



INTERGLASS
C O R P O R A T I O N

Logistics Training Manual

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Welcome

Welcome to Interglass Corp. We look forward to building a safe and productive relationship. You have been selected for employment due, in part, to your abilities, knowledge and character.

We trust you will be a valuable addition to our team. Interglass Corp pledges to provide a safe work environment for all of our employees because we value you are inherent dangers within the scope of our work. We consider health and safety to be an integral part of our company's operations. Therefore, Interglass Corp is committed to protecting our most valuable resource: you.

To ensure the success of our safety program we must all commit to giving full participation and support to the safety policies and procedures that help protect us. An accident-free work place is always more profitable for the employees and the company. Therefore, it is your responsibility to read the Safety Manual and practice safety procedures at all times, keeping in mind that accidents cause suffering and economic loss to you, your family, your fellow workers and the company.

Working safely, in accordance with the established safety policies of Interglass Corp and the Occupational Safety and Health Administration and other safety-governing bodies is an absolute requirement.

We trust you will do your part to assist Interglass Corp to be the best and safest company.

Safety Mission Statement

To create and maintain a culture of forward thinking that ensures a safe working environment for all.

Management leads by example through attitude and behavior to proactively identify hazardous work situations and provides the resources to eliminate or reduce the exposure to our employees.

NOTICE

PERSONAL PROTECTIVE EQUIPMENT MUST BE WORN BEYOND THIS POINT



Bump Hat: Hat or Cap must be worn at all times inside the warehouse area.

Safety Glasses: Glasses must be worn at all times inside the warehouse area.

Steel Toe Boots: Boots must be worn at all times inside the warehouse area.

Cutting Resistant Jacket: Jacket must be worn every time employee is handling glass.

Gloves: Gloves must be worn as required.

**Certain positions may entail mandatory additional protective gear.*

Accident Reporting

Employees **MUST** report work related injuries to supervisor as soon as possible. Employees should seek immediate medical care as necessary. Employee should specify to health center that injury is work related, drug test at this point is mandatory. Employee must at some point provide all details of accident on accident log which is reported to worker's compensation.

First Aid Kit



- Adhesive bandages
- Fingertip
- Tweezer
- Gloves

- Eye care products
- Pain and Ache
- Eye pads
- Cold packs

- Antiseptics
- Burn Spray
- Peroxide
- Hydrocortisone

- Gauges
- Scissor
- Elastic wrap
- CPR Microshield

Glass Handling

Safely Transporting Glass

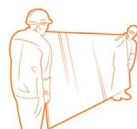
- PRACTICE carrying glass until you are proficient. This includes practicing:
 - Side hold.
 - Bottom hold.
 - Loading/unloading the delivery vehicle.
 - Moving glass with dollies.
 - Moving glass with a partner.
 - Practice safe lifting, using your legs, not Your back, skeletal structure or your arm muscles, should not bear the weight.
- The maximum size glass a person can carry alone is 36" x 84".
- Be as fit as you can be by exercising and stretching regularly.
- Maintain a healthy weight for your body's frame to minimize stress on your back and allow you to move and reach with ease.
- It's **mandatory** that all glass be tied to the Dolly before moving to another place.
- It is **mandatory** that when carrying glass, make sure the glass is carried on the outside of the body and as long as possible, it does not extend over the head.

Safe Lifting Technique

- Recruit help if a load is too heavy.
- Plant your feet firmly, about shoulder-width apart.
- If the load is below waist-level, squat by bending at the knees with your torso as upright as possible. Do not lean forward.
- Check your footing and balance before you initiate the lift.
- Allow your leg and skeletal structure to do the work by lifting the glass with your legs as you slowly stand out of the squat, engaging your quadriceps and hamstrings to move the load.
- Keep the lite as vertical as possible during the lift.
- Once you lift the glass, keep it close to your body.
- Do not jerk the object upward or twist the trunk of your body while lifting. 10 lbs.
- Loading, lifting or moving glass, items or very heavy objects, exceeding 75 lbs., must be handled in teams. Whenever possible use the device or equipment suitable (forklift, crane, suction cups, tweezers for crane, etc.) to move heavy objects.

Shifting/Falling Glass Safety

- Do NOT try to save a falling load or falling glass.
- Always have an escape path.
- Get out of the way as fast as possible.
- Always hold the glass so that it can only fall away from the person or people holding it.
- If you slip or fall while carrying glass, drop it immediately.
- Stand aside while loosening straps and ties.
- If transporting with partner, alert your partner immediately. Communication is key to transporting glass with a partner.



