



INDEPENDENT SUBCONTRACTOR HANDBOOK

SECTION III

WORKPLACE SAFETY POLICY STATEMENT

The management of Glazier Nation LLC is committed to providing independent subcontractors with a safe and healthful workplace. It is the policy of Glazier Nation LLC that independent subcontractors report unsafe conditions and do not perform work tasks considered unsafe. Independent Subcontractors must report all accidents, injuries and unsafe conditions to their supervisor immediately. No such report will result in retaliation, penalty or other disincentive.

Independent Subcontractor recommendations to improve safety and health conditions will be given thorough consideration by management team. Management will give top priority to and provide the financial resources for the correction of unsafe conditions. Similarly, management will take disciplinary actions against an independent subcontractor who willfully or repeatedly violates workplace safety rules, policies and procedures. Disciplinary action may include verbal and or written warning, reprimand, and suspension and may ultimately result in termination of the independent subcontractor's contract.

Safety Program Director:

Name: Matt Day
Title: Co-Ceo
Number: 912-327-8077

SAFETY RESPONSIBILITY

The safety of our Independent Subcontractors is the highest priority of Glazier Nation in order to avoid any workplace accidents, injuries, or fatalities. To accomplish these goals, the duties and responsibilities of all personnel must be clearly defined. The roles of safety managers, project managers, supervisors, foreman and others are listed below.

**Note that many responsibilities for safety matters are intentionally designed to overlap so our Independent Subcontractors can continuously crosscheck each other, minimizing the risk of injury from any hazard going undetected. Also, note that the severity of all errors/incidents, accidents, and failures to report risks will be reviewed by our Human Resource Officer for possible further investigation or reassignments.

Safety Director/Coordinator

1. Administers all aspects of the general health and safety plan.
2. Develops programs and technical guidance to identify, control, correct and/or prevent hazards.
3. Coordinates safety committee activities.
4. Assists managers and supervisors in safety training of independent subcontractors.
5. Conducts inspections to identify and correct hazards.
6. Completes written reports of inspections, accidents and incidents.
7. Develops incentives and programs to motivate independent subcontractors in health and safety matters.
8. Properly posts and upholds the OSHA Form 300, state health and safety posters, emergency phone numbers and other required notices.
9. Develops and maintains accident and 'near miss' record, investigation, and reporting procedures, and systems to obtain medical assistance for the injured, report incidents, determine accident causes, make the necessary adjustments or corrections and keep management informed of findings.
10. Reports accidents involving an occupational fatality or three or more hospitalized workers to OSHA within eight hours of occurrence.

Project Managers/General/Lead Mechanics/Fabrication Foreman

1. Familiarizes himself or herself with health and safety regulations related to his or her areas of responsibility.
2. Oversees that health and safety activities are finished with responsibility.
3. Ensures proper arrangements have been made for first-aid and prompt medical attention in case of an injury.
4. Ensures that needed Personal Protective Equipment (PPE) is available and properly used and maintained by independent subcontractors.
5. Instructs and trains all persons under his or her supervision in job health and safety requirements.
6. Conducts frequent and regular health/safety inspections of the work area.
7. Corrects and reports any unsafe conditions that are discovered or brought to his or her attention.
8. Conducts or coordinates weekly safety briefings with ALL workers.

9. Ensures that everyone on job site understands and complies with safety requirements.
10. Reviews all accidents and unsafe practices with all parties involved and ensures that corrective measurements are implemented **immediately**.
11. Understand that he or she may be written up along with faulted employee or incident to ensure that workplace hazards and unsafe procedures are both limited and eliminated.
12. Inspects work area every day for hazards to safety.
13. Requires subcontractors and their personnel to comply with health and safety regulations.
14. Maintains copies of applicable programs and OSHA forms on-site if necessary.
15. Reports and documents any needed corrective actions, problems, training, and injuries/incidents as needed.

Office Manager/ Human Resources

1. Maintains records associated with accidents, on-site inspections, and in-house audits for at least five years.
2. Maintains all medical records, evaluations, and exposure monitoring records for 30 years.
3. Maintains all training records for at least three years.

Each Independent Subcontractor

1. Follow applicable safety rules and regulations at all times.
2. Never perform any tasks that appear to be risky or unsafe. It is your responsibility to report and or correct any unsafe or hazardous conditions or practices **immediately**; failure to do so can result in termination of contract with Glazier Nation and forfeit future job opportunities.
3. Always wear PPE and use safety devices when needed and on job site.
4. Listen to supervisors instructed to familiarize Independent Subcontractors with safe operations and practices.
5. Be responsible for their performance and for following safety rules; failure to do so will lead to disciplinary action or discharge.

Subcontractors/Contract Labor

1. Must comply with all state and federal safety and health standards.
2. Must immediately and effectively correct any hazard within their knowledge and influence to correct.
3. Must notify the general contractor and any subcontractors whose employee may be in danger as soon as they become aware of hazards that are not within their ability or influence to correct.
4. Never perform any tasks that appear to be risky or unsafe. It is your responsibility to report and or correct any unsafe or hazardous conditions or practices **immediately**; failure to do so can result in termination of contract with Glazier Nation and forfeit future job opportunities.

