



400 Park Drive, Carlisle, Pennsylvania 17015 USA Telephone (717) 486-3366

Joe Terns
Plant Manager
Works No. 6

Subject: Carlisle Plant, Contractor Safety & Security

The following procedures are intended to familiarize contractor employees of safety & security requirements for work at VITRO Carlisle Plant. Instructions contained herein cover the following:

- A. General Contractor Instructions & Obligations
- B. Facility Security & Access Control
- C. Specific Plant Safety Rules & Procedures
- D. Process Safety Management
- E. Chemical Hazard Communications
- F. Emergency Response Procedures
- G. Environmental Procedures

These Safety & Security Instructions must be given to contractors performing work at the Carlisle Plant. The contractor shall comply with rules & regulations of all governmental authorities & VITRO Industries while engaged in the performance of this contract. It is the responsibility of contractor management to: 1) provide personnel whom are appropriately screened, trained, competent, & capable of performing specified duties; 2) assure their employees are informed of the requirements and abide by these requirements; 3) implement a process for self-monitoring & compliance with VITRO requirements. VITRO contractor representatives and other will periodically audit contractor safety performance through Management Intervention observations and inspections. Feedback will be provided to contractor management as necessary. This contractor training record, the training quizzes, the tool releases, and confidentiality agreements shall be returned to the safety department for tracking & filing.

Company Name: ADVANCED INDUSTRIAL SERVICES INC VITRO Representative: _____

Work being performed: MAINTENANCE

Contractor Employee Names (5 employees per sheet) Date: _____

Name (Print)

Signature



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APPENDIX 1A

(Contractors/Suppliers)

AGREEMENT OF CONFIDENTIALITY

Whereas [redacted] (hereafter "Supplier") wishes to be considered as a Supplier of materials, machinery, equipment, or services to VITRO Industries, Inc. (hereafter "VITRO") in connection with ADVANCED INDUSTRIAL SERVICES INC, and it may be necessary for VITRO to disclose to supplier certain confidential and proprietary information of VITRO, Supplier, for itself and on behalf of its officers, employees, and agents, agrees as follows.

1. "VITRO Confidential Information" means (1) documents and the information contained therein including all documents of any character, including but not limited to drawings, designs, plans, specifications, requisitions, instructions, data, manuals, and the like which (a) are delivered to Supplier by or and behalf of VITRO or (b) are produced or developed by Supplier using information contained in such documents, and (2) any information disclosed other than in documentary form.
2. VITRO Confidential Information in the possession of the Supplier shall be and remain the property of VITRO and VITRO Confidential Information in documentary form shall be delivered to VITRO, including all copies thereof, upon the termination of this Agreement or earlier if requested by VITRO
3. Supplier agrees to maintain in strict confidence and not to disclose to any third party, and not to use except for the benefit of VITRO pursuant to an agreement of understanding with VITRO, any part of VITRO Confidential Information. In doing so, the Supplier shall exercise the same degree of care it takes in protecting its own trade secrets.
4. The obligations of Paragraph 3 shall not exceed to any VITRO Confidential Information which (a) is already in the possession of the Supplier at the time of disclosure by VITRO as shown by written evidence, (b) is lawfully acquired by the Supplier from some source other than directly or indirectly from VITRO, or (c) is or becomes published or otherwise publicly available through no breach of this Agreement
5. Delivery of VITRO Confidential Information hereunder shall be by, and any communication in connection therewith shall be with such persons, as VITRO shall hereafter designate
6. This Agreement conveys no right under any patent, trademark, copyright of VITRO, other than as may be necessary to supply materials, machinery, equipment, or services to VITRO, and no warranty or indemnification to the use of any information of VITRO is expressly or impliedly given

VITRO Carlisle Plant

Supplier/Contractor

By _____

By [redacted]

PRINT NAME

Date _____

Date [redacted]



Architectural Glass

400 Park Drive, Carlisle, Pennsylvania 17015 USA Telephone (717) 486-3366

Joe Terns
Plant Manager
Works No. 6

Subject: Personal Cell Phone & Electronics Policy

I strongly believe our number one responsibility in this plant is the personal safety of all Vitro employees, contractors, & visitors. Unfortunately, our injury performance over the past few years has not been very good, averaging over two OSHA Recordables per month. Our injury performance data strongly suggests that increasing our awareness level while in the work area will help minimize the risk of an accident. To help improve our overall safety awareness, I am asking everyone to read, understand, & follow our Policy on personal cell phone & electronic device usage in the plant.

Definitions

“Electronic Device” is defined as any personal electronic device with the ability to receive and/or transmit voice, text, data messages, or access the internet, including but not limited to cell phones, digital wireless phones, radio-phones, pagers, PDA’s, MP3 players, iPods, iPads, digital books & tablets, games, any type of hands-free device, headphones, & ear buds, cameras, and recording devices for voice or video.

“Manufacturing Areas” include all areas except: Parking lot, offices, & break rooms.

Manufacturing Environment Policy

1. The use of personal Electronic Devices is prohibited in the manufacturing areas.
2. Electronic devices cannot be left out in the open or visible.
3. Employees are free to use Electronic Devices **outside** of the manufacturing areas before & after their work scheduled, & during breaks & lunch times.
4. Office staff, contractors, & visitors must comply with this policy.

Personal phone calls

Production employees may not accept personal phone calls during scheduled work hours in the manufacturing areas. Family & friends should be informed to leave non-emergency messages on your personal cell phone, for you to return during breaks. In an Emergency, calls should be directed to the company phone number: **717-486-3366**. A front desk attendant will ensure that Emergency messages are relayed immediately.

