

**East Side Glass Company
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**AWAIR & SAFETY PROGRAM
(A Workplace Accident and Injury Reduction program)**

The management of *East Side Glass Company* recognizes that safety is an essential ingredient in our business for humanitarian, economic, and legal reasons.

Management has dedicated itself to providing the active leadership and support necessary to develop and maintain a successful safety program with these objectives:

- **Provide a safe and healthful work environment for all employees**
- **Minimize the risk of human and economic losses resulting from unnecessary personal injury and property damage.**
- **Insure the security, protection and well-being of the personnel, property, and vehicles in our company.**
- **Comply, to the best of our ability, with all existing safety and health laws that apply to our workplace.**

The success of the safety program requires the full, earnest cooperation of each employee. Safety must be considered a vital part of every job in our company.

Lucas Ferkinhoff, VP

Updated Jan 2025

MEMO

To: East Side Glass Employees
From: Lucas Ferkinhoff
Re: Company Safety and Health Policy

The personal safety and health of each employee of the company is of primary importance, to the greatest degree possible, management will provide all mechanical and physical facilities required for personal safety and health in keeping with the highest standards.

We will maintain a safety and health program conforming to the best practices of organizations of this type. To be successful, such a program must embody the proper attitudes toward injury and illness prevention on the part of both supervisors and employees. It also requires cooperation in all safety and health matters, not only between supervisor and employee, but also between each employee and their fellow workers. Only through such a cooperative effort can a safety record in the best interest of all be established and maintained.

Our objective is a safety and health program that will reduce the number of disabling injuries and illnesses to a minimum, not merely in keeping with, but surpassing the best experience of other operations similar to ours.

Our ultimate goal is ZERO accidents and injuries.

Goals & Objectives;

Goal: *Promote a work environment where each individual is responsible for the safety of himself/herself and co-workers. Provide a safe work environment for all employees.*

Objectives:

1. Involve all management, supervisors, and employees of East Side Glass Company in safety meetings.
2. Identify, for each job, the necessary personal protective equipment required in order to safely perform the job. Provide and/or require that each employee wear personal protective equipment and mandate the use of such equipment as a condition of employment.
3. Identify the mechanical and physical safeguards required on company machinery and equipment. Install and require the proper use of all mechanical and physical safeguards.
4. Develop and implement training for all employees on workplace safety procedures.

Goal: *Reduce workplace accidents by identifying and correcting potential hazards before an accident or injury occurs.*

Objectives:

1. Conduct daily safety inspections (involve ALL employees) and abate all hazards.
2. Have each new employee go through our new employee safety orientation that illustrates common job site hazards and appropriate safety procedures & go through an initial on the job training that has an emphasis on our safety policies & safe work practices.
3. Provide annual safety training to all employees.

AWAIR Program Responsibilities

Safety Director: Luke Ferkinhoff

1. Responsible for safety at East Side Glass Company & for field/office implementation of all safety activities.
2. Responsible for training of new employees.
3. Responsible for providing guidance and training for employees.
4. Responsible for furnishing proper safety equipment to projects.
5. Assure training is available to superintendents/foremen on accident investigation procedures.
6. Responsible for filing First Report of Injury to workers' comp carrier & OSHA recordkeeping.
7. Responsible for posting reports - OSHA 300 logs.
8. Responsible for subcontractor safety administration, insurance, and AWAIR program.

Project Managers & Lead Glaziers/Installers

1. Responsible for all safety activities on their projects.
2. Responsible for training all new employees on their project.
3. Responsible for identification and elimination of hazards on their projects.
4. Responsible for the furnishing and wearing of Personal Protective Equipment (PPE) for all employees.
5. Responsible for implementing an approved procedure for activities.
6. Responsible for making sure any injury is reported ASAP to Luke Ferkinhoff so a first report of injury can be completed

Employees:

1. Responsible for abiding by all OSHA rules, regulations, and the East Side Glass Company AWAIR Plan and safety policies.
2. Responsible for wearing PPE.
3. Responsible for never performing a task or using equipment that places oneself in any hazardous situation.

