

# Safety at Solar



**Solar Innovations, Inc.**

Working Safely Today and Everyday

[www.solarinnovations.com](http://www.solarinnovations.com)

# While You Are At Solar

Safety glasses must be worn at all times in the shop. Look around; be aware of your surroundings.

Listen for running machines and warning noises: beeps, honks, and reverse alarms from forklifts and golf carts. Use ear protection as required.



Visitors must be accompanied by a Solar Innovations, Inc. Team Member at all times.

Keep jewelry and loose clothing clear of machines.

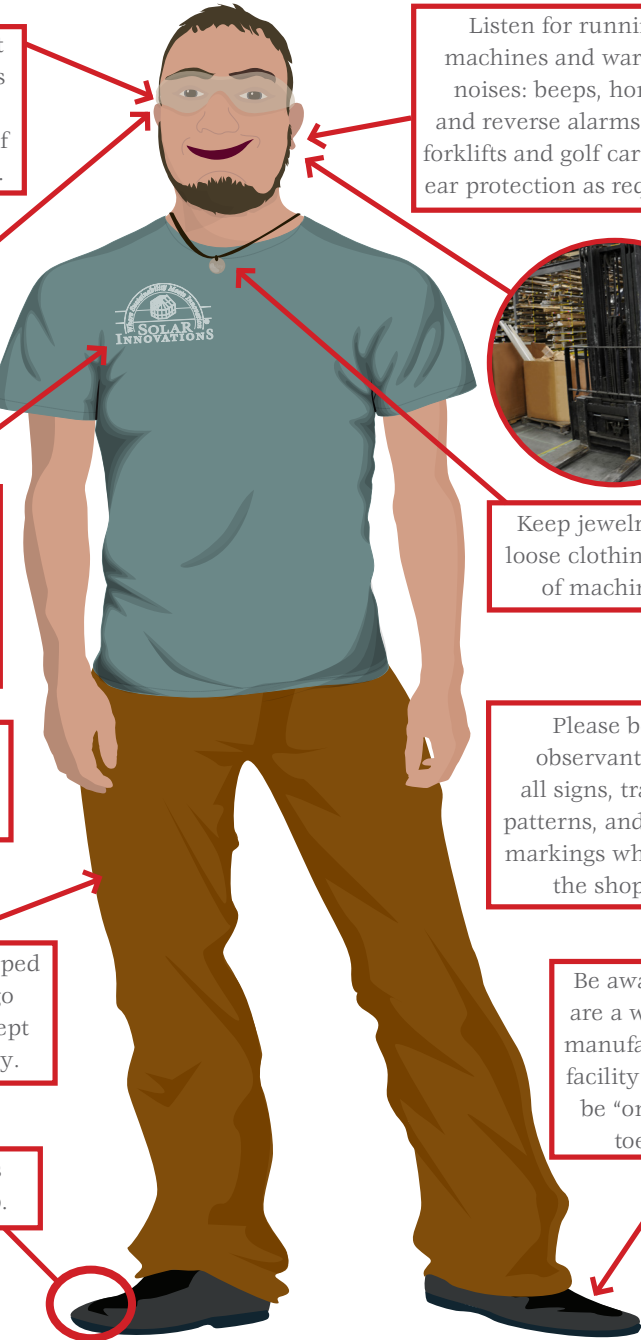
! Be aware of overhead safety hazards.

Please be observant of all signs, traffic patterns, and floor markings while in the shop. !

Loose, baggy, or ripped clothing and cargo pockets must be kept clear of machinery.

Be aware, we are a working manufacturing facility. Please be "on your toes!"

No open toed shoes allowed in the shop.



"Safety - A small investment for a rich future."

# Solar's History



Solar Innovations, Inc. can trace its history back to the early 1950's, when Everlite Greenhouses was founded. Everlite was later purchased for its dealer network in the 1980's by a sunroom manufacturer in Maryland. The manufacturer took over the Everlite name and began to distribute replacement parts for the original company, but limited its manufacturing to the newer sunroom product, as well as the development of a Mahogany interior/aluminum exterior conservatory. Everlite continued to produce sunrooms through the 1980's and eventually sold machinery designs to several entities which began manufacturing sunrooms.

One of these entities moved its operations to York, PA and proceeded to manufacture wood and aluminum products. Greg Header was hired by the company as a consultant in 1997. The company underwent a re-organization, and on April 15, 1998, Solar Innovations, Inc. was formed. Greg Header became the President and Darren Coder was named Vice President.

Solar Innovations, Inc. listened to its customers and delivered what they wanted. A complete line of high performance accessories including doors, windows, ridge vents, and more was created to allow Solar Innovations, Inc. to control quality and lead times. Solar now resides in a state-of-the art 225,000 sq. ft. corporate office and manufacturing facility that is located in Pine Grove, PA, and employs over 120 team members.

