

# General Safety Program

2022



# General Safety Program

## Creating a Safety Mindset

Every employee must adhere to strict safety compliance when handling glass in order to ensure a safe work environment. Creating a safety mindset means every employee should:

- Make on-the-job choices that will protect you and your coworkers.
- Choose to make sure that you are safe in your workplace.
- Choose to never do anything that might harm the people around you.
- Choose to identify and address actions by your coworkers that might cause injury.

## PPE for Glass Handling

The following items are commonly worn as protective gear when handling glass:

- Safety Glasses
- Bump Cap
- Cutting Resistant Jacket
- Steel-Toe Boots



## Safety Regulations

- All employees working in any area of the plant must use safety eyeglasses, steel toe boots, anti-cutting safety jacket, glass handling gloves, safety cap/helmet.
- Understand safety instructions given by your Supervisor. If you are not sure of the procedure, don't guess... ask your Supervisor
- Know the location and how use safety equipment against fire and in first aid.
- All unsafe condition that is present in the course of his/her shift must be corrected or reported to a Supervisor or Plant Manager.
- When Equipment or vehicle is equipped with seat belts, these must be used at all times while being operated. Ignoring this regulation will result in the application of disciplinary measures.
- Do not block or obstruct exits or accesses to safety and emergency equipment such as fire extinguishers and fire alarms.
- Whenever working at height greater than 6 feet the use of fall protection equipment is mandatory. This rule also applies to all contractors working in the facilities of the company.
- Whenever working with chemicals use gloves, glasses or shield of safety and mask as respiratory protection.



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## Employee Regulations

- Attend to his/her work rested, physically willing and capable of providing full attention to all the tasks of his since.
- The use of alcoholic or illegal substances during hours of work, or during the period of lunch will not be tolerated. Carrying or have in his/her possession any alcoholic beverage or illegal substance in the property of Interglass Corp. is absolutely forbidden and will result in immediate termination.
- Misconduct as hand games, fights, screams, and jokes that are extremely dangerous will not be tolerated and will be subject to disciplinary action.
- Smoking is prohibited in all areas of the factory, offices and company vehicles not including the parking lot.
- Every employee is responsible for immediately notifying his/her Supervisor about any emergency, when you feel sick or are injured, no matter how small or insignificant, It must be reported immediately to a Supervisor or plant manager.
- All signals, warnings and/or alarms must be respected and obeyed.
- Broken, torn or loose clothing and jewelry hanging from the neck or arms will not be permitted in plant.
- Compressed Air must not be used to air out clothing or the body.
- The use of radios, cell phones for personal use or any other device that emits sound, noise, music, etc., directly at your ears, is prohibited while operating or working with a machine, tool, vehicle or equipment such as forklifts, truck, etc. Know this indiscretion can be subject to disciplinary action.

## Machine Operation

- Do not operate any machinery, tool or vehicle if you have doubts about its proper use, safety, or operational condition. Equipment and vehicles must be operated by a qualified employee, after being properly trained and obtained permission from the supervisor.
- NEVER insert hands, arms or any other part of your body in any equipment or machinery at movement.
- Always keep your work area, clean and orderly. Waste can become a serious and dangerous safety risks. Never leave materials or anything else obstructing corridors, stairs or other place where is transit.
- All defective equipment or machinery, must be reported to the Supervisor or Plant Manager immediately.
- Always stop the machine if it needs maintenance. Use Lockout / Tag out procedure to isolate energy sources. If you don't know how to turn off the equipment, ask your Supervisor or Maintenance Supervisor.

## Handling Glass Using Vacuum Cups

- Do not use vacuum cups on wet or dirty glass.
- Place vacuum cups near the top of the glass sheet and center the cups horizontally.
- Stay on the side of the glass where the vacuum cups are attached when transporting a sheet of glass

### Handling Damaged Glass

- Scores or Cutting Overruns
- Cracks or Vents
  - Vents are small cracks running from a chipped edge and can be dangerous. Vents and unusual substances in the glass can open and cause the lite to break when you lift it.
- Seeds, Bubbles, or Inclusions
- Chips or Shells
- Broken Corner (most dangerous defect)

### Safely Transporting Glass

- Practice, practice, 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.