Work Place Safety

East Side Glass Company Goal: To provide a safe workplace for all of our employees and to provide a positive policy for job safety that will be communicated to all employees through:

- Training
- Weekly tool box talks
- Letters with pay check
- Safety promotions
- Department Meetings
- Active participation of all employees as partners in the process of reaching our goals

All new employees will be trained in the hazards of their workplace before starting work.

All new and/or different projects will be assessed by East Side Glass management, before the start of a project, at the pre-construction checklist meeting. The assessment will identify existing and potential hazards and establish methods of eliminating or controlling hazards. The hazard elimination and control system will address engineering controls, administrative methods, and PPE that work with and control the risks of hazards (within safety limits and regulations). Procedures to address known hazards in our workplace will be in our employee safety manual addressing the following:

MN Right to Know Physical & Chemical Hazards in our Workplaces are:

- Ladder safety
- Scaffold safety
- Fall Protection
- Blood-borne pathogens
- Eye, hand, and body injuries
- Electrical hazards with small tools
- Guarding of tools
- Various hazardous chemicals & products listed in our SDS books
- Ariel Lifts (JLG's, scissors lifts, ect.)

Accident Investigation Procedures

The Safety Director, supervisor and/or any other employees or personnel necessary, will investigate every accident. A written First Report of Injury for every accident on a project is required. The purpose of the investigation is to gather the facts regarding the accident such as:

1. Who was involved
2. Location of the accident
3. What was being done (activity)
4. Cause of the accident
5. How could the accident have been prevented
6. How can recurrence be prevented

In order to prevent a recurrence of this type of accident, an in-depth analysis of the cause and effect of the accident will be performed. If possible, the cause of the accident will be eliminated, or corrective actions will be taken to reduce the risk of future recurrences. In a safety meeting or training session, the corrective actions resulting from the accident will be communicated to all employees. Results will also be reviewed at Safety Meetings.

Safety Compliance Policy

Workers who fail to comply with OSHA regulations or company safe work policies, rules, or procedures and practices will be subject to disciplinary action. Although East Side Glass management would prefer to create a safe work environment through communication, cooperation, training and example, all supervisors are instructed to take immediate corrective and disciplinary action as required.

The following are grounds for immediate dismissal:

- Failure to comply with safe work practices where non-compliance has potential for serious or fatal injury.
- An injury as a result of Horseplay

For other less serious infractions, the following disciplinary steps will be taken:

- 1st Infraction:** Written/Verbal warning
- 2nd Infraction:** Written Warning
- 3rd Infraction:** One-Day Suspension
- 4th Infraction:** Written warning and one week, Suspension or dismissal

The disciplinary action taken will consider the seriousness of the worker's conduct, how the worker's actions affected our client and actions taken for similar conduct by other workers. Action will be taken for accumulative infractions, which do not have to be for the same offense.

Supervisors must document all corrective and disciplinary actions (see form on next page). All warnings must include an explanation as to why the act, condition or procedure is unsafe or non-productive and how to avoid or correct it. A copy of the written notice must be given to the worker, his supervisor and his job representative if applicable. The original will be filed in the worker's personnel file.

The company reserves the right to terminate or take other disciplinary action for reasons not explicitly stated in this policy.

Safety is an important part of our business. The regulations set forth in this Safety Plan are intended to reduce the risk of accidents and injuries to all employees. Willful disregard of this program will not be tolerated. East Side Glass will review the non-compliance acts of employees as to the severity of the act and determine appropriate disciplinary actions.

Notice of Safety Infraction

We consider the safety of our employees to be very important. Therefore, to prevent accidents, it is our policy to enforce company safety rules strictly. Infractions of safety rules will result in at least the following:

1st Infraction: Written/Verbal warning
2nd Infraction: Written Warning
3rd Infraction: One-Day Suspension
4th Infraction: Written warning and one week
Suspension or dismissal

_____, you have been observed behaving in the following unsafe manner, contrary to company safety rules:

Why was act unsafe & how to avoid this in the future:

This is your: ☐ 1st ☐ 2nd ☐ 3rd ☐ 4th Infraction

Action taken, therefore, is: _____

Supervisor: _____ Date: _____

Employee: _____ Date: _____

East Side Glass reserves the right to terminate immediately and without any prior warning, any employee it determines has acted unsafely

