Safety Policies – U.S. Operations

Employee Safety Guidelines

Approved:

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**Change Record**

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| --- | --- | --- | --- |
| Rev.: | Date: | Responsible Person: | Description of Change: |
| 0 | 07/12/02 | M. Cadotte/Director of Admin | Initial Release |
| 1 | 09/26/02 | M. Cadotte/Director of Admin. | Addition of New section 5.9 – Fraud. |
| 3 | 08/11/04 | M. Cadotte/Director of Admin. | Rewriting of section 5.6 |
| 4 | 07/31/06 | M. Cadotte/Director of Admin. | Sec. 5.6 removed rest. On gym shoes |
| 5 | 08/06/07 | M. Cadotte/Director of Admin. | Mfg. safety – MTS |
| 6 | 06/09/09 | M. Cadotte/Director of Admin. | Update on eye protection policy (Sections: 5.1 & 5.4) |
| 7 | 12/21/09 | M Cadotte/Director Safety-Quality | Sec. 5.1 addition of prohibition of radios and cell phones |
| 8 | 01/11/11 | M Cadotte/ Director Corp. Qtly/Safety | Section 5.4 part 2 additional chemical safety |
| 9 | 12/18/13 | M Cadotte – VP Safety | Updated Sec 5.5.2 – minimum PPE requirements |
| 10 | 04/10/15 | Audit – Safety Committee | Annual audit |
| 11 | 11/09/2015 | M Cadotte | Changes and expansion of §5.5 & insert fire prevention as new section 5.8 |
| 12 | 08/03/2016 | M Cadotte | Annual audit |
| 13 | 08/24/18 | Safety | Annual Audit / addition of observational policy |
| 14 | 06/10/19 | M Cadotte | Creation of section 5.5.6 / 5.15 Ammonia |
| 15 | 01/22/2020 | M Cadotte | Audit |

1. **Purpose**

GDI’s Employee Safety Guidelines are to assist our employees in maintaining a safe and healthy working environment.

1. **Scope**

All employees hired at GDI will be trained in basic safety policies as laid out in this safety procedure. GDI’s V.P. of Safety has overall responsibility for managing the company’s safety policies and programs as well as vehicle and driver safety issues. The Safety V.P. has authority to implement/oversee all aspects of safety at GDI and is accountable to the Sr. V.P. of HR.

1. **Responsibility**

GDI’s V.P. of Safety has the overall responsible for implementing safety program(s), investigating safety incidents, documenting all policies and incidents, as well as contacting and maintaining communication with our insurance carrier and following-up on automobile claims handling. This program also fits within our disability management plans for emphasizing a prompt return to work for workplace injuries.

**It is company policy that employees are required to immediately report all incidents, injuries or potential safety concerns to their direct supervisor. Supervisors are responsible for following up on such reports immediately following notification. Supervisors also are responsible to see that employees obtain appropriate medical attention and the proper authorities are notified in the event of an injury (including internal GDI Safety). If a situation is serious and poses an immediate risk (directly or potentially through lack of clear process/procedure) ALL employees have, and must, STOP WORK.**

We will provide a safe work environment for all our employees and review with employees on a periodic basis general safety tips and suggestions.

It is each employee’s responsibility to ensure that they do their part in maintaining safe working conditions for themselves, their co-workers and the customer through safe working practices and prompt notification of any potential safety violation and/or safety concern. An employee may never be reprimanded for initiating a safety procedure, work stop, or other protocol based on a legitimate safety concern.

GDI will provide PPE, safety hazards assessments, determine appropriate policies and procedures as well as conduct periodic site safety inspections at all locations to provide a safe work environment for all employees.

1. **Policy Statement**

Our employees are our most important assets! GDI will strive to ensure that working conditions are as safe and healthy as possible. However, to ensure that we are successful we need the help and support of all our employees.

**Working safely is part of all our jobs**. The rules contained in this policy (SP-02) will be strictly enforced. Failure to follow proper safety procedures can result in disciplinary action up to and including termination.

We take this strong position to help reduce the chances of injury to our employees, customers and the general public.

GDI shall review this policy at the time of hire for all employees and then annually for all employees.

1. **Procedure**

The following are basic guides to safety. COMMON SENSE SHALL PREVAIL IN ALL SAFETY MATTERS. IF IN DOUBT, CALL YOUR AREA/PROJECT COORDINATOR OR COMPANY MANAGEMENT FIRST!

