutdown procedures are not required, because no employees are authorized to delay evacuation for this purpose.

Duties:

No employees are assigned to perform medical or rescue duties during emergency evacuation situations

Assembly:

After an emergency evacuation, employees are to gather in the following location(s):

The grassy area by the Mailbox

Accounting:

After an emergency evacuation, the procedure for accounting for all employees is:

Each supervisor will account for their employees.

Additional Information:

Additional Evacuation Plan and Procedures:

Glass Handling Policy

1. Always wear safety glasses with side shields and cut level 4-6 gloves when moving or handling glass. If the edges are raw protective sleeves are required as well.
2. Inspect the glass before moving it to assure there isn't any damage that may cause spontaneous glass breakage.
3. Use proper lifting and moving techniques. Hold the glass firmly in your hands. Do NOT carry it over your head or under your arms.
4. Do not let any surface bump or hit the glass' edges or corners.
5. When setting glass on the floor, or other any other surface, gently place it down on the long edge.
6. Do not place glass directly on hard surfaces. Instead, use padding, or another type of cushioning agent.
7. Must be stacked upright at an absolute maximum of 6 degree declination from vertical, fully supported on suitable racks and on a firm surface that prevents the glass from sagging.
8. The bottom of the glass must be evenly in contact with the support surface along the entire length.
9. Stacked glass should be separated by soft pads, such as cork.
10. Wrap or cover glass in blankets, or other cushioning agents, to protect it against incidental bumps that could cause chips or scratches.
11. Under no circumstances must the glass be left exposed to direct sunlight and weather.
12. Carry only one piece of glass at a time.
13. Refer to the rack schedule below or utilize lift-assist devices when handling large pieces of glass, as a way to reduce any shear stress in the material or employee.

Rack Schedule:

Door lites up to and including 116 United Inches ¼ inch plate, one (1) man.

| | | |
|------------------------------|-----------|----------|
| Insulated Units | 5/8 inch | 1 inch |
| Polished Plate..... | 1/4 inch. | 3/8 inch |
| 116 to 170 U.I. requires.... | 2 men | 3 men |
| 171 to 190 U.I. | 3 men | 4 men |
| 191 to 226 U.I. | 4 men | 5 men |
| 227 to 240 U.I. | 5 men | 6 men |
| 241 to 250 U.I. | 6 men | 7 men |
| 251 to 260 U.I. | 7 men | 8 men |
| 261 to 272 U.I. | 8 men | 9 men |
| 273 to 284 U.I. | 9 men | 10 men |
| 285 to 300 U.I. | 10 men | 11 men |
| 301 to 312 U.I. | 11 men | 12 men |

*U.I. + United Inches

It is further agreed that on larger glass or glass insulating units such as manufactured by

L.O.F., P.P.G. or any other glass units of similar type, additional men shall be used.

Where a mechanical aid or vacuumation is used for the installation of glass, only the men required shall be used. There shall be no set schedule as there are many variations to jobsite.

Crate Unloading

1. Inspect crate prior to unloading.
2. If crate is damaged, get the supervisor to inspect before unloading.
3. Lean each crate against a stationary object/rack to prevent the glass from falling out when the crate is opened.
4. Never attempt to catch a falling load of glass.
5. Remove or hammer down nails on the packaging before attempting to load or unload a case of glass.
6. Do not stand under a suspended load of glass.
7. Do not pick up broken or cracked pieces of glass using your bare hands.
8. Carry sheets of glass in a position vertical to the ground; do not put your hand in the center, or hold the edges, and attempt to carry the glass parallel to the ground.

Injuries in the workplace

Note that this service is only for employees who are injured at work and should not be used for clients or customers of our company. Medcore Nurse Triage Line provides triage suitable for most injuries, but is not a 911 system for lift threatening situations.

If the job you are working on is a CCIP or OCIP you will follow their procedures. You will not use Nurse Medcore.

Always call 911 first for any potential life-threatening situations.