East Side Glass Safety Rules

1. IN CASE OF INJURY OR SICKNESS, NO MATTER HOW SLIGHT, REPORT AT ONCE TO YOUR SUPERVISOR FOR FIRST AID AND/OR COMPLETION OF A REPORT OF INJURY. YOU MUST COMPLETE A REPORT OF INJURY BEFORE LEAVING YOUR WORK LOCATION (UNLESS A SERIOUS INJURY REQUIRING IMMEDIATE ATTENTION). NEVER ATTEMPT TO TREAT YOUR OWN OR ANOTHER WORKER'S INJURY OR TRY TO REMOVE FOREIGN PARTICLES FROM THE EYE.
2. Safety devices are for your protection. Never operate machines unless all guards provided are in place.
3. Guards must never be removed except when necessary to make adjustments or repairs, and they should be replaced immediately upon completion of work. If a guard is missing or not in its proper position, report this at once to your supervisor.
4. Horseplay, throwing objects, scuffling, and fooling around are very dangerous and will not be tolerated.
5. Never distract the attention of another employee, as you might cause injury.
6. Illegal drugs and liquor will not be permitted on the premises at any time.
7. Jewelry, rings, bracelets, watch chains, key chains, etc., shall not be worn, for these objects might catch in machines OR power tools causing serious accidents such as the loss of fingers or hands.
8. Loose or torn clothing must not be worn around machinery or power tools.
9. Before using any ladder, make sure it has good safety feet, and is free from cracks, broken rungs, or other defects. When there is any danger of slipping, have another worker hold the ladder.
10. Never use makeshift or defective scaffolding, rigging, or stages.
11. Do not attempt to lift or push objects that may be too heavy for you. ASK FOR HELP when you need it. Learn to lift the right way to avoid strains: bend at the knees, keep your body erect, and then push up with your legs.

12. Shut down your machine and power tools before cleaning, adjusting or repairing. **LOCK AND TAG THE MACHINE OR POWER TOOL SO IT WILL NOT BE USED UNTIL REPAIRED.** Note the nature of the problem.
13. Never oil machines or power tools while they are in motion except where points of oiling are so located or guarded that you are not subject to contact with moving parts.
14. Never use your fingers for removing chips from machines or power tools. Use a brush or hook.
15. Never use defective tools. Report defects, including damaged or frayed cords, to a supervisor ASAP for repair or replacement
16. You have been provided with eye and ear protection and you are expected to wear it when & where necessary.
17. Hats must be worn around moving machinery and power tools by any employee with long hair.
18. If you are grinding glass or working in a dusty environment, you are expected to wear the dust masks provided for your protection.
19. Keep the area around you clean. Clean up all spills immediately & dispose of all rags properly
20. Learn the location of all fire exits, extinguishers and alarm boxes in your area. Follow directions on extinguishers for the proper type for different types of fires.
21. **FIRE DOORS AND ALL WALKWAYS MUST BE KEPT CLEAR.** Do not pile materials or any equipment so that it blocks exits, firefighting equipment, alarms, electrical boxes or safety items.
22. Safety-toe (steel toe) shoes/boots are recommended to prevent serious injuries & required on most job sites.
23. When required, hard hats must be worn in plant or job site locations.
24. Unless you are a certified electrician, never tamper with electrical circuits, switches or boxes.
25. Be familiar with and obey all posted warning signs.
26. Never take shortcuts through dangerous areas.

27. Familiarize yourself with the location of Safety Data Sheets and the proper storage, handling and clean up of all potentially hazardous chemicals and substances.
28. All employees will follow all OSHA & East Side Glass safety rules that are outlined in this document and communicated through various safety training sessions.

POLICY ON REPORTING HAZARDS

POLICY:

As you all know, your safety and well-being are extremely important to **East Side Glass Company**. To make sure that all potential hazards are eliminated before anyone becomes sick or injured while at work, the company has established the following policy:

ANYONE WHO SUSPECTS THAT A HAZARD EXISTS, OR WHO NOTICES ANY UNSAFE WORK PRACTICES, SHALL REPORT IT TO THEIR SUPERVISOR IMMEDIATELY. EVALUATION OF THIS REPORT WILL BE MADE AND YOU WILL BE NOTIFIED ABOUT THE ACTION TAKEN TO ELIMINATE THE CONDITION.