“The door to safety swings on the hinges of common sense.”

# Solar's Facility

On June 22, 2009, we moved our operations to Pine Grove, PA, and into a custom designed and built corporate headquarters and manufacturing facility which was carefully evaluated for both ecological and fiscal responsibility, and especially against LEED standards and "Green" Business Practices.

The LEED (Leadership in Energy and Environmental Design) Green Building System is the national benchmark for the design, construction, and operation of high-performance green buildings.

The levels are as follows:

- **Certified**
- **Silver**
- **Gold**
- **Platinum**



We were granted official LEED Gold Certification on February 23, 2011, by the USGBC for our new, state-of-the-art facility in the Pine Grove Industrial Park, Pine Grove, Pennsylvania. After months of hard work and dedication, the Solar LEED team was granted 62 points towards the LEED Certification allowing us to receive the **GOLD** status.



"A danger foreseen is half avoided."

# Accident/Injury Procedure

If someone is badly injured, **call 911** and stay with the injured person. Appropriate emergency services (fire, police, ambulance) will respond.

**Immediately** contact one of the following Solar Team Members:

**Operations** : Frank Neumeister - 717-821-7655 or 3047

**Human Resources** : Melissa Cramer - 717-821-4412 or 3011

**President** : Greg Header - Dial 3002 to have Greg paged

**Main Office** : 570-915-1500 or “0” or 3002

**Do not move anything at the accident scene - isolate the area.**

Ensure the injured individual receives medical attention, if necessary.

If first aid is necessary, call the main office for assistance.

An investigation must be conducted immediately by management to determine the cause of the accident and how to prevent it from reoccurring in the future.

- **Photos must be taken of the accident area**
- **Injured party's statement of the incident must be obtained**
- **Statements from witnesses must be obtained**

Equipment and/or materials involved in the incident must remain at the scene of the accident until management gives final approval to move items in the area.

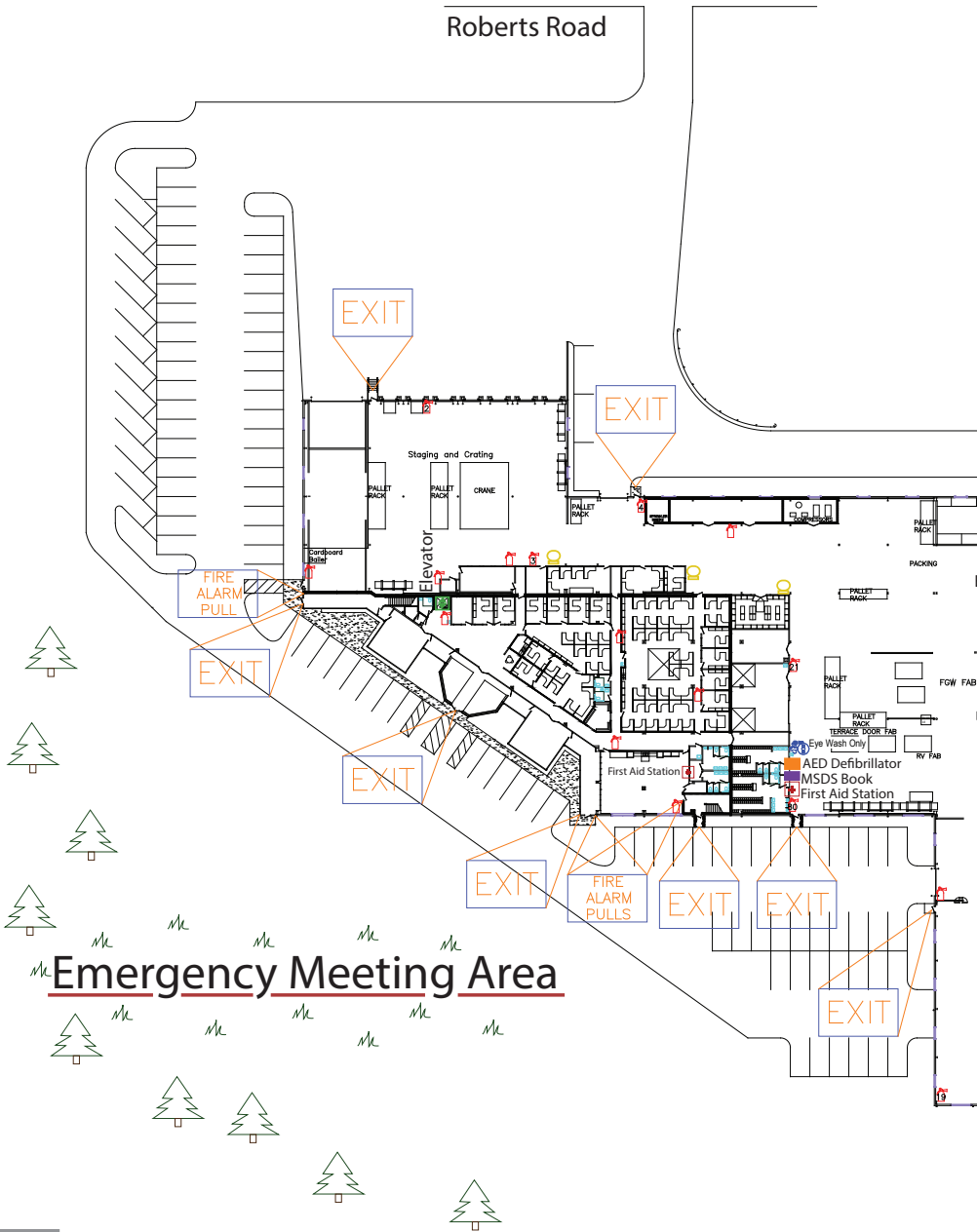
Only trained individuals should clean up an accident scene to avoid health risks. The person cleaning up the scene must be appointed by one of the above-listed individuals.

