

DEFINITIONS

OUR VERY OWN MERRIAM-WEBSTER.

Assistant Vice President	A person who is designated to act in the absence of a Vice President within a business unit.
Company	Emery Sapp and Sons, Inc. (ESS)
Competent Person	A person capable of identifying existing and predictable hazards and who has the authority to take prompt corrective measures to eliminate the hazards and remove individuals that are in danger.
Compliance Officer	An individual that represents the Company from an environmental or safety position, or from the federal or state government who ensures we are doing things according to specific rules and regulations.
Department Manager	The highest-ranking manager of each Department or business unit (i.e. Vice President or Department Director).
Director of Environmental Health and Safety	The person who is in-charge and responsible for all safety and environmental activities with the Company.
Employee-owner	Every individual employed by the Company.
Environmental Health and Safety Staff	The Company staff assigned to the corporate safety department (e.g. Safety Manager, Safety Administrator, or Environmental Specialist).
Executive Management Team	The Executive Team for Emery Sapp & Sons, Inc.
Hazard Communication Program	A program implemented by the Company that ensures the hazards of all chemicals located in a specific location are assessed and that all information regarding the potential for physical and/or hazards associated with those chemicals is conveyed to all employee-owners with access to that location.
Incident	An unplanned event that occurs with the potential for, or resulting in, harm to persons, damage to a vehicle, equipment, or property, or that otherwise causes a loss to a third party.
Near Miss	An event, though it did not cause a significant loss, that under slightly different circumstances could have resulted in an incident.
Operational Management Team	This is a group of people who oversee the operations in every business unit. These individuals recommend and discuss safety-related areas that impact operations.
Operational Manager	The person with the authority/responsibility for the execution of the work and daily administration of the Company's Policies and Procedures (e.g., Construction Managers, Plant Managers, Superintendents).
Responsible Manager	The person with the authority/responsibility for the execution of the work and daily administration of the Company's Policies and Procedures (e.g., Construction Managers, Plant Managers, Superintendents).
Root Cause Analysis	This is a process used to determine why an incident occurred by looking at all the contributing factors.
Safety Data Sheets (SDS)	A safety data sheet (SDS) is a document that lists information related to occupational health and safety for the potential hazards and safe use of various substances and products.
Safety Department	A term used to define the employee-owners who work full-time to ensure safety is being adhered to.
Safety Management Program	A term used to define the written processes and procedures we must follow to ensure we are in compliance with state and federal regulations.
Safety Manager	This is a person(s) defined within a particular business unit of operations that works to eliminate and reduce risks with the business unit of operations.
Safety Non-Conforming Issue	An incident that has been identified that does not follow a written procedure or a state or federal law.
Spill Prevention Control and Countermeasure Plans	This is a written plan that is required by a State or Environmental Protection Agency (EPA) that explains how we are to prevent, communicate and handle spills of substances that can be considered hazardous.
Supervisor	A person who supervises workers or the work done by others. An employee-owner with management authority over a workplace and other employee-owners. This includes managers, superintendents, foremen and lead persons (if they have been authorized to enforce Company Policies and Procedures).
Toolbox Talks	A short presentation or written guideline that explains a specific hazard or informs employee-owners how to address a particular issue. Toolbox talks are designed to be discussed in groups, often relating to a current safety concern.
Verisk 3E Online	An online system used by the Company that allows users to log in and access Safety Data Sheets, print a list of all the chemicals at a particular location, or provides emergency procedures for inhalation or inhalation of chemicals.
Vice President	A designated employee-owner who oversees a business unit within the Company.