SAFETY AND HEALTH POLICIES

WRITTEN HAZARD COMMUNICATION POLICY

POLICY:

East Side Glass Company is firmly committed to providing all of its employees with a safe and healthy work environment. It is a matter of company policy to provide our employees with information about hazardous chemicals on the work site through our

hazard communication program, which includes container labeling, Safety Data Sheets (SDS's) and employee information and training.

LIST OF HAZARDOUS CHEMICALS

East Side Glass Company will compile a list of all the hazardous chemicals that will be used in the shop or in the field by reviewing container labels and Safety Data Sheets. The list will be updated as necessary. A master list will be kept in the office on Luke's computer & also backed up on the server.

LABELING

It is the policy of this company to ensure that each container of hazardous chemicals on a job site is properly labeled. The labels will list:

- The contents of the container
- The appropriate hazard warnings including the GHS standardized pictogram labeling system

To further ensure that the employees are aware of the chemical hazards of the materials used in their work areas, it is our & OSHA's policy to label all secondary containers. Secondary containers will also be labeled with the same GHS pictogram standardized labels.

SAFETY DATA SHEETS

Copies of safety data sheets for all hazardous chemicals to which employees may be exposed are kept in the office and are readily accessible to employees in the work area during each work shift. SDS books are stored in the shop first aid cabinet and in the fab shop. Separate books will be created & stored in installers trucks that include the specific chemicals that are brought with into the field.

EMPLOYEE TRAINING

Employees are to attend a training session on hazardous chemicals in their work area at the time of their initial work assignment, then again at an annual review thereafter. The training session will cover the following:

1. An overview of the hazard communication requirements.
2. A review of the chemicals present in their work place operations.

3. The location and availability of our written hazard communication program, a list of hazardous chemicals and safety data sheets
4. Methods and observation techniques that may be used to detect the presence or release of hazardous chemicals in the work area.
5. Physical and health hazards of the chemicals in the work area.
6. How to lessen or prevent exposure to hazardous work place chemicals by using good work practices, personal protective equipment, etc.
7. Emergency procedures to follow if employees are exposed to hazardous chemicals.
8. An explanation of our hazardous communication program, including how to read labels and safety data sheets to obtain appropriate hazard information.

When a new type of product is introduced into a work area, or the chemical composition of a product changes, East Side Glass Company will review the above items as they are related to the new chemicals.

NON-ROUTINE TASKS

Periodically employees are required to perform non-routine tasks. Prior to starting work on such projects, each affected employee will be informed by their supervisor about hazards to which they may be exposed and appropriate protective and safety measures.

IF YOU HAVE ANY CONCERNS WITH AN ASSIGNED TASK, REQUEST AN EXPLANATION IMMEDIATELY.

SAFETY AND HEALTH POLICIES

RETURN TO WORK POLICY

POLICY:

East Side Glass Company IS COMMITTED TO PROVIDING A SAFE AND ENJOYABLE WORKING ENVIRONMENT. Injury prevention is the highest priority; but unfortunately, accidents do happen. A return-to-work program is designed to return an injured worker, within medical restrictions, to the work place as soon as the employee is capable of performing some work activities.

PURPOSE AND ADVANTAGES: A RETURN TO WORK PLAN CAN:

1. Help in employee recovery, job security and self-esteem.
2. Reduces claim costs which affect workers' compensation insurance premiums.
3. Establishes a plan of action before an injury occurs.
4. Reduce training costs.

CLAIMS COORDINATOR:

The Claims Coordinator is Luke Ferkinhoff and he is responsible for reporting workers' compensation claims, processing paperwork, and all follow-ups.

LIGHT-DUTY JOBS: EXAMPLES

Limited Lifting: Shop helper, clean up
Limited Standing: Delivery

PROCEDURES FOR MEDICAL ATTENTION AND CLAIMS:

ALWAYS TAKE CARE of the injury first. **THE SAME DAY**, report the injury or accident to the Claims Coordinator. You will be required to complete a First Report of Injury form to be filed with the insurance carrier.

Primary provider: **Work-Med Midwest 4221 Clearwater Rd Suite 107, St. Cloud MN
320-227-2595**