GPA GLASS Safety Guidebook

Updated: [Insert Date]

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1. Introduction

At GPA GLASS, safety is the foundation of our work. Our goal is to ensure every employee returns home safely each day. This guidebook outlines our commitment to safety and provides the standards every team member must follow.

1. **Every Employee is Responsible** – Safety is not just management's duty; every worker must take ownership by identifying hazards, following procedures, and looking out for coworkers.
2. **GPA Safe Program** – Our structured approach to workplace safety focuses on hazard identification, training, and ongoing reinforcement of safe behaviors.
3. **Continuous Training** – We provide regular safety training sessions to ensure employees stay informed about best practices and regulatory changes.
4. **Compliance with OSHA & Industry Standards** – We strictly adhere to OSHA guidelines and industry-specific safety protocols to minimize risks.
5. **Proactive Hazard Identification** – Employees are trained to recognize unsafe conditions and take immediate action to correct them.
6. **Incident Prevention Focus** – By analyzing past incidents and near misses, we continuously improve our safety measures to prevent future accidents.

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2. GPA GLASS Safety Culture

Our culture is built around proactive safety measures and accountability at all levels.

1. **Safety Starts at the Top** – Leadership actively reinforces safety through training, meetings, and direct involvement in daily operations.
2. **"Our Unbreakable Safety Rules"** – These non-negotiable rules ensure critical safety measures, such as proper PPE use and fall protection, are always followed.
3. **Open Communication** – Employees are encouraged to report unsafe conditions without fear of retaliation. Open dialogue helps prevent accidents before they occur.
4. **Recognition for Safe Behavior** – Workers demonstrating exceptional safety practices are acknowledged and rewarded, reinforcing positive behaviors.
5. **Stop Work Authority** – If a situation is unsafe, every worker has the authority to stop work immediately. No task is so urgent that it compromises safety.
6. **Learning from Near Misses** – Every close call is treated as an opportunity for improvement. We investigate near misses to identify potential hazards and prevent future incidents.

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3. General Safe Work Expectations

Establishing safe habits on the job site helps create a secure environment for everyone.

1. **Always Follow Safety Procedures** – Cutting corners leads to accidents. Employees must strictly adhere to all company safety protocols.
2. **Stay Alert and Aware** – Workers must remain focused and attentive at all times, especially in high-risk areas. Distractions increase the likelihood of injury.
3. **Maintain a Clean Worksite** – Proper housekeeping minimizes slip, trip, and fall hazards, ensuring a safe workspace for everyone.
4. **Report All Incidents and Hazards** – Even minor hazards can lead to serious incidents. Employees should promptly report any unsafe conditions or near misses.
5. **Work as a Team** – Safety is a collective effort. Team members should support and remind each other of safe practices.
6. **Follow PPE and Fall Protection Requirements** – Proper personal protective equipment must always be worn, and fall protection measures must be strictly followed.

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4. Personal Protective Equipment (PPE)

PPE is the first line of defense against workplace injuries. Employees must wear the appropriate gear at all times.

1. **Hard Hats Must Be Worn at All Times** – Head protection is mandatory to prevent injuries from falling objects or accidental impacts.
2. **Eye Protection is Mandatory** – Safety glasses or goggles protect against dust, debris, and potential impact hazards.
3. **Proper Gloves for Each Task** – Employees must select gloves suited for their specific tasks, such as cut-resistant gloves for glass handling.
4. **High-Visibility Vests Required** – To ensure workers are easily seen, high-visibility clothing is essential, especially in active construction zones.
5. **Steel-Toe Boots Only** – Foot protection prevents injuries from heavy objects, sharp debris, and puncture risks.
6. **Fall Protection Gear Must Be Inspected Before Each Use** – Harnesses, lanyards, and other fall protection equipment should be checked for damage before use.

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5. Weather Considerations

Weather conditions can significantly impact job site safety. Proper precautions must be taken based on weather conditions.

1. **Stop Work in High Winds (20+ mph)** – Strong winds can create dangerous conditions, especially when handling large glass panels.
2. **Use Anti-Slip Footwear in Rain & Ice** – Proper footwear reduces the risk of slipping in wet or icy conditions.
3. **Hydrate Frequently in Heat** – Workers must drink plenty of water to prevent heat-related illnesses such as dehydration or heat stroke.
4. **Wear Insulated Clothing in Cold Weather** – Layered clothing and insulated gloves prevent frostbite and hypothermia.
5. **Secure Materials During Storms** – Loose materials should be properly stored to prevent them from becoming airborne hazards during storms.
6. **Monitor Weather Alerts** – Supervisors should regularly check weather reports and adjust work schedules accordingly.