* 1. General Safety Rules
1. Apparel
* Proper footwear and clothing shall be worn at all times.
* Open-toed shoes, sandals, shower clogs and similar shoes are forbidden. Shoes must have non-slip soles and a closed heel and toe.
* Shorts, skirts, any clothing that exposes the leg, sleeveless shirts, halter/tube tops, miniskirts and tights are examples of inappropriate clothing
* Do not wear baggy clothing or jewelry.
* Avoid keeping long hair in a down position/style while at work to avoid danger of catching in/on a moving object.
* Employees should keep themselves in proper physical condition to do a day’s work in an alert manner.
1. Horseplay, running, fighting or any activity that may result in injury or waste will not be tolerated.
2. Company vehicles will be operated only by their assigned driver. All employees assigned duties that require use of a company vehicle should be familiar with company safety policy SP-01.
3. **Never reach into a waste container.**
4. If you are poked by an improperly disposed of needle:
* Report to your area/project coordinator for instructions to the nearest medical facility for treatment
* The needle must be presented to the doctor to determine its use or contents
1. Sharp containers in medical facilities (and all facilities) are not to be emptied by our staff unless instructed as to the proper procedures for it removal.
2. Do not leave tools, materials or other objects on the floor, which might cause others to trip and/or fall.
3. Emergency Equipment
* Do not block exits, fire doors, aisles, fire extinguishers, gas meters, electrical panels or traffic lanes.
* Familiarize yourself with the location of fire extinguishers, fire alarm boxes and emergency exits in your work area.
* There shall be no tampering with fire fighting equipment – such as fire extinguishers and fire hoses – or any emergency equipment.
* There is to be a clear space around all fire extinguishers so they are easily viewed and accessible.
1. Elevators
* Must be locked out while being cleaned
* Bypassing the locking device, such as jamming a tool under the elevator door to make the elevator inoperable, will not be allowed.
* Inform the area/project coordinator if the lockout device fails to operate properly, or if any part of the elevator does not perform properly.
* Do not clean the elevator until needed repairs have been made by a trained, qualified person.
1. Use or possession of intoxicating or unlawful substances by any employee during working hours is forbidden and any violation will be sufficient cause for dismissal. Any employee reporting for work while under the influence of intoxicating or unlawful substance will not be allowed and any violation will be sufficient cause for dismissal.
2. Employees shall keep their working areas and walkways clear of debris and trash.
3. Employees must keep area/project coordinators personally aware of their work location. They may enter unauthorized areas only with the area/project coordinator permission.
4. Keep dust mops away from furnace, light bulbs and other heat sources. Dust mops should not be stored sitting flat on the floor but should be covered with a plastic bag and clipped on the wall.
5. Repeated or flagrant disregard of any safe practice or standard is cause for discipline up to and including discharge.
6. As a general safety practice it’s important to be aware of your surroundings and full engaged mentally in your work thus radios, iPods, other mobile music devices and all cell phones are not allowed during working hours. Emergency phone calls are permitted only.
7. **All injuries, no matter how slight, must be reported immediately during the same shift to the area/project coordinator and an incident form completed (form F300-0016). Serious injuries involving hospitalization should be reported immediately to upper management and direct follow-up by management (when such does not place any person(s) / customer in further harm) should occur. This includes immediate follow-up at the treating facility or follow-up when first possible and/or notification of employee’s emergency contact.**
8. No employee is allowed to clean the floor, his clothing or his or her body with air hoses.
9. For the safety of employees, and to adhere to customer policies, employees are not to use any customer equipment (telephones, computers, etc.), take/consume food products or take any customer property, discarded or not, off premises.
10. Equipment/Supply Storage
* Containers are not to be stacked or placed on worktables or in storage areas in an unstable manner.
* Care must be taken in the stacking of materials and parts in boxes, cartons, bins or pallets to avoid dumping or spilling items on the floor.
* Items dropped must be picked up.
* Do not place anything within 18 inches of overhead sprinkler head or ceiling.
* There is to be a clear space around all fire extinguishers so they are easily viewed and accessible.
* All materials, equipment, etc., are to be kept in their proper storage areas.
* Follow any storage guides and maximum storage height on boxes, containers, cartons, bins or pallets.
1. Employees should keep themselves in proper physical condition to do a day’s work in an alert manner.
2. NEVER enter a trash compactor, attempt to fix a trash compactor or other mechanical equipment – report such malfunctioning machinery to management at once.
3. When cleaning offices, rest rooms, etc., keep interior doors open when possible to avoid a swing door hazard.
4. Do not allow oil, wax, water or any other material to remain on the floor where the employee or others may slip. Report any spills to the area/project coordinator. Take precautions to warn others of hazards such as wet floors, falling objects, men working, etc.
5. Waste Handling
* Materials of any kind) paper, lunch scraps, etc) are to be deposited in proper containers provided for the purpose. These project wastes, trash, and/or scrap materials will be taken into consideration during the design phase before site work begins to be compliant with all laws, regulations and customer demands. Thus, it is important that employees follow these waste plans at all times.
* No trash, open flammables nor flammable soaked rags will be left in a storage closet or trash cart.
* Do not place cigarette butts into normal trash. Empty into an approved, fire safe container and dispose of properly.
* Never reach into any trash container – always assume a sharps issue.
* Report any ideas or observations to improve recycling and other segregation of waste opportunities.
* Most job sites have, at a minimum, a recycling program. Management shall train employees on each sites program and how to properly collect segregated waste and how to dispose of it. This will be reviewed upon hire/start of account before work is to begin and reviewed anytime a significant change to the program occurs.
* ONLY waste designated for a specific collection container (such as recycling) may be placed in said container. Do not use a marked waste container for any waste not designated.
1. Smoke and eat in designated areas only or in accordance with local regulations. Smoking and eating while working is not allowed. Wash hand after every use of a restroom and when completing cleaning duties for the shift.
2. Obey all safety rules, government regulations, signs, markings and instructions that apply.
3. **REPORT ANY UNSAFE CONDITION TO AN AREA/PROJECT COORDINATOR**
4. **Employees will follow all customer/facility safety & security policies at all times.**
5. **Employees will not allow non-authorized, non GDI, persons into any facility including family, children, relatives or friends.**
6. **All exterior and interior doors are to remain closed and locked as indicated by the customer and employees are not authorized to open or allow access to any customer employee.**
7. **To maintain a safe and professional condition at all times the use of personal cellular phones, for anything other than an emergency, is prohibited. Furthermore, all cell phones (especially those with cameras) should be left at home, in lockers or vehicles and not carried on one’s person.**
8. Chemical Usage
* **Always wear proper issued gloves when handling chemicals (including the transfer of a chemical from one container to another regardless of container size).**
* **Always wear proper eye protection when handling chemicals – eye goggles.**
* **Report all chemical spills to your supervisor immediately.**
* **Do not mix chemicals unless instructed to do so.**
* **Always take note of eye wash stations or quick rinse hoses in the event needed.**
	1. Electrical (working on or near) and Non-Electrical Equipment

