

SAFETY MEETINGS

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I. PURPOSE

To effectively communicate the potential hazards in which employees may be exposed; actions required by Federal and State OSHA standards to eliminate such hazards; and review the established policies and procedures for preventing incidents.

II. PROCEDURE

To enhance the safety and well-being of all employees, GTC agrees to promote habits of safety and health and will cooperate in a program of accident prevention and observation of safety and health rules and regulations.

Safety meetings will be held by the company. All employees must attend the safety meeting.

The company will organize the safety topics to be presented. The schedule may be revised for appropriate reasons.

If an employee cannot attend the meeting, the company's expectation is that the employee will have until the fifteenth day following the meeting in which to make the meeting up. The company's expectation for make-up safety meetings will be monitored.

A "Safety Meeting Attendance Report" will track this attendance.

A copy of the safety meeting attendance records will remain on file.