## **Nearest Emergency Room:**

Good Samaritan Hospital - Lebanon, PA (717) 270-7500

# Evacuation Map

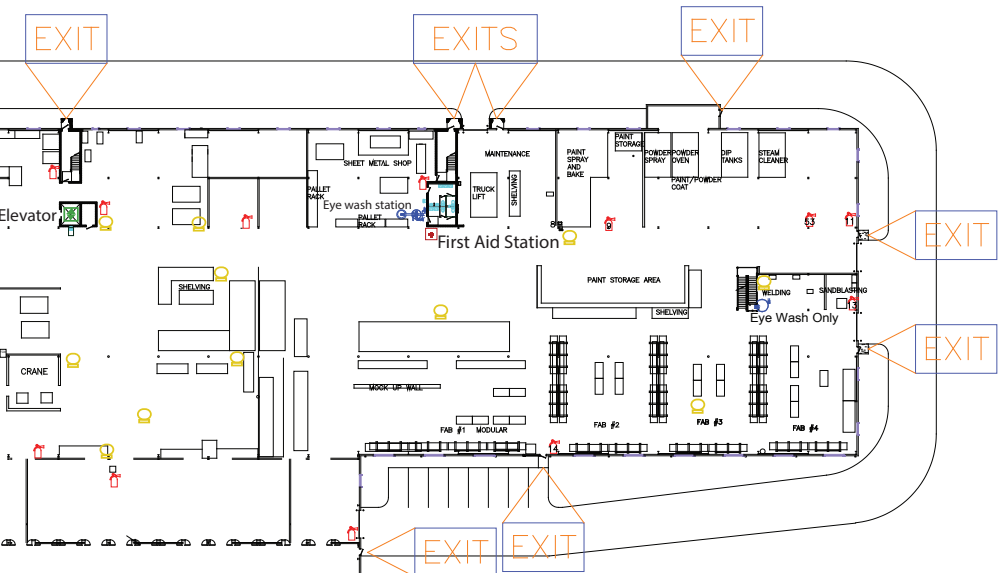
Roberts Road












31 Roberts Road - Pine Grove, PA 17963

# Main Floor Emergency Procedure

1. Locate the nearest exit.
2. Immediately exit the building.
3. Report to the "Emergency Meeting Area."
4. Separate group based on Shop and Office team members.
  - Visitors report with office employees.
5. Listen for your name to be called by a member of Human Resources.
6. Loudly reply "Here."



## Map Key

- |   |                   |   |                          |
|---|-------------------|---|--------------------------|
|  | Eye Wash Station  |  | MSDS Book                |
|  | Fire Extinguisher |  | First Aid Station        |
|  | Restroom          |  | Elevator                 |
|  | Exit              |  | Computer Terminal (Shop) |
|  | AED Defibrillator |   |                          |

# General Safety

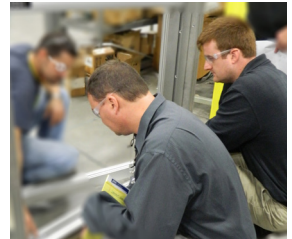
## Team Member Training

All employees receive the following training during their first week of employment:

- » General Safety / PPE / Electrical Hazards
- » Emergency Procedures and Preparedness
- » Hazard Communication
- » Lockout / Tagout Procedures
- » Accident Procedures

Shop employees receive more in depth training to ensure safe working behaviors (Crane Operation, Mitre Saw Usage, Fall Protection Guidelines, Glass Handling Procedures, Flag Procedures, Drill Bit Procedures, Scissor Lift Guidelines, and Equipment Operation Procedures). Some employees also receive training in Hearing Conservation and Respirator requirements.