Potentially life-threatening symptoms include, but are not limited to:

- Choking
- Unconscious or disoriented
- Severe bleeding
- Off-balance, unable to walk
- Hot, dry skin
- Seizure or convulsions
- Difficulty breathing
- Chest pain or discomfort
- Profuse sweating
- Severe abdominal pain
- Any other problem you feel may be an emergency!

How it works

Step 1: Make the Call - 1-844-334-6470

Ideally, the supervisor and injured employee should place the call together, dialing the toll-free number listed on the front cover of this guidebook and immediately above. If the supervisor is unavailable, the injured employee can call Zurich's Workplace Injury Triage service directly. To be most beneficial, the call should be made as soon as possible after the injury occurs.

All calls are answered first by a digital phone system which plays a brief message for callers in both English and Spanish. Listening carefully to the entire message is very important. The caller must select the proper action from the phone tree. For injury reports, it's option 1. Please listen carefully if you need something else other than to report a new injury. After the message, callers are connected with a nurse. Most of the time, a nurse is available immediately with no waiting. In rare instances, a caller may have to wait for a few minutes because all nurses are busy with other callers. If this happens, the caller has the option to remain holding or to leave a voice mail message so the next available nurse can call back. You may select the voice mail option at any time by pressing 9. The system will prompt you to enter your 10-digit phone number first. Do not enter any additional digits or characters, as it will cause the system to reject the entry.

Once the phone number entry has been confirmed, the system will ask for your name. Please provide first and last name, and if you have an extension or any other instructions on how to reach you, please provide that when recording your name.

- NOTE: If the injury appears severe, call 911 immediately! DO NOT wait on hold for a Triage nurse.

Step 2: Initiate the Triage Process:

A nurse will answer the call and speak with the supervisor first, then privately with the injured employee. Following specially-designed protocols, the nurse will determine the seriousness and nature of the injury, and recommend the best way to address it. The nurse can access interpreters to

assist with over 200 languages when necessary. Depending on the situation, the employee may be guided in first aid (“self-care”) or may be referred off-site to a in-network medical facility for further evaluation or treatment.

Step 3: Receive Treatment Recommendations:

If the injured worker can safely return to work, the nurse will provide first aid (“self-care”) instructions to the employee. Self-care instructions may be faxed or e-mailed to the employee/supervisor at the conclusion of the call. During the call, the nurse may determine that the employee should be referred off-site for further evaluation or treatment. If a referral for off-site treatment is made, the nurse will encourage the employee to go to an in-network medical facility in the area. After the nurse provides the treatment recommendation to the injured worker, they will ask to speak to the supervisor to conclude the call.

Step 4: Finish the call

At the conclusion of the call, the nurse will speak with the supervisor again to explain any first aid recommendations or confirm recommendation of offsite treatment. Upon call completion, Medcor’s reporting system will send a custom incident report to the appropriate designated recipients.

Injured workers are encouraged to call back with any questions, changes in condition, or concerns – a call confirmation number will be provided at the conclusion of the first call and should be referenced during subsequent calls. Zurich’s Workplace Injury Triage line is available 24 hours a day, seven days a week.

Please note: Unless specifically requested in the set-up of your account, at this point in the triage process a claim has NOT been automatically reported to Zurich. Please follow your company’s specific claim reporting guidelines. In order to report a claim to Zurich, please see the workers’ compensation claim reporting information below:

Frequently Asked Questions

1. What is the average length of a call to Zurich’s Workplace Injury Triage Line?

The average call is 18-20 minutes including the introductory recording.

2. How is your call center staffed?

The call center is staffed with registered nurses 24 hours a day, seven days a week, under the direction of Medcor’s full-time medical director. The Medcor Injury Triage medical director is board certified in emergency medicine.

3. Do your nurses speak any other language besides English?

If a language barrier exists, a translation service is quickly brought into the call. Over 200 languages are available.

4. When nurses recommend self-care, can employees still request to see their own doctor?

Absolutely. The service does not deny employees their right to medical care; however, it is intended to provide employees with expert information to aid them in making the best decision for their medical care.

5. If a referral recommendation is made to a designated medical facility, what information do employees need to take with them?