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6. Tool Use & Handling

Proper tool use is critical in preventing injuries and ensuring efficiency on the job.

1. **Inspect Tools Before Use** – Damaged tools should be reported and replaced immediately to prevent malfunctions.
2. **Use the Right Tool for the Job** – Using incorrect tools can cause accidents or damage to materials.
3. **Store Tools Properly** – Tools should be kept in designated storage areas to prevent tripping hazards and prolong their lifespan.
4. **Keep Hands Away from Moving Parts** – Workers should be cautious around sharp edges, moving blades, or rotating parts.
5. **Do Not Modify or Remove Safety Features** – Built-in safety mechanisms should never be disabled or removed from tools.
6. **Use Two Hands When Operating Power Tools** – Ensuring a firm grip helps maintain control and precision.

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7. Material Handling and Storage

Proper handling and storage of materials, especially large glass panels, are essential to prevent accidents and ensure efficiency.

1. **Use Mechanical Aids When Possible** – Lift-assist devices, suction cups, and forklifts should be used to minimize strain and reduce the risk of dropping materials.
2. **Secure Glass Panels Properly** – All glass must be stored in a stable, upright position and properly secured to prevent tipping.
3. **Always Use Proper Lifting Techniques** – Workers should lift with their legs, not their backs, and use team lifts for heavy or awkward loads.
4. **Keep Storage Areas Organized** – Cluttered storage spaces increase the risk of tripping hazards and improper material handling.
5. **Inspect Materials Before Use** – Any damaged glass or materials should be reported and removed from the site to prevent injuries.
6. **Follow Weight Limits for Storage Racks** – Exceeding weight limits can cause racks to collapse, leading to severe injuries or material damage.

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8. Daily Pre-Task Safety Analysis (PTSA)

Pre-task safety planning helps identify potential hazards before work begins.

1. **Hold Daily Safety Meetings** – A brief safety discussion before starting work ensures everyone understands the risks and precautions for the day.
2. **Assess Worksite Conditions** – Check for environmental hazards like uneven surfaces, overhead obstructions, or nearby active work zones.
3. **Identify Specific Task Hazards** – Every job has unique risks, whether it's handling large glass panels or working at heights.
4. **Assign Safety Responsibilities** – Each worker should know their role in maintaining a safe jobsite.
5. **Ensure All Workers Have Proper PPE** – Verify that all team members have the required safety gear before work begins.
6. **Encourage Open Communication** – Workers should feel comfortable voicing safety concerns or stopping work if they notice a hazard.

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9. Elevated Work (Fall Protection)

Falls are one of the leading causes of injuries in the construction industry. Strict fall protection measures must be followed.

1. **Always Use Fall Protection at 6 Feet or Higher** – Workers at elevations must use harnesses, lanyards, and anchor points at all times.
2. **Inspect Fall Protection Equipment Daily** – Harnesses and lanyards should be checked for wear, fraying, or defects before each use.
3. **Ensure Proper Anchorage Points** – Fall protection gear must be secured to rated anchor points that can support at least 5,000 lbs.
4. **Use Proper Ladders and Scaffolding** – Workers must ensure ladders are stable and scaffolding is correctly assembled with guardrails in place.
5. **Never Overreach While on Ladders or Lifts** – Always reposition ladders or lifts rather than stretching beyond a safe reach.
6. **Follow Scaffold Load Limits** – Exceeding the weight limit of scaffolds or lifts can result in collapse or tipping.

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10. Dropped Object Prevention

Preventing falling objects is crucial to protecting workers below from serious injuries.

1. **Secure Tools and Materials at Heights** – Use tool lanyards, netting, and barriers to prevent items from falling.
2. **Barricade Areas Below Elevated Work** – Workers should not be allowed to pass under areas where overhead work is taking place.
3. **Use Tethered Tools** – Tools should be secured to prevent accidental drops when working at heights.
4. **Never Stack Materials Unsecured** – Glass and other materials should be properly stacked to avoid shifting and falling.
5. **Communicate When Lifting or Lowering Materials** – Workers above and below should coordinate movements to ensure safety.
6. **Conduct Regular Inspections** – Safety supervisors should frequently inspect elevated work areas for potential drop hazards.