ANY DEFECTS IN MATERIALS, MACHINERY, TOOLS AND EQUIPMENT MUST BE REPORTED IMMEDIATELY TO AN AREA/PROJECT COORDINATOR AND REMOVED FROM SERVICE (LOTO)

ONLY QUALIFIED PERSONS MAY WORK ON ENERGIZED PARTS.

1. Use equipment only for the purpose for which it was intended.
2. All power tools & equipment are to be maintained in a proper and safe working order at all times
3. Do not use electrical equipment with wet hands or while standing on a wet surface unless the equipment was designed to be used in such manner.
4. Unattended machines must be turned off and unplugged.
5. Speeding or operating any company equipment in an erratic or dangerous manner is forbidden.
6. Do not operate any machinery until you have received proper training.
7. Review all required PPE and have in place to before use of any power tools or equipment
8. Machine must never be repaired until after the machine is turned off and the circuit is broken at the power source (LOTO).
9. Only certified / competent person is authorized personnel are to perform any type of maintenance on equipment or machinery.
10. Bypassing any safety device or procedure will not be tolerated and is cause for disciplinary action, including discharge.
11. No employee is to remove any guard from a machine at anytime or operate any machine without a specified guard.
12. Check out all equipment safety devices to be sure they are operating properly. Do not operate equipment that is not operating safely. Report any safety hazards to the area/project coordinator.
13. Do not distract others while working. When approaching a machine operator for any purpose, do so from the front or the side in a way that he or she will see the person coming and will not be shocked or surprised. If conversation is necessary, first make sure the machine is turned off.
14. Be sure electrical equipment is properly grounded and functioning. Do not use equipment with frayed cords or missing ground prongs.
15. Do not tape electrical power cords!!! LOTO equipment and have replaced.
16. Make sure that moving parts come to a complete stop before removing covers from any equipment.
17. Treat all electrical wires, equipment or deenergized parts as if live. Never work or touch until LOTO is fully implemented and confirmed AND you are trained and authorized to perform such work / interaction.
18. Never work under overhead lines (or travel with high equipment such as a scissor lift) when contact may occur and/or you cannot confirm lines are deenergized. The minimum distance to such a line is 10 feet and no closer.
19. **NO** GDI employee is to approach live wires without a specific exemption and proper training. Every employee, unless qualified (certified), is to consider themselves NON-AUTHORIZED. The approach table for those authorized\* is, however, below:
20. Voltage range (phase to phase) | Minimum approach distance
21. 300V and less ....................| Avoid Contact
22. Over 300V, not over 750V .........| 1 ft. 0 in. (30.5 cm).
23. Over 750V, not over 2kV ..........| 1 ft. 6 in. (46 cm).
24. Over 2kV, not over 15kV ..........| 2 ft. 0 in. (61 cm).
25. Over 15kV, not over 37kV .........| 3 ft. 0 in. (91 cm).
26. Over 37kV, not over 87.5kV .......| 3 ft. 6 in. (107 cm).
27. Over 87.5kV, not over 121kV ......| 4 ft. 0 in. (122 cm).
28. Over 121kV, not over 140kV .......| 4 ft. 6 in. (137 cm).