No further information is necessary unless your company requires specific paperwork.

6. What do we do if the injured employee is a minor?

Each employer should follow its own procedures for managing injured employees who are minors. Medcor does not require parental consent for triage, but medical providers at off-site facilities may require parental consent before treating employees who are minors.

7. Are the calls recorded?

Calls are digitally recorded for quality assurance and to accurately document the facts of the injury. Callers are notified that the call is recorded and they consent to the recording by participating in the call.

8. Is the service available for non-work-related injuries?

No, you should follow your company guidelines for non-work injuries.

9. Should we call Zurich’s Workplace Injury Triage Line if a guest is injured at our location?

No, you should follow your company guidelines if a guest is injured at your location.

10. Should I call Zurich’s Workplace Injury Triage Line with billing, payment, insurance, or authorization questions?

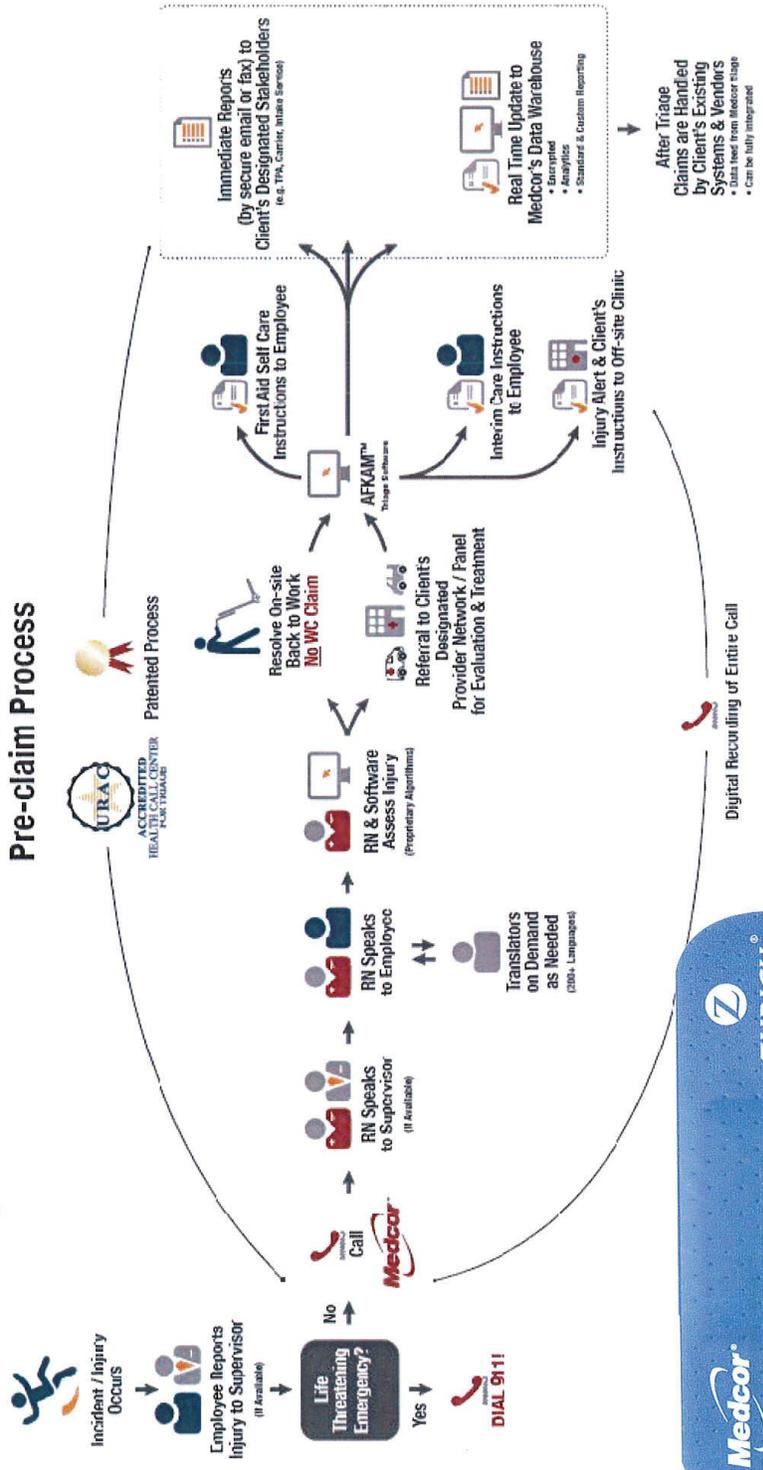
No, Medcor is not able to answer these types of questions. Please follow your company guidelines.