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### 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 load as vertical as possible during the lift.
- Once you lift the load, 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.



### Preparing Yourself for Transport

- Always wear the appropriate Personal Protective Equipment (PPE).
  - Remember that most PPE will offer limited protection from lacerations, but it will not offer protection from crushing loads.
- Understand the characteristics of the type of glass you're handling and how environmental conditions can affect it.
- Know how much the glass weighs so that you can determine if you can safely handle the lite, or if you will need help. Two reasonable loads are always better than one excessive load.
- Use mechanical lifting equipment if the load is too heavy to be handled.
- Check the path you'll be using – be sure you always have a means of escape.
  - Never get backed into an area that does not allow an escape route.
  - Objects on the floor can cause a catastrophe.
- Ensure glass or your hands are not wet or greasy prior to transport.

### Methods of Glass Transport

- Side Hold
  - Bend slightly at your knees.
  - Tightly grab the glass on the side with one hand.
  - Place your other hand on the top to stabilize and maneuver the glass.
  - Keep your lifting arm locked.
  - Straighten your legs to lift the glass.



- Bottom Hold
  - Get as close to the glass as possible.
  - Position your feet about 12 inches apart for more stability.
  - Keep your back straight.
  - Bend at your knees.
  - Get a good grip on the glass with your safety gloves.
  - Tighten your stomach muscles.
  - Lift with your leg muscles, which are much stronger than your back muscles.



### Moving Glass on a Dolly with a Partner

The maximum size glass a person can carry alone is 36" x 84".

- The person in front makes sure the glass is always in the correct vertical position.
- The person in back actually guides the glass, much like a rudder on a boat.
- Only one person should be calling the signals as to when and how to move.
- There should be constant communication between the two people, so both are always aware of any possible hazards.
- Practice moving glass with dollies until you are proficient.



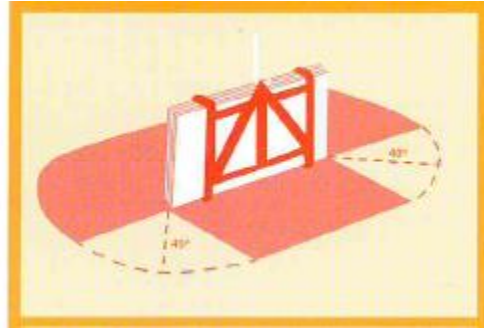
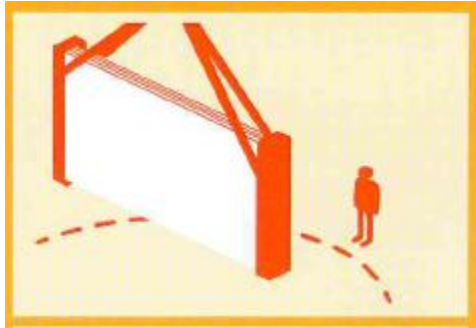
### General Regulations

- Do not dispose of flammable or polluting material by the gully or drain. Get instructions of your Supervisor or Plant Manager on how to proceed.
- Do not place material such as boxes or trash in walkways and passageways.
- Sweep up around equipment by using a broom and a dust pan.
- Remove protruding nails or bend them down into the lumber by using a claw hammer.
- Return tools to their storage places after use.
- Never attempt to repair wiring or other electrical equipment; report it to your Supervisor. Only a qualified person can make the arrangement or provide the service to the Equipment.
- Defective ladders and Stairs should never be used.



## Cases Safety Transport

- Always use the appropriate PPE.
- Be aware of risk areas for the movement of glass.



- Stay away from suspended loads.
- Stay away from the hazardous area.