**\* Qualified / authorized employees must adhere to the approach distances in the table above when working in the vicinity of overhead lines.**

1. Electrical workers (all employees are **NOT AUTHORIZED** for this work unless certified as such)
2. Employees may not enter areas with potentially exposed energized parts unless illumination is provided to work safely.
3. Where electrical hazards may exist, all proper PPE must be worn: to include shields, barriers, insulating materials and non-conductive clothing.
4. All ladders and other equipment to reach heights has utilized for electrical work shall be made of a non-conductive material and/or side rails.
5. Ground Fault Circuit Interrupter (GFCI)
6. A GFCI works by measuring the current leaving one side of a power source (the so-called "live" or "hot wire") and comparing it to current returning on the other (the "neutral" side). If they are not equal, then some of the current must be leaking in an unwanted way, and the GFCI shuts the power off. After the problem is fixed, the device must be reset manually by pushing the reset button (the red button in the image shown at right). If it is not fixed, the GFCI will keep shutting off.
7. GFCI outlets, or external GFCI units when an outlet is not available, shall be used. Areas of specific concern are any situations where exposure to water or other conductive materials is present or potentially possible (such as industrial sites, food processing, floor work, etc).
8. Employees shall always use a GFCI outlet when an option in a customer’s facility over a standard outlet that is not GFCI. External GFCI ‘cords’ can be used when outlets are not available.
9. In out weekly/monthly safety audits all cords/electrical equipment that are damaged or considered non-compliant shall be removed from service until replaced or properly repaired. If the cord in question is attached to equipment then that machine shall be removed from service, tagged/LOTO, until properly repaired.
10. GFCI's are used on all 120-volt, single phase 15 and 20-ampere temporary wiring on *construction sites*.
11. Ladders/Scaffolding
* Make sure that ladders are at a safe angle and firmly anchored.
* Ladders over one story high require an additional monitor at the footings.
* Do not climb higher than the third rung from the top on straight or extension ladders or the second tread from the top of stepladders.
* Scaffolding and its attendant ropes, hooks, clamps and systems will be inspected prior to every use.
* Only properly trained personnel will inspect and use scaffolding and its attendant hardware.
	1. Lifting Procedures
1. **PROPER LIFTING PROCEDURES ARE AS FOLLOWS:**
2. Lighten the load, i.e., don't overfill trash bags. Keep them light.
3. If possible, divide the load, i.e., instead of picking up a whole stack of computer paper, pick up half the load.
4. Make sure your path of travel is free from obstructions and tripping hazards.
5. Avoid moving furniture or similar heavy objects when vacuuming or dusting.
6. Lay trash barrel on its side and then remove trash bag.
7. Test the load (trash). If it is too heavy to lift, get help. If it is possible, split the load up. Example: Make two or three trips instead of one.
8. Stand close to the object, feet spread apart.
9. Squat down, bend at the knees, and keep your back straight (not necessarily vertical).
10. Grasp the object firmly; be sure your grip will not slip.
11. Lift smoothly with your legs.
12. Hold the object close to your body.
13. Avoid jerky motions.
14. Turn with your feet instead of twisting your back.
15. Remember - Test the load (trash).
16. **One Arm Loads:**
* If possible, brace your body with the opposite arm.
* Reach for the load, bend at the knees and waist, and keep your back straight.
* Grasp the load firmly (use a handle if possible).
* Lift with your legs, using free arm for balance.
* Keep your shoulders level; switch hands regularly.
1. **Awkward Objects:**
* Stand over one corner of the load, with your feet spread apart.
* Grab the bottom inside and top outside corners.
* Bend your knees and lift, keeping the same grip.
* Remember - Test the load (trash).
1. **Team Lifts:**
* Work with someone of similar build and height if possible.
* Choose one person to call the signals.
* Lift from the hips at the same time, and then raise the load to the desired level.
* Move smoothly and in unison.
	1. Chemicals and Supplies
1. **ANY DEFECTS IN MATERIALS, MACHINERY, TOOLS AND EQUIPMENT MUST BE REPORTED IMMEDIATELY TO AN AREA/PROJECT COORDINATOR.**
2. Dispensing/Mixing
* Chemicals are to be mixed only upon approval of the area/project coordinator
* Before mixing chemicals, solutions, etc., carefully read and follow instructions.
* Never mix ammonia and bleach or bleach and toilet cleaner.
* Wear eye goggles and appropriate gloves for protection
* Most chemicals are designed to work with fresh, clean, cool water in specific and precisely measured quantities. If you’re not sure of measurements or temperatures – STOP! ASK!
* **When mixing cleaning solutions, or ANY chemical, ALWAYS add the chemical to prepared water. Adding water after you add some specific chemicals can cause an adverse and / or severe reaction.**
1. When handling hazardous materials, follow prescribed safety procedures and use required safety equipment. When using secondary containers filled by others, ensure that they are labeled as to their contents and hazards.
2. Contact lenses are not to be worn by people working with chemicals.
3. Removing labels from supplies is forbidden.
4. Protective gloves should always be worn when mixing chemicals and properly disposed of after each use.
	1. Personal Protection Equipment
		1. General
5. **Proper FIT and SIZE of all PPE is important. Employees must determine this and let management know if there are any fit / size issues with their PPE – proper adjustments shall be made.**
6. **ALL EMPLOYEES WILL WEAR, AS REQUIRED, THE PERSONAL PROTECTIVE EQUIPMENT ASSIGNED TO THEM AND MAINTAIN IT IN A PROPER WORKING AND SANITARY CONDITIONS.**
7. **No one is to give issued safety equipment to another employee to use. There is danger of spreading infection by using such personal equipment.**
8. **If safety equipment is destroyed through carelessness or loss, the employee will be subjected to disciplinary action. When equipment is worn out through normal use, it is to be returned to the supervisor to be exchanged for new equipment.**
9. **Ear protection shall be worn by employees working in noisy areas. Ear protection is mandatory in all departments where noise exceeds 85 decibels.**
10. **Gloves**
* Gloves must be worn to protect hands exposed to hazardous substances, cuts or burns.
* Gloves must be avoided when working on a moving machine, especially gauntlet type or loose-cuff type gloves.
* Before gloves may be used, the area/project coordinator must approve the gloves and the operation for which they are to be used.
1. **Eye protection must be worn when cleaning / working in any manufacturing environment, dispensing chemical (goggles), where human blood exposure exists and where there is danger of flying materials, which may injure the eye.**
2. **Back supports are available to employees that do repetitive bending and lifting, request them from your area/project coordinator.**
3. **Respirators or masks, as appropriate, must be worn as required by employees when exposed to excessive dust and/or fumes. Dust mask may also be used but don’t protect against fumes, vapors or dangerous particles – good for general dust filtration.**
4. **Safety belts and lifelines must be buckled when worn and inspected daily prior to use.**
5. **Management and area/project coordinators are responsible to see that all employees understand the purpose of all safety devices and the importance of using them.**