Triage Flow Chart

Less than an ambulance
More than a bandage

Medcor Injury Triage Pre-claim Process



If injured at Work Si se lesion en el trabajo

Infectious Disease Control Policy

Cherry Hill Glass will take proactive steps to protect the workplace in the event of an infectious disease outbreak. It is the goal of Cherry Hill Glass during any such time period to strive to operate effectively and ensure that all essential services are continuously provided and that employees are safe within the workplace.

Cherry Hill Glass is committed to providing authoritative information about the nature and spread of infectious diseases, including symptoms and signs to watch for, as well as required steps to be taken in the event of an illness or outbreak.

Preventing the Spread of Infection in the Workplace

Collectively we will ensure a clean workplace, including the regular cleaning of objects and areas that are frequently used, such as bathrooms, break rooms, conference rooms, door handles and railings.

We ask all employees to cooperate in taking steps to reduce the transmission of infectious disease in the workplace. The best strategy remains the most obvious—frequent hand washing with warm, soapy water; covering your mouth whenever you sneeze or cough; and discarding used tissues in wastebaskets. Public distancing of 6 foot minimum.

Unless otherwise notified, our normal attendance and leave policies will remain in place. Individuals who believe they may face particular challenges reporting to work during an infectious disease outbreak should take steps to develop any necessary contingency plans. Please speak with supervisors about the potential to work from home temporarily or on an alternative work schedule.

Limiting Travel

All nonessential travel should be avoided until further notice. Employees who travel as an essential part of their job should consult with management on appropriate actions. Business-related travel outside the United States will not be authorized until further notice.

Employees should avoid crowded public transportation when possible. Alternative scheduling options, ride-share resources and/or parking assistance should be arranged

Telecommuting

Telework requests will be handled on a case-by-case basis. While not all positions will be eligible, all requests for temporary telecommuting should be submitted to your manager for consideration.

Staying Home When Ill

Many times, with the best of intentions, employees report to work even though they feel ill.

During an infectious disease outbreak, it is **critical** that employees do not report to work while they are ill and/or experiencing the following symptoms. Examples include fever, cough, sore throat, runny or stuffy nose, body aches, headache, chills and fatigue.

Currently, the Centers for Disease Control and Prevention recommends that people with an infectious illness such as the flu remain at home until at least 24 hours after they are free of fever (100 degrees F or 37.8 degrees C) or signs of a fever without the use of fever-reducing medications.

Please see attached CDC recommendations for the Covid-19 outbreak Appendix C

Zero Tolerance: Employees who report to work ill will be sent home in accordance with these health guidelines.

Requests for Medical Information and/or Documentation

If you are out sick or show symptoms of being ill, it may become necessary to request information from you and/or your health care provider. In general, we would request medical information to confirm your need to be absent, to show whether and how an absence relates to the infection, and to know that it is appropriate for you to return to work. As always, we expect and appreciate your cooperation if and when medical information is sought.

Confidentiality of Medical Information

Our policy is to treat any medical information as a confidential medical record. In furtherance of this policy, any disclosure of medical information is in limited circumstances with supervisors, managers, first aid and safety personnel, and government officials as required by law.

Social Distancing Guidelines for Workplace Infectious Disease Outbreaks

In the event of an infectious disease outbreak, Cherry Hill Glass may implement these social distancing guidelines to minimize the spread of the disease among the staff.