Exceptions – Managers, supervisors, engineers, office personnel, & contractors are authorized for electronic device usage, when necessary, for company business during times of production. Whenever feasible, they must limit usage to outside the manufacturing areas, & to exercise good judgement while using these devices within the manufacturing areas. The following provisions apply:

1. Personal calls are not to be accepted while in manufacturing areas.
2. Calls for business reasons must be taken in a safe area, preferably in a non-manufacturing area or a designated walkway way from intersections and high traffic areas.
3. Making/taking a call or texting on the phone is not to be done while walking or while on a stairway.
4. Phones cannot be used for any reason while operating a cart, fork truck, or any moving vehicle.

Compliance

In order to ensure this policy is implemented in a consistent & fair manner throughout the plant, violations of this policy will follow our normal progressive discipline process, starting with a documented coaching session.

Acknowledgement

I acknowledge that I have received a copy of the company’s **Personal Cell Phone & Electronics Policy** and I understand that this policy supersedes any previous policies on this subject.

Company ADVANCED INDUSTRIAL SERVICES INC

Date [redacted]

Print [redacted]

Sign [redacted]

Attachment "C"
VITRO CARLISLE PLANT – 2021 CONTRACTOR SAFETY QUIZ (revised 12-8-20)

YOUR NAME: _____ COMPANY NAME: _____ ADVANCED INDUSTRIAL SERVICES INC DATE: _____

(Circle the correct answer or fill in the blank)

1. What are the minimum personal protective equipment (PPE) requirements for contractors working at the Carlisle Plant?
 - a) Safety glasses meeting ANSI Z87 standards with side shields
 - b) Hard hat
 - c) Substantial leather work boots or shoes
 - d) Ear Muffs or Ear Plugs
 - e) "a" and "c" are correct
 - f) "a" and "d" are correct

2. COVID-19 precautions must be followed while working in this facility. Which of the following preventative measures apply?
 - a) Reading the Entry Screening questions posted in the Lobby
 - b) Daily temperature screening in the Lobby
 - c) Wearing a face mask/face covering
 - d) Social distancing at least six feet apart while eating or drinking
 - e) All of the above are required

3. Which of the following is **not** an energy isolation device for isolation of hazardous energy?
 - a) Electrical breaker
 - b) Light curtain
 - c) Ball valve on a chemical pipeline
 - d) Selector switch
 - e) "a" and "b" are correct
 - f) "b" and "d" are correct

4. Vitro Carlisle Plant has one OSHA Process Safety "covered process" which requires special training and work practices when working on or near the process. Which of the following is a covered process chemical?
 - a) Natural gas used to heat the glass melting furnaces
 - b) Hydrogen gas used in the bath atmosphere
 - c) Aqueous ammonia used for emissions control.
 - d) Sulfur dioxide applied at the bath exit end

5. TRUE OR FALSE. Contractors must apply and remove their own LOTO locks and tags on an energy isolation device. They shall not remove the LOTO locks or tags of other Vitro employees or contractors.

6. TRUE or FALSE. Smoking and the use of any tobacco product is prohibited on Carlisle Plant property.

7. TRUE or FALSE. Studies have shown cell phone use and text messaging distract a person. A distracted worker has an increased risk of an accident. Under no circumstances shall a person operate a fork truck, cart or other equipment while using a cell phone.

8. Some areas of the Carlisle Plant have asbestos containing building materials. Do not _____, _____, or otherwise _____ asbestos containing materials. Contact the Safety Department for more information.

9. When you are walk through the plant and see an approaching fork truck or pack truck, you must do the following before attempting to cross the truck's path?
- a) Make eye contact with the fork truck driver so he or she is aware of your presence.
 - b) Go a different direction
 - c) Gesture to assure the driver is aware of your presence
 - d) "a" or "b" are correct
 - e) "a" or "c" are correct
10. Always stay a safe distance from a pack truck hauling glass. The minimum safe distance is how far?
- a) 10 feet
 - b) 20 feet
 - c) 30 feet
 - d) 40 feet
11. TRUE OR FALSE. Aluminum food and beverage containers are not allowed on plant property.
12. What should you do if you see a person with a potentially life threatening injury or illness?
- a) Treat the injury if you know how
 - b) Put them on a cart and take to first aid
 - c) Immediately notify the nearest Vitro employee to page a "Code 3" medical emergency
 - d) Do none of the above
13. Which of the following **is not** a safe work practice for use and storage of compressed gas cylinders?
- a) Securely fasten compressed gas cylinders in an upright position.
 - b) Separate oxygen and flammable gas cylinders in storage by at least 20 feet.
 - c) Use oil or grease on oxygen fittings.
 - d) Place a valve cap over the cylinder valve when not in use.
14. A full body harness with fall arresting lanyard and suitable anchor point must be used for which of the following work activities?
- a) Using an aerial lift
 - b) Working at heights six feet or higher without guardrail protection
 - c) Using a scissors lift
 - d) All of the above
 - e) None of the above
15. Carlisle Plant has approximately 225 confined spaces. Which of the following hazards may be present in a confined space?
- a) Engulfment
 - b) Moving Machine Parts
 - c) Hazardous Atmosphere
 - d) All of the above
16. Vitro Carlisle Plant has a _____ policy which means that process waste water, chemicals, paints, or any other hazardous materials must never be disposed in sinks, floor drains, gutters, storm water drains or storm water retention basins.

**REPLACE
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WITH
SAFETY
CARDS**