

GILES CHEMICAL CORPORATION

Giles Chemical has a zero tolerance policy for Drugs and Alcohol. Drug and Alcohol testing will be conducted post accident.

INJURY REPORTING PROCEDURES

All accidents and injuries (no matter how minor) must be reported to your Supervisor, Manager, Safety Manager, Human Resources Manager or any other member of the Giles Management Team. Prompt and complete information is extremely valuable and will assist in the investigation of the incident. Contact the Safety Manager as follows:

Stacy Howell
Quality and Safety Manager
Giles Chemical Corporation
P.O. Box 370
Waynesville, NC 28786
Phone: 828-452-4784 ex 47
Cell Phone: 828-734-3243
Fax: 828-452-4786
showell@gilescorp.com

Worker Compensation claims will be filed by the HR Manager. The Human Resources Manager will work in conjunction with the Safety Manager and the employee Supervisor or Manager to ensure that all incidents and injuries are reported in a timely manner. Information must be completely accurate and forwarded to the HR Manager on the day of the accident. Should you have questions regarding your claim please contact:

Kathy Smith
H.R. Manager and Corporate Officer
Giles Chemical Corporation
P.O. Box 370
Waynesville, NC 28786
Phone: 828-452-4784 ex 21
Cell Phone: 828-506-1879
Fax: 828-452-6080
kcsmith@gilescorp.com

The Role & Responsibility of Employees In Injury Management

"Giles Chemical Corporation is committed to the safety of its employees and the general public, therefore Giles will meet the intent of OSHA regulations, thereby allowing each employee to do their job safely and protect the general public." Giles Chemical has a zero tolerance policy for Drugs and Alcohol. Drug and Alcohol testing will be conducted post accident.

Our goal is to help ensure that our employees work in a healthy and safe environment. To this end, we need the help of each and every employee. As part of our safety and injury management program, we have identified a number of responsible ways in which you can help. Employee responsibilities include:

- Work safely – use appropriate safety equipment and adhere to safety practices and procedures.
- Report unsafe practices, procedures or conditions immediately to your Supervisor, the Safety Manager, the Human Resource Manager or any other member of the Giles Management team.
- Immediately report any illness or injury to your supervisor – no matter how minor.
- If you are being treated for a Work Comp injury, discuss with the medical provider your physical symptoms, current job requirements, diagnosis/prognosis and treatment plan, effects of prescription medication, and availability of Transitional Duty.
- Keep all medical appointments and follow prescribed treatment plan. Return your Injury Management Report to the Human Resource Manager on the same day as your medical appointment.
- Follow all medical restrictions at work and at home.
- Keep in contact with your Supervisor. Report illness/injury status to the supervisor immediately after each medical evaluation.
- Respond to inquiries from the Insurance Company and claims administrator when requested.
- Discuss any questions and/or concerns regarding your injury or claim with your Supervisor, the Safety Manager or the Human Resources Manager