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11. Vehicle and Equipment Safety

Safe operation of vehicles and heavy equipment is critical in preventing workplace accidents.

1. **Only Trained Personnel May Operate Equipment** – Workers must be certified or trained before using lifts, cranes, or other machinery.
2. **Inspect Vehicles and Equipment Daily** – Operators must conduct pre-use inspections to check for damage or malfunctions.
3. **Maintain a Safe Distance from Equipment** – Pedestrians and other workers should always stay clear of operating machinery.
4. **Use Spotters When Necessary** – A spotter should guide equipment operators when visibility is limited.
5. **Follow Traffic Control Plans** – Job sites should have designated vehicle paths and pedestrian walkways to minimize collisions.
6. **Never Use Equipment for Unauthorized Tasks** – Forklifts, lifts, or other machinery should only be used for their intended purpose.

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12. Cranes & Rigging

Cranes and rigging operations involve significant risks and must be handled with extreme caution.

1. **Only Certified Operators May Use Cranes** – Proper training and certification are required for crane operators.
2. **Inspect Rigging Equipment Before Each Use** – Slings, shackles, and hooks must be checked for wear or damage before lifting.
3. **Follow Load Limits Strictly** – Never exceed the crane's lifting capacity, as it can lead to catastrophic failure.
4. **Ensure Proper Communication** – Crane operators and ground crews must use standard hand signals or radios to coordinate lifts.
5. **Establish an Exclusion Zone** – Workers should never stand under a suspended load.
6. **Use Tag Lines to Control Loads** – Tag lines help stabilize loads and prevent uncontrolled swinging.

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13. Ergonomics & Safe Lifting

Poor lifting techniques can lead to serious injuries, especially in glass handling.

1. **Lift with Your Legs, Not Your Back** – Avoid back strain by using proper lifting posture.
2. **Use Team Lifting for Heavy Glass Panels** – No worker should attempt to lift heavy glass alone.
3. **Keep a Neutral Spine** – Avoid twisting while lifting to prevent back injuries.
4. **Take Frequent Breaks When Lifting Repetitively** – Overexertion can lead to strain and fatigue.
5. **Use Ergonomic Tools When Available** – Lift-assist devices reduce strain and improve safety.
6. **Stretch Before Work** – Preparing muscles for physical activity reduces the risk of injury.

14. Fire Safety

Fire prevention and preparedness are critical for all job sites.

1. **Know Fire Extinguisher Locations** – All workers should be aware of fire extinguisher locations and proper use.
2. **Eliminate Fire Hazards** – Keep work areas clear of flammable materials and properly store chemicals.
3. **Follow Hot Work Protocols** – Welding and cutting require special precautions to prevent fire hazards.
4. **Never Block Emergency Exits** – Ensure all escape routes remain clear at all times.
5. **Report Any Fire Hazards Immediately** – Workers should notify supervisors of any unsafe conditions.
6. **Participate in Fire Drills** – Regular drills help workers react quickly in an emergency.

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15. Hot Work

Hot work, such as welding, cutting, and grinding, introduces fire hazards and must be strictly controlled.

1. **Obtain a Hot Work Permit** – A permit is required before performing any hot work to ensure safety protocols are in place.
2. **Clear Flammable Materials from the Area** – Remove combustibles or cover them with fire-resistant blankets before starting work.
3. **Use Proper Fire Watch Procedures** – A trained fire watch must be present during and after hot work to monitor for sparks and flames.
4. **Ensure Proper Ventilation** – Hot work can produce harmful fumes and gases, requiring adequate ventilation.
5. **Wear Appropriate PPE** – Fire-resistant clothing, gloves, and eye protection are mandatory.
6. **Keep a Fire Extinguisher Nearby** – A fire extinguisher should be within reach at all times in case of an emergency.

16. Compressed Gas Cylinders

Compressed gases are under high pressure and pose explosion risks if mishandled.

1. **Store Cylinders Upright and Securely** – Cylinders must be fastened to prevent tipping or falling.
2. **Keep Oxygen and Fuel Gases Separate** – Store oxygen at least 20 feet away from flammable gases like acetylene.
3. **Inspect Cylinders for Damage** – Dents, rust, or leaks should be reported and the cylinder removed from service.
4. **Use Proper Valve Protection** – Cylinder caps must be in place when not in use.
5. **Transport Cylinders Safely** – Never drag or roll cylinders; use a hand truck for moving them.
6. **Never Modify or Tamper with Cylinders** – Only trained personnel should handle gas adjustments or repairs.