During the workday, employees are requested to:

1. Avoid meeting people face-to-face. Employees are encouraged to use the telephone, online conferencing, e-mail or instant messaging to conduct business as much as possible, even when participants are in the same building.
2. If a face-to-face meeting is unavoidable, minimize the meeting time, choose a large meeting room and sit at least two yards from each other if possible; avoid person-to-person contact such as shaking hands.
3. Avoid any unnecessary travel and cancel or postpone nonessential meetings, gatherings, workshops and training sessions.

4. Do not congregate in work rooms, pantries, copier rooms or other areas where people socialize.
5. Bring lunch and eat at your desk or away from others (avoid lunchrooms and crowded restaurants).
6. Encourage members and others to request information and orders via phone and e-mail in order to minimize person-to-person contact. Have the orders, materials and information ready for fast pick-up or delivery.

Outside activities

Employees might be encouraged to the extent possible to:

1. Avoid public transportation (walk, cycle, drive a car) or go early or late to avoid rush-hour crowding on public transportation.
2. Avoid recreational or other leisure classes, meetings, activities, etc., where employees might come into contact with contagious people.

NON-MANDATORY COVID-19 IMMUNIZATION POLICY

PURPOSE

COVID-19 is a highly infectious respiratory disease caused by SARS-CoV-2. COVID-19 is easily spread in confined areas and can be spread by people who have no symptoms.

To protect our employees, their families, our customers, and others who spend time in our facilities from acquiring or transmitting COVID-19, Cherry Hill Glass has adopted this policy **strongly encouraging** all employees to receive the COVID-19 vaccine.

This policy is intended to comply with all applicable federal, state, and local laws and regulatory guidance.

POLICY

1. The Company **strongly encourages** all employees to receive a COVID-19 vaccine.
2. To establish that they have received a vaccination, the Company may require employees to present written evidence of immunization.
3. To the extent feasible, the Company will assist employees by providing on-site access to immunizations or identifying sites where employees may receive the vaccinations.
4. Employees who decline to be vaccinated, even though the COVID-19 vaccine is available to them, may be required to complete an Informed Declination Form.
5. **IMPORTANT:** All Employees, including those who have received a COVID-19 vaccine or exemption, must continue to comply with the Company's COVID-19 procedures.

INFORMED DECLINATION OF COVID-19 VACCINATION FORM

I acknowledge and agree that my employer recommends that I receive COVID-19 vaccine to protect myself, my family, my coworkers, their families, our customers, and others who spend time in our facilities from acquiring or transmitting COVID-19.

I acknowledge that I am aware of the following facts (please read and check each box):

- COVID-19 is a serious disease which has already resulted in nearly 500,000 deaths and 2 million hospitalizations.
- Certain individuals are at a heightened risk of serious injury or death as a result of COVID-19 infection, such as: persons age 65 and older, individuals with preexisting lung problems, people with chronic conditions such as type 2 diabetes, severe obesity, and individuals with weakened immune systems.
- Despite certain individuals being at a heightened risk due to COVID-19, COVID-19 has resulted in serious complications and health conditions for individuals of a wide range of ages/prior health conditions.
- COVID-19 carries an incubation period of 2-14 days, during which someone may appear to be asymptomatic but still be contagious.
- The consequences of my refusal to be vaccinated could have life-threatening consequences for my health and the health of everyone with whom I have contact, including my family, my coworkers, their families, our customers, and others who spend time in our facilities.
- I understand that I can change my mind at any time and accept COVID-19 vaccination.

Verification and Accuracy

I have read and fully understand the risks associated with not receiving the COVID-19 vaccination set forth on this declination form.

Signed: _____

Date: _____

Print Name: _____

COVID-19 Facemask and Social-Distancing Policy

[NOTE: This policy applies to all employees *regardless of work location*]

Purpose:

COVID-19 is a highly infectious respiratory disease caused by SARS-CoV-2. COVID-19 is easily spread in confined areas and can be spread by people who have no symptoms. Since the COVID-19 pandemic began in 2020, the Centers for Disease Control and Prevention (CDC) has reported hundreds of thousands of deaths and millions of hospitalizations.