SAFETY AND HEALTH ORIENTATION

Workplace safety and health orientation begins on the first day of initial employment or job transfer. Each independent subcontractor has access to a copy of this guide through his/her supervisor, for review and future reference, and will be given a personal copy of the safety rules, policies, and procedures pertaining to his/her job. Supervisors/Fabricators will ask questions of independent subcontractor and answer independent subcontractor's questions to ensure knowledge and understanding of safety rules, policies, and job specific procedures described in our workplace safety program guide.

JOB SPECIFIC TRAINING

- Supervisors/foreman will initially train independent subcontractors on how to perform assigned job tasks safely.
- Supervisors/foreman will carefully review with each Independent Subcontractor the specific safety rules, policies, and procedures, that are applicable and described in the workplace safety program guide.
- Supervisors/foreman will give employees verbal instructions and specific directions on how to perform work safely.
- Supervisors/foreman will observe independent subcontractors performing the work. If necessary, the supervisor will provide a demonstration using safe work practices or remedial instruction to correct training deficiencies before an Independent Subcontractor is permitted to perform the work without supervision.
- All Independent Subcontractors will receive safe operating instructions on seldom used or new equipment before using the equipment.
- Supervisors/foreman will review safe work practices with employees before permitting the performance of new, non-routine or specialized procedures.

PERIODIC RETRAINING OF EMPLOYEES

All independent subcontractors will be retrained periodically on safety rules, policies and procedures when changes are made to the workplace safety program guide. Individual independent subcontractors will also be retrained after the occurrence of a work-related injury caused by an unsafe act or work practice, and when a supervisor observes employees displaying unsafe acts, practices or behaviors.

Regulatory training will be provided as required. For example, Respirator, Hearing Protection, Forklift, Lock-Out/Tag-Out and Hazardous Communication (Material Safety Data Sheet – MSDS) training may be required per OSHA standards.

CREW LEADER/FOREMAN SAFETY TAILGATE TOPIC MEETINGS

Purpose: To assist in the detection and elimination of unsafe conditions and work procedures, it is important that the leader hold short tailgate or toolbox safety meetings weekly and talk daily on injury preventions and immediately upon witnessing an unsafe act.

Weekly Meetings:

- Tailgate meetings should be held every Monday Morning.
- Should be of 10 to 20 minutes duration.
- Meetings should be properly documented (Topics/Attendees)
- The attendance and subject discussed should be documented and kept on file for a minimum of three years.
- All meetings to be audio recorded and documentation to be signed by all attending employees that meeting is understandable and rules will be followed.
- All audio recordings may be used on our website for training purposes.
- Employee's unsafe acts may be discussed at these meetings from job site to jobsite.
- Free Safety Topics can be found at:
 - www.FFVAMutual.com/loss control
 - www.Toolboxtopics.com
 - www.Safetytopics.com
 - www.freesafetytraining.com
 - www.osha.gov

SECTION IV

FIRST AID PROCEDURES

Emergency Contacts and Phone Numbers

Safety Cord	()
Ambulance	()
Medical Clinic	()
Clinic Address	()
Poison Control	()
Fire Dept.	()
First Aid	()

MINOR FIRST-AID TREATMENT

There will be a first aid kit at selected work locations and all employees will be informed of its exact location. If you sustain an injury or are involved in an accident requiring minor first aid treatment:

- Inform your supervisor.
- Administer first aid treatment to the injury or wound.
- Use universal precautions, such as gloves and barriers.
- If a first aid kit is used, indicate usage on the accident investigation report.
- Access to a first aid kit is not intended to be a substitute for medical attention.
- Provide details for the completion of the accident investigation report.

NON-EMERGENCY MEDICAL TREATMENT

For non-emergency, work-related injuries requiring professional medical assistance, management must first authorize treatment. If you sustain an injury requiring treatment other than, first aid:

- Inform your supervisor
- Proceed to the posted or agreed upon medical facility. Your supervisor will assist with the transportation, if necessary.
- Provide details for the completion of the accident investigation report.

EMERGENCY MEDICAL TREATMENT

- If a telephone is available, **call 911**, or transport the injured person to the nearest medical facility.
- Call for help and seek assistance for a co-worker.
- Provide details for the completion of the accident investigation report.

FIRST-AID TRAINING

Each independent subcontractor will receive training and instructions from his/her supervisor on our first aid procedures.

FIRST-AID INSTRUCTIONS

In all cases requiring emergency medical treatment, immediately call or have a co-worker call to request emergency medical assistance.

WOUNDS

Minor - Cuts, lacerations, abrasion or punctures:

- Wash the wound using soap and water the rinse well.
- Cover the wound using clean dressings.

Major - Large, deep and bleeding:

- Stop the bleeding by pressing directly on the wound using a bandage or cloth.
- Keep pressure on the wound until medical help arrives.

BROKEN BONES

- Do not move the injured person unless it is absolutely necessary.
- If the injured person must be moved, splint the injured area. Use a board, cardboard or rolled newspaper.

BURNS

Thermal (heat):

- Rinse the burned area, without scrubbing, immerse in cold water; do not use ice water.

Chemical:

- Flush the exposed area with cool water immediately for 15-20 minutes.
- Consult the Material Safety Data Sheet (MSDS) for further instructions.

NECK AND SPINE INJURY

- If injured person appears to have injured his/her neck or spine, or is unable to move his/her arm or leg, do not attempt to move the injured person unless it is necessary.