



SAFETY PROGRAM

EverGlow NA, Inc.

EverGlow NA, Inc. (EverGlow) is a manufacturer and supplier. EverGlow is committed to providing and maintaining a safe work environment for all of its employees. In order to do this, we have developed a strict safety program to which all of our employees and managers must adhere at all times while performing duties for EverGlow. Each employee (managers, supervisors, full time, part time and contract) has a personal responsibility and the full support of management in enforcing the guidelines outlined in this policy. Failure to comply with this safety program will result in immediate disciplinary action.

In an effort to provide and maintain a safe work environment, employees and managers of EverGlow will:

1. Abide by all federal, state, and local laws and regulations.
2. Use good judgment and safe practices when performing all duties and operations.
3. Protect employees of EverGlow and the public from any potential hazards that may arise while performing job related duties.

Management Leadership and Employee Participation - Every employee of EverGlow has a responsibility to ensure that the safety rules and regulations are being followed at all times.

A Manager (Executive or Director Level) has the following responsibilities:

1. Establish rules, regulations and policies to promote a safe work environment.
2. Ensure that each employee is given a copy of the appropriate rules and understands them upon hire.
3. Provide any protective equipment necessary for employees to do their job safely and effectively. Maintain an appropriate and readily accessible First Aid Kit at the EverGlow offices and shops.
4. Maintain a record of all accidents or violations and take proper disciplinary action when necessary.

A Superintendent/Job Foreman (Supervisor or Project Manager Level) has the following responsibilities:

1. Create and maintain a Project Binder with all necessary information necessary to successfully complete a project at all off-site locations.
2. Hold weekly safety meetings with all EverGlow employees working on each jobsite.
3. Make sure that proper equipment is available, in safe working order, and is being used properly.
4. Plan all work duties so that employees are able to perform work safely.
5. Inspect the jobsite routinely for any potentially hazardous conditions that may exist.
6. Maintain an appropriate First Aid Kit on site and readily accessible to all employees.

A Worker (full or part time, contract, etc.) has the following responsibilities:

1. Work safely in a manner that promotes a safe work environment and does not endanger any coworkers.
2. Ask a Superintendent/Job Foreman for assistance when unsure of how to complete a task safely.

3. Report any unsafe work practices to a supervisor immediately.
4. Use all safety devices provided.
5. Follow all safety rules.

Hazard Identification/Assessment and Prevention/Control - As with any job and on any jobsite, certain hazards will inevitably be present. Addressed below are the hazards that are consistently present on each of our jobsites along with a method of preventing these hazards from occurring. This is not an all-inclusive list and does not address hazards that are jobsite specific.

1. Employees will occasionally be exposed to dust in the work environment. OSHA approved and job site appropriate dust masks must be worn during these periods.
2. Employees may occasionally work at heights above 6 feet during work on a project jobsite. When employees are working at this height or above, all safety equipment should be in place. Safety equipment will include a body harness and a shock absorbing lanyard. The body harness should be securely attached as outlined in the instructions. The lanyard should have a minimum breaking strength of 5000 pounds. The lanyard should always be attached to a stationary object and never to a guardrail or scaffold system.
3. Employees may occasionally work on guardrail systems during work at a project jobsite. The top rail must be at a minimum of 42" when working off a platform of 6 feet or higher. Guardrail systems will be capable of withstanding a force of at least 200 pounds when applied within 2 inches of the top edge at any point. Guardrail systems will be surfaced to prevent injury from puncturing and lacerations. Only approved guardrail systems will be used.

Toe boards will be erected along the edges of overhead work surfaces. Toe boards will be made of a solid material and will be capable of withstanding a force of 50 pounds. Toe boards will be a minimum of 4" in vertical height.

4. Employees may be exposed to potential falling objects during work on a project jobsite. Only approved hardhats should be worn at all times on the project jobsite.
5. Employees may be exposed to uneven surfaces and sharp objects on the walking surface during work on a project jobsite. The walking surface may be contaminated and create a slip, trip and fall hazard. Only substantial shoes, work boots or other approved footwear should be worn at all times on the jobsite.
6. Employees may occasionally work on step ladders. Ladders create a unique and serious fall hazard; they must be placed on the floor or other walking surface to provide as secure and safe a working platform as possible. It may be necessary to have a second person hold the ladder so it will not move during use.

7. Employees may be exposed to sharp knives, scissors and other cutting tools that can cause serious hand injuries. Approved protective gloves should be worn at all times when using these tools or working with materials that can cut or puncture.
8. Employees may be exposed to pinch hazards that can cause serious hand injuries. Approved protective gloves should be worn at all times when using these tools or working with materials that can pinch or mash fingers and hands.
9. Employees may use flammable fluids for cleaning & drying agents or lubricants. Appropriate caution must be used at all times these materials are used around electric tools & appliances and other sources of flame or ignition. Paper towels and cleaning rags laden with solvent must be properly stored or disposed of in sealed containers, away from sources of flame or ignition.
10. Smoking is not allowed in any EverGlow facility or at any project jobsite in the EverGlow product installation or other work area.
11. EverGlow has a ZERO Tolerance for substance abuse.

Safety Education and Training

Each Superintendent or Project Manager working on an EverGlow project jobsite will be required to hold weekly safety meetings with all employees working on the jobsite. These safety meetings should be a time to review safe working practices, to address any potential hazards that may exist in the upcoming stages of work and to discuss any violations/accidents that may have recently occurred.

Training will be held at the main office on a quarterly basis. The purpose of this training will be to make employees aware of any new additions to the EverGlow Safety Program, to go over existing rules/regulations and to ensure that each employee is up to date on all policies. There will be an assessment given to each employee at the end of each training session. Employees who miss the training or fail the assessment will be unable to report to their work assignment until they have satisfactorily completed the training.

Evaluation of Safety Program Effectiveness

EverGlow management welcomes comments and suggestions to help improve and determine the effectiveness of the EverGlow Safety Program. These comments and suggestions can be submitted as appropriate. EverGlow employees will meet each month to review the program and to discuss any new procedures that may need to be added and enforced. EverGlow encourages every employee to provide constructive input regarding the Safety Program.

Please contact Charles V. Barlow (Tel: 704-841-2580 or Email: cvbarlow@everglow.us) with comments or suggestions.

Company Specific Hazards – EverGlow NA, Inc.

Should be addressed here and may include but are not limited to the following:

Safety Program	Tool Safety	Substance Abuse Policy
Safety Responsibility	Electrical Safety	
Safety Rules	Fall Prevention & Protection	Housekeeping
	Scaffolding/Platforms	
Orientation/Training	Powered Industrial Trucks	Work gloves
Safety Meetings	Material Storage	Dust masks
Hazard Communications	Signs and Barricades	Safety glasses
First Aid		Hard hats
	Stairways and Ladders	Ear plugs or other protection
Accident Investigation		
OSHA Form 300 Log	Emergency Response	Lifting Safety