**Failure** to use safety equipment will result in disciplinary actions leading up to possible termination.

* + 1. Assessment & Minimum PPEs

Beyond general and minimum PPE requirements, each procedure shall identify all PPE required during the performance of that procedure and shall call out in the task steps when specific PPE should be utilized.

Management shall conduct a site hazard assessment (SP-07) to determine all potential hazards and the PPE(s) to be deployed to help avoid noted hazards. This assessment shall be communicated to all employees and posted on the job site. The assessment shall be conducted at the inception of work and whenever significant change to the scope of work OR work area occurs.

* + - 1. Manufacturing Facilities (including Food Processing Plants)
1. Safety glasses
2. Safety shoes
3. Bump cap (hard hat where required by the site)
4. Hearing protection – as applicable (see 5.5.1 above)
	* + 1. Bloodborne Pathogen Clean-up [see policy SP-11]
5. Gloves
6. Eye Protection
	* + 1. High Work
7. Bump cap (hard hat where required by the site)
8. Eye Protection
9. Safety harness & Lanyard [see policy SP-13 / SP13W.0001]
	* + 1. Rest Room Cleaning
10. Gloves
	* + 1. Chemical Mixing & Dispensing
11. Goggles
* Safety glasses with full face shield may be utilized
1. Chemical Apron & Sleeve Covers (as required)
	* + 1. Combustible Dust
	1. Anti-static Clothing / Coveralls per site rules
	2. Eye Protection
	3. Dust Mask – as needed per cleaning type
		* 1. Confined Space
2. Safety harness & Lanyard [see policy SP-13 / SP13W.0001]
3. Air Monitor
4. Rescue Communication Device (such as a radio)
5. Breathing Apparatus (as applicable)
6. Air Exchange Equipment (as applicable)
	* + 1. Driving – Automobile & Forklift
7. Safety Belt
	* 1. Training
			1. Employee shall be trained on all PPE relevant to their job site and specific to the duties they perform that requires such PPE. In the event job assignments, location alterations or types of PPE change, in any significant manner, re-training shall be conducted.
			2. Periodically all PPE should be reviewed to establish a continued understanding of usage and purposes. And every time a PPE failure (use or understanding) occurs.
			3. Training to be documented in GDI’s document control system to include individual employee training records & employee sign-offs.
		2. Assessment
			1. In the event the scope of work on a job site changes in any significant manner (increase of duties OR decrease) a full hazard assessment (SP-07) shall be conducted to establish/verify all PPE required on the job site. Results to be signed by assessor, posted and communicated to employees.
		3. PPE Ownership
			1. GDI shall provide all necessary PPE for work to be performed. If an employee desires to bring a PPE item to work each item must be approved by GDI (to determine it is adequate) and GDI will then take responsibility for that item in regard to all applicable GDI safety policies including maintenance of said PPE.
		4. Defects