In addition to the shop training, our installation team also receives the following review upon hire, including Hours of Service Regulations, Residential Construction Safety, Proper Driving Techniques, and Vehicle Maneuvering.



“Safety is a full-time job, don’t make it a part-time practice.”



# Specialized Trainings

Some of our team members have received specialized training and have certifications in the following areas:

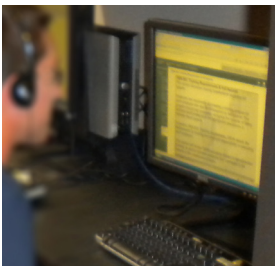


- » OSHA - 501 General Industry
- » OSHA - 10 Hour Construction
- » OSHA - 10 Hour General Industry
- » OSHA - 30 Hour Construction
- » OSHA - 30 Hour General Industry
- » CPR / First-Aid / AED /  
Bloodborne Pathogens
- » Fire Extinguisher Training
- » Lead Abatement / Renovator Certification



## Annual Refresher Trainings

Solar Innovations, Inc. continues to provide refresher training sessions in the aforementioned areas to ensure we are working together to prevent accidents.



## Safety Committee

Solar's Safety Committee is tasked with continuous improvement of day-to-day operations and accident prevention. Our team meets monthly to ensure identified issues are addressed promptly to create and maintain a safe working environment.



## Lean Manufacturing and Process Flow

Solar Innovations, Inc. has a dedicated team meeting on a weekly basis tasked with making improvements not only to process flow, but also ergonomics and proper performance of work tasks leading to fewer on-the-job injuries.

“Open the door to safety: awareness is the key!”

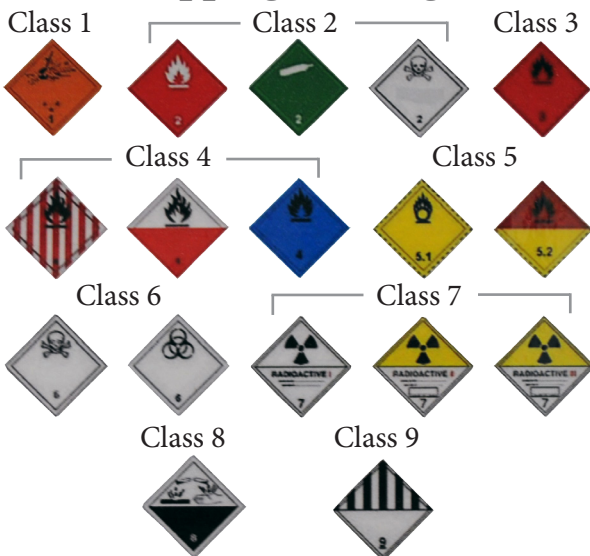
# MSDS Information

## What is MSDS?

Per code, for any hazardous chemical used or stored on site, workplace facilities must maintain a material safety data sheet (MSDS), and submit the MSDS (or a list of the chemicals) to their State Emergency Response Commission (SERC), Local Emergency Planning Committee (LEPC), and local fire department. This information is then made available to the public. A physical copy of the MSDS book is located near the lady's lavatory in the shop. Digital copies of the booklet can be accessed on any computer terminal in the shop or office.



## MSDS Shipping Warning Labels



- Class 1 - Explosives
- Class 2 - Gases
- Class 3 - Flammable Liquids
- Class 4 - Flammable Solids
- Class 5 - Oxidizers
- Class 6 - Toxic or Infectious Substances
- Class 7 - Radioactive Substances
- Class 8 - Corrosives
- Class 9 - Miscellaneous Dangerous Goods

“Health and safety, words to live by.”

# Facility Safety Features

- » Machine Guards
- » Floor Markings
- » Alert Noises
- » Signage
- » Material Guards
- » Railings and Tie Off Points
- » Storage Lock Down of Flammable / Caustic Materials



## Additional Building Safety Features

Solar is always looking to improve the overall safety in our facility. We are constantly reminding employees to report any near misses or potential hazards that they notice. We then develop ways to improve and eliminate these issues in our monthly safety meetings. **If you happen to see any issues or ways we could improve safety in our office or shop facility during your visit – don't be afraid to speak up! It takes all of us to keep Solar safe!**

“Learn from other's mistakes, don't have others learn from you.”



Solar Innovations, Inc. takes pride in its safety record, holding steady at more than 700 days without a lost time work injury. In addition, the Company continues to beat industry standards in injury occurrence rates, decreasing the frequency each subsequent year. We would like to thank our team members for continuing to keep safety a priority each and every day!



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