

## INTRODUCTION

102

This manual sets forth GTC minimum policies and procedures for environment, safety and health, providing a safe work place for all employees, visitors, and contractors.

Manuals are available to each individual employee for their review and are available for use in new employee orientation, safety meetings and safety training.

Should questions arise concerning implementation or application of any policy or procedure contained herein, please contact your immediate Supervisor/Foreman to ensure full and proper understanding and compliance.

There are three (3) classifications of personnel which may enter a GTC job site (of which the level of safety instruction will vary): 1) GTC employees, 2) Visitors and Vendors, 3) Contractors.

### GTC Employee(s)

An employee is defined as any person(s) that is permanently employed by GTC.

All employees must be trained upon initial hire, and annually on specific safety rules and regulations. They shall be trained, exercise and understand necessary safety procedures set forth in this manual. Specialized or limited task training will contain the specific information needed for specified tasks and will be administered prior to performing the task.

### Visitors and Vendors

A visitor is defined as any person that enters a GTC job site including delivery personnel, meeting attendees, vendor representatives escorted tour groups or other large groups of visitors (this is not intended to include individuals who will be performing physical work on the premises, nor persons that would be expected to stay onsite for an extended period of time).

Upon entering the jobsite, you will be briefed for site hazards and escorted while on-site by GTC personnel. If your visit will take you beyond the job trailer / access point you may be required to receive a minimum level of jobsite instruction in areas related to:

- The job site safety practices (Personal Protective Equipment PPE)
- Emergency response procedures
- Hazard Communication training as deemed necessary
- Specific job site hazards as deemed necessary

## Contractors

A contractor is defined as a non- GTC person(s) performing physical work on-site under a GTC purchase order/contract. A contract is the document that contains the agreement between GTC and the contractor with the terms and conditions, which serve as proof of their respective obligations. Contracts are to be signed by authorized representatives of the contractor and GTC and in a form previously approved by the GTC.