To protect our employees, their families, our customers, and others who spend time in our facilities or at our customers' facilities from acquiring or transmitting COVID-19, Cherry Hill Glass has adopted this policy requiring all non-vaccinated employees to wear a facemask and practice social distancing while performing work on the company's premises, the premises of any of the company's customers, or any jobsite. **The only exception is** for employees who have provided proof that the individual has been "fully vaccinated" for COVID-19. This exception may not apply if the Company's customer or project guidelines have a more restrictive face-mask policy or social-distancing policy or if it is contrary to federal, state, or local law.

Definitions:

1. Fully-Vaccinated: a person is considered "fully vaccinated" after at least two weeks have passed since the person received his or her final dose of one of the available COVID-19 vaccines. Company may request proof of vaccination from employees. Providing vaccine status is optional. However, an employee that is unable to present proof of vaccination is considered not fully vaccinated.
2. Facemasks: all facemasks must:
 - Cover nose and mouth completely and securely.
 - Be appropriate for a workplace setting consistent with any applicable dress code and appearance policies.
 - Be discarded and replaced if wet, visibly soiled, or damaged.
3. Employee: any individual performing services or work at the Company's premises or the premises of the Company's customer.

Facemasks

All employees must wear a facemask when they are on the Company's premises, the premises of the Company's customers, or any jobsite.

The only exception is for employees who have provided proof that the individual is fully vaccinated for COVID-19. This exception may not apply if the Company's customer or project guidelines have a more restrictive face-mask policy or if it is contrary to federal, state, or local law.

Social Distancing

All employees must continue to respect social distancing and avoid close contact by staying 6 feet away from others (regardless of vaccine status) whenever possible. This applies to all employees performing work on the Company's premises, the premises of any of Company's customers, or any jobsite.

The only exception is for employees who have provided proof that the individual is fully vaccinated for COVID-19. This exception may not apply if the Company's customer or project guidelines have a more restrictive social-distancing policy or if it is contrary to federal, state, or local law.

Confidentiality of Employee Medical Information

In accordance with federal and state law, Company will handle medical information and documentation related to COVID-19 vaccine status in a confidential manner and separate from the employee's personnel file. Confidential medical information will be shared only in limited circumstances, such as with managers and supervisors who need to know about an employee's vaccinated status, as well as appropriate representatives from any of Company's customers for which the employee provides service.

Enforcement

Specific managers/supervisors will enforce this policy. Employees who are fully vaccinated and wish to work without a facemask or social distancing must present proof of vaccination to the appointed managers/supervisors. The appointed managers/supervisors will keep a list of vaccinated employees and ensure overall compliance.

Exemptions

Employees who are unable to wear a facemask due to an underlying medical condition, must request an accommodation. In determining whether an employee qualifies for an accommodation, the Company may request proof of the employee's medical condition that makes wearing a facemask unhealthy or unsafe.

Consequences for Policy Violation

Employees subject to this policy who fail to comply with its provisions may be subject to disciplinary action, up to and including termination.

ACKNOWLEDGEMENT AND CONSENT

I have received a copy of the Facemask and Social Distancing Policy and agree to the following:

- ✓ I understand and agree that I will be required to continue to wear a facemask and practice social distancing as specified in the Facemask and Social Distancing Policy.
- ✓ I understand and agree that, regardless of my vaccinated status, I may still be required to wear a facemask and practice social distancing if required by Company’s customer, project guidelines, or by federal, state, or local law.
- ✓ I understand and agree that failing to abide by the Company’s policy, the policy of Contactor’s customers, or project guidelines may result in discipline, up to and including termination.
- ✓ I understand and agree that I am not required to submit proof of my vaccinated status, but, if I choose to provide documentation showing that I am “fully vaccinated,” then I may be exempted from the facemask and social distancing requirements.
- ✓ If I submit proof of my vaccinated status to Company, I hereby authorize and agree to allow Company to share my vaccinated status with any of Company’s customers or as may be required by project guidelines.

Verification and Accuracy

I have read and fully understand the Facemask and Social Distancing Policy and the Acknowledgment and Consent above.

Signed: _____

Date: _____

Print Name: _____