PPE that is expired, no longer valid, or damaged shall be removed from service and properly disposed of. It shall be disposed of in a manner that cannot allow for its re-incorporation into service or used by others.

* 1. Wet Floors
1. **WET FLOOR SIGNS MUST BE VISIBLE FROM ALL ENTRANCES TO AREAS WHERE FLOORS ARE WET BEFORE STARTING WORK.**
2. **Avoid carrying trash, equipment, etc., on wet floors.**
3. **Clean** up spills immediately.
4. When doing stripping operations, the entire work area may have to be barricaded. Ask the area/project coordinator for assistance.
	1. Mechanical Transport Systems
5. When working in shops, plants and manufacturing environments you must ALWAYS be aware of conveyors, overhead lifts/cranes, table lifts, floor lifts and floor conveyors as they are start and stop often without notice and can be a pinch point hazard or worse.
6. Avoid loose clothing (vests, pants or shoe lasses) or items that hang from your person (ID badges, keys, and ID necklaces) when working around any moving equipment. Any objects that ‘hang’ from your person MUST have a break away point on them.
7. Never stand in, over or on any type of mechanical transport system (MTS).
8. If you need to cross over an MTS do so only in marked traffic ways. If you are not sure ASK a customer employee or your supervisor before you proceed.
9. When moving equipment through an MTS area know if such equipment is permitted to cross over or around an MTS
10. Avoid items that hang from carts (such as bags, mops, rags) that may get caught in an MTS system.
11. In the event an item does get caught in an MTS track or system, do not attempt to dislodge. INFORM AREA WORKERS and then your supervisor for action.
12. Do not attempt to fix, clean, or interact in any way with any MTS.
	1. Fire Extinguishers

First, report all fires and potential fire hazards to (1) site security first and (2) you immediate supervisor second. If there is no contacts as listed then call 9-1-1 for all fire emergencies but FIRST contact site security if possible.

GDI employees are not trained in firefighting – but are to be trained in incipient stage firefighting to include your primary responsibility is to report and get out as well as familiarization with the general principles of a fire extinguisher use (see 5.8.3 below) and hazards involved with the incipient stage firefighting. This safety policy, and specifically this section 5.8, shall be trained to all employees upon hire and annually as a refresher.

* + 1. Fire Extinguishers

A portable fire extinguisher can save lives and property by putting out a small fire or containing it until the fire department arrives; but portable extinguishers have limitations. Because fire grows and spreads so rapidly, the number one priority for is REPORT and to GET OUT safely.

* + 1. Fire Safety Tips
* Use a portable fire extinguisher when the fire is confined to a small area, such as a wastebasket, and is not growing; everyone has exited the building; the fire department has been called or is being called; and the room is not filled with smoke.
* For the home, select a multi-purpose extinguisher (can be used on all types of home fires) that is large enough to put out a small fire, but not so heavy as to be difficult to handle.
* Choose a fire extinguisher that carries the label of an independent testing laboratory. Report to management any fire extinguisher that does not display an inspection tag and/or has a tag that is over 1 year+ past its last inspection as extinguishers should be visually inspected monthly and undergo a maintenance check by a competent person annually.,
* Read the instructions that come with the fire extinguisher and become familiar with its parts and operation before a fire breaks out. Local fire departments or fire equipment distributors often offer hands-on fire extinguisher trainings that are recommended for you and your family for personal home safety as well.
	+ 1. Fire Extinguisher Usage

To operate a fire extinguisher, remember the word PASS:

* Pull the pin. Hold the extinguisher with the nozzle pointing away from you, and release the locking mechanism.
* Aim low. Point the extinguisher at the base of the fire.
* Squeeze the lever slowly and evenly.
* Sweep the nozzle from side-to-side.
	+ 1. Nature of a fire (for general information purposes)

As the graph below depicts there are multiple stages of a fire: incipient, growth, fully developed, and decay. The only stage of fire you would normally have any interaction with is incipient. Noticing a beginning fire, reporting, deployment of a fire extinguisher (IF the fire is still small enough to contain easily) and getting out of the building notifying other as you do so.

