

P. H. Glatfelter
Spring Grove Facility



Dear Valued Vendor:

Glatfelter, Spring Grove Facility, requires a safety orientation program for our contractors and consultants. This memo will help to answer questions you may have and provide clarity to what Glatfelter expects from vendors who provide services at the Spring Grove Facility.

Who Is Involved?

Whether you are an employer or a contractor, it is a mandatory contract requirement that all your employees and sub-contractors abide by all Glatfelter safety and environmental policies. The safety of our employees and contractors is of paramount importance to us. We've outlined a few scenarios below to help clarify who needs to complete the on-line orientation.

Delivery Drivers: If the contract company's employees do no more than a simple pick up, or delivery, and they do not perform work inside our property lines, then they do not need this orientation.

Vendor Representative Visiting the Mill: If the vendor will be coming to the mill and going unescorted, then the vendor needs to have the orientation. However, if the vendor will be escorted the orientation is not required.

Vendor Visits That Require No Work to Be Performed (Visiting Procurement, Engineering): No, you will not need to take the orientation if you are visiting and being escorted inside the property lines. If you will be visiting the work site unescorted you will need the orientation.

Vendor Services That May Not Be Performed In the Plant (Example: Setting Up Office Furniture): Yes, since they perform work in our facility they have to go through the orientation.

How Does This Program Work?

To verify safety and environmental orientation, and to assess your understanding and retention of these topics, you will be required to qualify on a web-based (Internet) Safety Orientation and Evaluation Program before you report to work at our facility. This program must be completed prior to arriving at Spring Grove.

When you successfully pass the review and evaluation tests, your computer system will print a certification of completion, valid for one year from the date you passed the evaluation tests. **Bring this certificate of completion to our entrance gate, and you will be given an identification label to be affixed to your hard hat.** Prior to decal expiration (after one year), you are required to return to the web site and re-take the evaluation tests again for a new certification and label.

The web-based program can be accessed by pointing your Internet Explorer web browser (version 6.0 or higher) to the following web site:

<http://www.abbottsfield.com/glatfelter-springgrove-cso/>

You will self-register on the web site, and pay a \$20.00 access fee to Abbottsfield Industrial Training, Inc. This fee must be paid by credit card. You will obtain more information during the registration process. If you have any questions about billing, or if you encounter any issues with this web site, please contact Abbottsfield Industrial Training at 1-800-541-6698, or (503) 244-0183. **Orientation cost or time to take the course will not be reimbursed by Glatfelter.**

On-line Orientation Records:

If you are an authorized representative of your company, and require access to on-line qualification reports for your own employees, please send an e-mail request to support@abbottsfield.com. Indicate your name, your job position, the name of your company, and a telephone number where you can be reached.

Thank you. Let's safely work together for the benefit of all.

A handwritten signature in blue ink that reads 'Robert L. Inners'.

Robert L. Inners
Mill Manager, Glatfelter Spring Grove Facility

Our Mission: Injury free every day.