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17. Hazard Communication Plan

Ensuring workers are informed about hazardous materials on-site is crucial for safety.

1. **Maintain Safety Data Sheets (SDS)** – Every hazardous substance must have an accessible SDS detailing its risks and handling instructions.
2. **Label All Hazardous Materials Clearly** – Containers must have proper labeling to indicate their contents and hazards.
3. **Train Workers on Chemical Safety** – Employees must know how to handle and store hazardous substances safely.
4. **Use Proper PPE When Handling Chemicals** – Gloves, goggles, and respirators should be worn as required.
5. **Know Emergency Procedures** – Workers should understand spill response and first aid measures for chemical exposure.
6. **Dispose of Hazardous Waste Properly** – Follow regulations for disposing of chemicals and other hazardous materials.

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18. Controlled Access Zones

Restricting access to hazardous areas prevents unnecessary risks.

1. **Use Barricades and Signs** – Clearly mark restricted areas to keep unauthorized personnel out.
2. **Only Authorized Personnel May Enter** – Workers must have the necessary training and approval to enter these zones.
3. **Monitor Entry Points** – Supervisors should ensure compliance with access restrictions.
4. **Adjust Zones Based on Jobsite Conditions** – Controlled areas may need to be expanded or modified as work progresses.
5. **Communicate Zone Restrictions to All Workers** – Regular reminders should be given during safety meetings.
6. **Enforce Rules Without Exception** – No one should bypass safety barriers or ignore restricted areas.

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19. Guarding and Barricades

Protecting workers from moving machinery, falling objects, and other hazards is essential.

1. **Install Physical Barriers Where Necessary** – Guards and barricades should be placed around dangerous equipment or drop-offs.
2. **Maintain Barricades at All Times** – Never remove or alter barriers without authorization.
3. **Use Warning Tape for Temporary Hazards** – Tape can alert workers to potential dangers in work zones.
4. **Ensure Machine Guards Are in Place** – Never operate machinery without required safety guards.
5. **Regularly Inspect Guarding Systems** – Supervisors should check that all barriers remain in proper condition.
6. **Educate Workers on Barrier Purpose** – Employees must understand why barricades are in place and respect their function.

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20. Machine Guarding

Protecting workers from rotating parts, sharp edges, and other mechanical hazards is critical.

1. **Never Remove Safety Guards** – Machine guards should remain in place to prevent contact with dangerous components.
2. **Inspect Machines Before Use** – Look for missing or damaged guards before operating any equipment.
3. **Lockout/Tagout Before Servicing** – Machines must be fully shut down and locked out before maintenance.
4. **Keep Hands and Clothing Away from Moving Parts** – Loose clothing and gloves should be avoided around rotating machinery.
5. **Use Two-Hand Controls When Available** – Some machines require both hands to activate to reduce accidental operation.
6. **Report Any Guarding Deficiencies Immediately** – Supervisors must be alerted if safety guards are missing or broken.

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21. Confined Space Entry

Working in confined spaces, such as elevator shafts or utility rooms, requires special precautions.

1. **Obtain a Confined Space Permit** – Authorization is required before entering confined spaces.
2. **Test the Atmosphere for Hazards** – Oxygen levels, toxic gases, and explosive risks must be assessed before entry.
3. **Use Proper Ventilation** – Forced air systems may be needed to maintain safe breathing conditions.
4. **Assign a Trained Attendant Outside** – A standby worker must monitor conditions and be ready to assist in an emergency.
5. **Wear a Harness and Retrieval System** – Workers must have a way to be rescued if they lose consciousness.
6. **Follow Emergency Exit Procedures** – Have a clear evacuation plan before entering a confined space.

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22. Carbon Monoxide Protection

Preventing exposure to this colorless, odorless gas is crucial for worker safety.

1. **Avoid Using Gas-Powered Equipment Indoors** – Only electric tools should be used in enclosed spaces.
2. **Ensure Proper Ventilation** – Work areas must have fresh air flow to disperse harmful gases.
3. **Monitor CO Levels with Detectors** – Carbon monoxide alarms should be installed in enclosed job sites.
4. **Recognize Symptoms of CO Poisoning** – Headaches, dizziness, and confusion may indicate exposure.
5. **Shut Down Equipment If CO Levels Rise** – Immediate action is required if detectors indicate dangerous concentrations.
6. **Seek Medical Help for Suspected Exposure** – Any worker showing signs of poisoning should be moved to fresh air and treated immediately.