Training Timeline

Day 1	
30 Minutes	Complete administrative paper work
30 Minutes	Presentation of introduction and training video Safety (PPE) and tour of warehouse
15 Minutes	Introduction to managers and key personnel
45 Minutes	Manager provides complete safety overview and the general position guidelines and expectations
Remainder of Day	New hire will begin to train for the position with corresponding machine operator or master operator
Day 2 – Day 4	
Day 2	New hire will spend all day training with corresponding machine operator or master operator to learn all safety hazards aspects of the machinery, duties to perform and what is expected from them.
Day 3	New employee will continue to train on their assigned machine with operator, by day 3 there is an expectation that the new hire has acquired further knowledge of machinery and the expectations of the position. By this day new employee should have full understanding of safety measures and completed OSHA training.
Day 4	By day 4 employee has had enough exposure and training of a machine to be able to operate with minimum supervision. By the fourth day employee should demonstrate knowledge of complete process and integration to the team. Employee is capable of understanding and distinguishing labels, formats, order forms, use of scanner and error/malfunction reporting.
Day 5	
	New hire should demonstrate enough knowledge of his role and assigned duties by the fifth day. After this day the employee should feel comfortable working independently with minor support.
<i>At any point during the day</i>	Management approves employees training progress and deems complete. Meet with Human Resources to review and acknowledge training completion and safety procedures.

Training Achievements

Day One

After all administrative procedures are complete. New hire will meet with supervisor for 30-45 minutes to receive an in depth orientation regarding all safety procedures and the general guidelines for new position. The manager reiterates PPE and make sure that the new employee understands the regulations and safety precaution entailed. Manager is to go over process of learning machines and explain formats when working on an order. At this point new hire should also be taught how to read labels and understand the contents. After supervisor's orientation is completed, employee is ready to work with operator training on designated machine and beginning to learn hands on.

By the end of Day 1, new hire should have a basic understanding of the production process, safety regulations, formats and labels.

Day Two

New employee should spend day two entirely working on the machine with operator. This should provide enough understanding of the safety risks and hazards of the job.

By the end of day 2 employee should have mastered placing glass properly on machine and removing it from machine correctly. Employee also learns safe way to move, lift and handle glass.

Day Three

By the third day new hire is aware of the safety and hazards risks involved with his position and is ready to go through OSHA training. This day an OSHA trainer provides a full safety and hazard preparation and all the proper applications to the position. Continues to work along machine operator to learn and practice.

By the end of day 3 employee has completed a formal OSHA training and is well prepared to work safely aware of all precautions for the job.

Day Four

On the fourth day, employee is capable of registering labels in production format and registering errors. Employee knows who to go to in case of error and who to report any issues to. Has full understanding of the Operator Daily Report, that it must coincide with scanner and that sales order and A+W information must coincide. Is capable of reporting in case scanner is stuck or not functioning. Is knowledgeable enough to understand all formats, service lists and distinguish lists that come from clients for tempering, polish and drill. There is a clear understanding of all processes and difference between each order and which orders are considered extraneous and will have to have a process outsourced.

By this day new hire has mastered measuring, applying information, practicing duties independently, and is considered to have sufficient knowledge of his position's guidelines and expectations.

Day Five

The fifth day marks the training completion, by this day employee has gone over and prepared for all aspects of his new role. Employee should be completely aware of all safety procedures and expectancy to wear PPE at all times during work. Has completed OSHA training. Understands all procedures, formats, use of scanner or tablet and can point out who to turn to in case of errors or malfunctions. By day five employee has received training from manager and machine operator.

By the end of Day 5 manager can approve and acknowledge the successful completion of training. Employees safety acknowledgement and training completion is given to HR.

Employee Safety Orientation

1. I know and understand the Personal Protective Equipment guidelines.
2. I have knowledge of where the **EMERGENCY EXITS** are located what group I am a part of and who to report to in case of an emergency.
3. I understand what the process is to report any accidents or injuries.
4. I have knowledge of the location of all **FIRST AID KITS** and their contents.
5. I have an understanding of glass handling and safety procedures when walking around glass.
6. I understand that proper housekeeping and sanitation are vital to safe working conditions.
7. I acknowledge that failure to seek help when lifting or moving items heavier than my capability puts my safety and the safety of my coworkers at risk.
8. I have been advised that **INTERGLASS CORPORATION** enforces a “**ZERO TOLERANCE**” safety policy and what this means.
9. I am fully aware that **INTERGLASS CORPORATION** is a **DRUG FREE WORK PLACE**.

I, _____, understand that it is my duty to read, study and abide by all of Interglass’ safety policies and work procedures, as well as other policies and procedures that apply to the duties of my position.

I further understand that failure to abide by said policies and procedures can and shall result in disciplinary action that could include termination of employment.

I understand that it is my responsibility to work in a safe manner at all times and in all situations for the benefit of myself, my co-workers and Interglass Corp.

Signature of Employee

Printed Name of Employee

Date