## Open Top Containers Download

### Maneuvering and unlocking cargo

- Position the vehicle appropriately to the unloading area.
- Make sure the parking brake is active.
- Turn off the vehicle and ask for the key for the driver. It is important that the key is in the hands of whoever is executing the task, to avoid accidents due to the lack of communication between those who participate in the operation.
- Check the loading and sealing documents.
- Remove the cable and canvas from the container.
- Use the lifeline and fall arrest for jobs higher than the load.
- Remove the front, rear and top lock with the metal lever or electric saw.
- Complete the check list of the cargo receipt.



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### Download

- Install the metal shelf with wooden wedge with 4 degrees of inclination.
- Use 6-meter steel cables for the removal and handling of boxes.
- Separate the boxes with metal lever to place the steel cable in the second lifting block, on the sides of the boxes.
- Lift the box to make sure that the cable can support the weight of the box.
- Keep the boxes on the walls of the container, using the nylon strap for the lot farthest from the container wall.
- Transport the box to the metal shelf, placing its side bases on the wooden wedge.
- Remove the steel cables after adjusting the box on the metal shelf.



### Forklift Safety

Anyone using the forklift trucks must be certified in their operation through the Facilities Management training program. Non-certified personnel are not to operate this equipment under any circumstances.

**IMPORTANT:** The cable should be placed in the center of the stack (center wooden block). Incorrect placement may involve opening the bottom of the box.

- Lift and transport the glass box with bridge or forklift to the storage location.
- Unload the glass case on the metal shelf with wooden wedge.
- Adjust the side bases of the glass box in the wedge.

### Lift Truck Operation

- Leaving the truck: Whenever the operator leaves the truck, the forks or attachment must be fully lowered, the controls set in neutral, and the parking brake set. If the operator goes 25 feet or more away from the truck, or is out of sight of the truck, the engine must be shut off, and the operator must have the key in his or her possession.
- Visibility: The operator must always have a clear view of the path in the direction of travel. If the load being carried blocks forward view, the driver must travel with the load trailing.
- Load handling: Only stable and safely arranged loads within the rated capacity of the truck should be handled. Operators are not to pick up and move loads that are too heavy. If, upon attempting to lift the load, the rear wheels of the truck begin to rise, set the load down immediately and obtain proper equipment to lift a load of that size.
- Pedestrians: The operator of the forklift truck is responsible for operating in a safe manner; this includes avoiding all pedestrians in the work area. Always face the direction of travel. Pedestrians use the same roadway, so sound the horn at intersections and blind spots.

### Housekeeping

- Do not place material such as boxes or trash in walkways and passageways.
- Sweep up around equipment by using a broom and a dust pan.
- Do not block or obstruct exits or accesses to safety and emergency equipment such as fire extinguishers or fire alarms.
- Remove protruding nails or bend them down into the lumber by using a claw hammer.
- Return tools to their storage places after use.

### Forklift Tipover

Lift trucks can be tipped over if not operated properly. Observe the following procedures to lessen the possibility of a tipover:

- Slow down before turning. Go into a turn slowly, using a slow rotation of the steering wheel.
- Drive with the forks or attachments lowered and tilted back only enough to stabilize the load. Raising a load high moves the center of gravity and lowers the capacity. Keep your loads down, with the masts vertical or tilted back only enough to stabilize the load. If a heavy load is tilted too far forward or back while it is raised, the truck can tip over.
- Check capacities – don't overload the truck.
- Don't move unstable loads.
- Move long, high, or wide loads slowly and carefully.
- Check your overhead clearance. Keep the truck at least 10 feet from any overhead electrical wires. Watch for overhead obstructions like pipes and low doors. If they are hit while moving, a lift truck can tip over.



# General Safety Program

These guidelines in the General Safety Program are implemented to provide a safe work environment to the health of all the employees of Interglass Corp.

They are effective in the performance of any task or activity. Failure to comply with the regulations will adhere to be severe disciplinary actions, including termination of the employment of the offender if necessary.

I have read and understand this General Safety Program and have been given the right to ask any questions about it. I also understand the need to respect and implement all the Safety regulations explained above.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Employee's Name

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date