Incipient Stage

Going back to the basics of fire behavior, ignition requires heat, fuel, and oxygen. Once combustion begins, development of an *incipient fire* is largely dependent on the characteristics and configuration of the fuel involved (fuel controlled fire). Air in the compartment provides adequate oxygen to continue fire development. During this initial phase of fire development, radiant heat warms adjacent fuel and continues the process of pyrolysis. A plume of hot gases and flame rises from the fire and mixes with the cooler air within the room. This transfer of energy begins to increase the overall temperature in the room. As this plume reaches the ceiling, hot gases begin to spread horizontally across the ceiling. Transition beyond the incipient stage is difficult to define in precise terms. However, as flames near the ceiling, the layer of hot gases becomes more clearly defined and increase in volume, the fire has moved beyond its incipient phase and (given adequate oxygen) will continue to grow more quickly.

Depending on the size of the compartment and ventilation profile, there may only be a limited indication (or no indication at all) from the exterior of the building that an incipient stage fire is burning within.



Fig. 5.8.a

* 1. Stairways
1. Walk; never run, up or down stairs.
2. Use the handrails.
3. Do not carry anything that blocks your vision while you're on stairs.
4. Do not block any part of the stairs with obstructions, tripping hazards.
5. Inform area/project coordinator of unsafe conditions, such as worn or broken steps, loose or no handrails, inadequate lighting.
6. Mop stairways as instructed by your area/project coordinator. Post wet floor signs.
7. Use one step at a time; never take two or more steps at one time.
8. Keep to the right when going up or down stairways.
9. Do not block open stairway doors.
	1. Stop Work procedures

In the course of work a situation develops where there is either an uncertainty of how to proceed safety (such as unclear instructions, policies, or procedure) or an actual unsafe event begins to/or does occur the employee must Stop Work.

When a work stoppage occurs, the following procedures shall be followed:

* + 1. Employee stops work via mechanical means or through immediate notification of supervisor. In work environments where mechanical means are part of the work process they MUST be implemented to stop work first before notifying a supervisor.
		2. With GDI supervision, and often client intervention, the situation shall be assessed and the risk corrected before work may resume.
		3. A report shall be submitted to GDI safety of the work stoppage along with all corrective and preventative actions implemented. For all serious (life altering) incidents a detailed report with corrective and preventative actions shall be completed and reported to sr. management.
		4. GDI safety and site management shall review the report, verify all PA’s and CA’s have been closed before closing the work stoppage incident.
		5. Training – all employees shall be trained to section 5.10 for understanding and compliance. Employees shall be notified of their right to stop work and the requirement to do so when situations occur that requires a work stop. Training shall cover all aspects of this policy and be documented per GDI training documentation requirements.
		6. Training & review of this procedure shall occur annually in the fall.
	1. Observational Reviews

Periodically, for the purposes of safety and quality, observational reviews may be conducted. These reviews are to monitor the workflow of an employee to verify that they are following proper procedures, processes, and all safety requirements of a specific job or process.

* + 1. Training – before an employee conducts an observational review, they must be trained in the task/process and understand the functions of a work process observer. All training shall be documented in the training documentation system.
		2. Upon completion of the observation the observer shall share their observations with the employee(s) to provide feedback (both ways) and document.
		3. All data is sent to quality/safety for analysis and final closure, through approval, of the report.
		4. In the event there are observations and/or non-conformances noted, all items shall be entered into a coded Correction Action Report (CAR). The CAR shall identify the issue, root cause, temporary corrective actions and permanent corrective actions. Each action is to be issues its own Action Plan with sign-off, validation, with dates before it can be closed.
	1. Disciplinary Procedures

The following is to provide a guideline for the enforcement of all safety rules, policies, procedures and directives.

1. All employees will be subject to disciplinary action for violations of safety rules.
2. All employees shall be afforded counseling and/or training to assure a clear understanding of the infraction and the proper conduct under company guidelines. However, nothing in this disciplinary policy or safety policy will preclude management from terminating an employee for a safety violation. This is not a progressive discipline system.
3. All employees shall be subject to disciplinary action up to and including termination for the following reasons:
* Repeated safety rule violations.
* Failure to report accidents.
* Failure to control and/or report unsafe conditions or work practice.
* Failure to maintain good housekeeping standards and cleanliness.
* Failure to follow supervisor’s instructions.
	1. Lead Awareness

There are some job sites where lead may be present in the materials in a client’s facility. The primary material often associated with lead in our industry is lead-paint.

