

## DEFINITIONS

### OUR VERY OWN MERRIAM-WEBSTER.

<b>Assistant Vice President</b>	A person who is designated to act in the absence of a Vice President within a business unit.
<b>Company</b>	Emery Sapp and Sons, Inc. (ESS)
<b>Competent Person</b>	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.
<b>Compliance Officer</b>	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.
<b>Department Manager</b>	The highest-ranking manager of each Department or business unit (i.e. Vice President or Department Director).
<b>Director of Environmental Health and Safety</b>	The person who is in-charge and responsible for all safety and environmental activities with the Company.
<b>Employee-owner</b>	Every individual employed by the Company.
<b>Environmental Health and Safety Staff</b>	The Company staff assigned to the corporate safety department (e.g. Safety Manager, Safety Administrator, or Environmental Specialist).
<b>Executive Management Team</b>	The Executive Team for Emery Sapp & Sons, Inc.
<b>Hazard Communication Program</b>	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.
<b>Incident</b>	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.
<b>Near Miss</b>	An event, though it did not cause a significant loss, that under slightly different circumstances could have resulted in an incident.
<b>Operational Management Team</b>	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.
<b>Operational Manager</b>	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).
<b>Responsible Manager</b>	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).
<b>Root Cause Analysis</b>	This is a process used to determine why an incident occurred by looking at all the contributing factors.
<b>Safety Data Sheets (SDS)</b>	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.
<b>Safety Department</b>	A term used to define the employee-owners who work full-time to ensure safety is being adhered to.
<b>Safety Management Program</b>	A term used to define the written processes and procedures we must follow to ensure we are in compliance with state and federal regulations.
<b>Safety Manager</b>	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.
<b>Safety Non-Conforming Issue</b>	An incident that has been identified that does not follow a written procedure or a state or federal law.
<b>Spill Prevention Control and Countermeasure Plans</b>	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.
<b>Supervisor</b>	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).
<b>Toolbox Talks</b>	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.
<b>Verisk 3E Online</b>	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.
<b>Vice President</b>	A designated employee-owner who oversees a business unit within the Company.