* + 1. Lead-based paint can be found is soil (from chipped / peeling paint), walls, window sills, doors, and almost any painted surface.
		2. Hazard - the presence of lead in paint does not automatically signify a hazard. However, there are instances when lead paint is hazardous. For instance flaking, blistering, chalking, or peeling paint can fall off in the form of paint chips and contaminate surfaces inside the house. Lead dust can be caused by impact and friction surfaces as well as renovation/remodeling activities. Dust is the primary health threat.
		3. Health concerns – exposure to lead can cause difficulty during pregnancy and other reproductive problems. It can also contribute to high blood pressure, digestive issues, nerve disorders, memory and concentration problems as well as has been associated with joint and muscle pain. As a result, we must take the presence of lead seriously.
		4. Training – employees working in jobsites where lead paint is known to exist shall receive lead awareness training at the start of working at the site, or immediately after the potential exposure is known, and on an annual basis thereafter. All training shall be documented and recorded in GDI’s training matrix as described above in section 5.5.3.3.
		5. Interaction – areas that are known to contain lead and/or have been marked/ID as such shall not be disturbed by any GDI employee. Specialized duties that may require interaction with lead shall be authorized work only and specialty training shall be conducted and documented before such work is performed. It’s also important to be aware of exposure from other contractors in the work area or client. When such conditions apply protection from such potential exposure sources shall be provided.
		6. If an employee feels they may have come into contact with lead they should wash their hands and face with warm water and soap and then report the potential exposure to their supervisor.
	1. Asbestos Awareness

In some GDI client facilities the presence of asbestos may exist. Asbestos can exist in many forms but is most commonly, in our industry, found in floor tiles, pipe wrappings, or insulation on some machinery.

* + 1. Awareness training – where asbestos is known to exist in a facility, the crew assigned to said facility shall be trained in asbestos awareness. . All training shall be documented and recorded in GDI’s training matrix as described above in section 5.5.3.3.
		2. Asbestos, when released into the environment (cracking, chipping, breaking up, or otherwise disturbed) can enter your body when you breathe, eat, or drink in fibers. As a result, GDI employees should never disturb asbestos containing materials.
		3. Effects – asbestos is difficult for your body to filter out and fibers often can be attached to tissue, and over time, can lead to serious health conditions such as lung cancer, respiratory disease, mesothelioma, and other cancers such as colon, stomach, rectum, to name a few.
		4. It’s also important to be aware of exposure from other contractors in the work area or client. When such conditions apply protection from such potential exposure sources shall be provided and/or areas in questions will be sealed off. You should never enter any area closed off due to asbestos or any other health or safety matter. Stay out.
	1. Ammonia Awareness
		1. General: Ammonia is most commonly used in refrigeration and can be found in food processing facilities, beverage processing, cold storage facilities and other food processing facilities. It is important to note that ammonia is a colorless, pungent-smelling chemical that can harm or kill you. In its normal state ammonia is a gas but can also be compressed into a liquid. Overexposure to ammonia gas and suffocate and kill you. Overexposure to ammonia liquid will burn and potentially kill you as well.

Due to its nature, exposure to ammonia can cause serious harm when it comes into contact with your skin or eyes.

* + 1. Effects: ammonia can cause burning of the eyes, coughing, chest pain, and even temporary blindness when you come into contact with it and it can also cause serious harm when inhaled. If you smell ammonia and/or have such symptoms, remove yourself from the work area and report immediately for assistance and first aid as needed.
		2. Ammonia gas is measure in parts per million or PPM. OSHA has established the safe exposure limit at 35 PPM over an eight (8) hour workday.
		3. PPE – GDI employees do NOT work with ammonia but those that do shall wear impervious clothing, gloves, and face shields to cover their skin.
		4. Site program: work sites that utilize ammonia shall conduct the following: training on ammonia awareness (documented), training on signals and alerts from detection monitors, site policies for reporting, evacuation, and other information.
	1. Fraud Policy

Reporting false safety claims or any other form of fraudulent activity in regard to safety, worker’s compensation or in general will not be tolerated. Such fraud increases company costs, makes it harder for the company to assist those actually in need and directly affects raises, bonuses and other employee benefits. Such activity will be subject to the disciplinary procedures listed above in section 5.8 of this safety guide.

1. **Related Documents**
2. Motor Fleet Safety, SP-01