

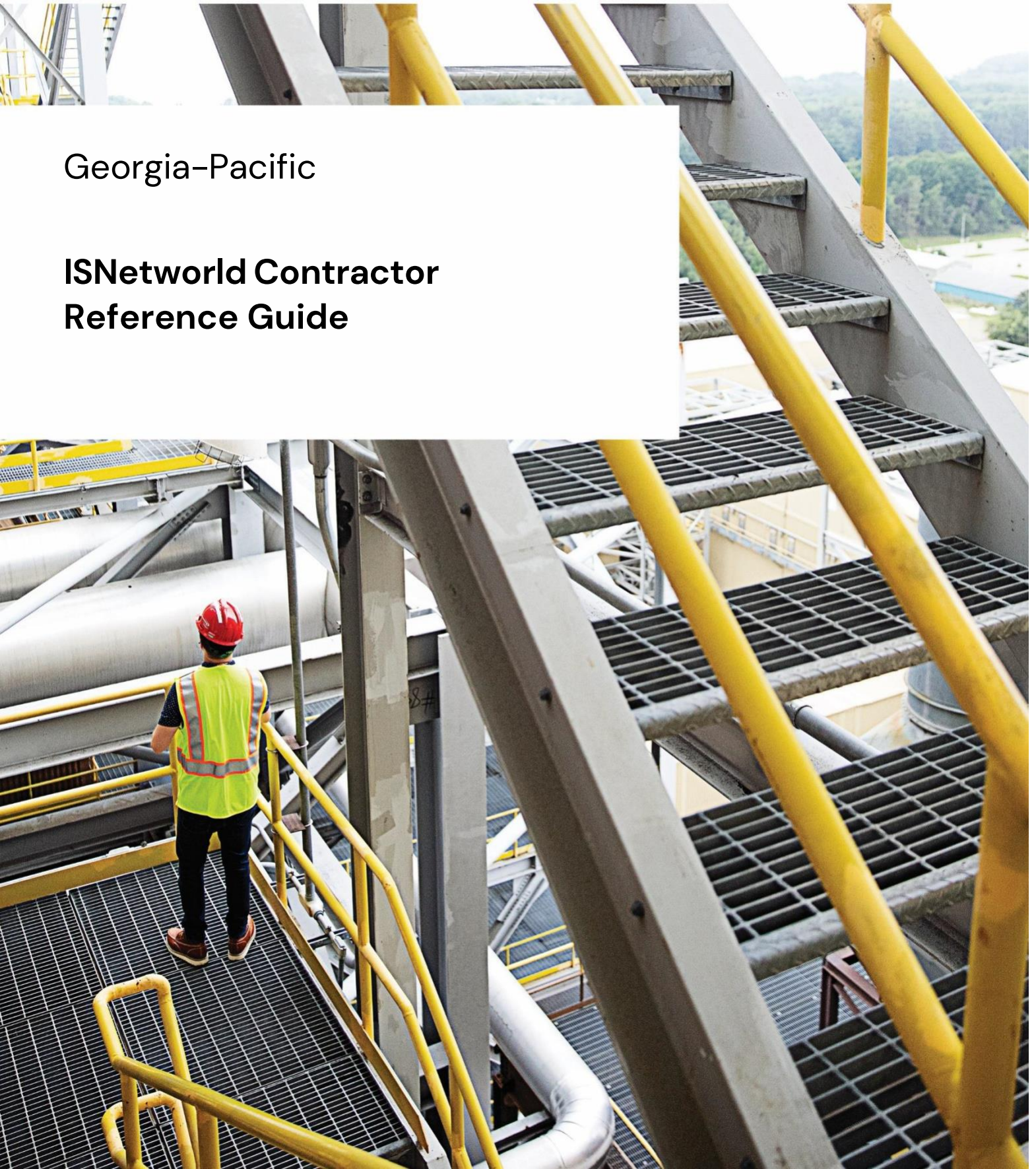


Collect. Verify. Connect.



Georgia-Pacific

ISNetworld Contractor Reference Guide



How it Works

Georgia-Pacific partners with ISN to facilitate their contractor management process through ISNetworld. ISN's services include the review and verification of key pieces of information submitted by contractors to streamline the qualification process.

Getting Started

Contractors are required to pay an annual fee for their company's subscription with ISN to complete the qualification process for work at Georgia-Pacific. Once payment is received, contractors will receive access to their ISN account and Georgia-Pacific requirements. To sign up with ISN, please visit our website, [here](#).

ISN subscription pricing is all-inclusive. Contractor annual fees are calculated on a scale based on the average number of employees over the past three years. For pricing information, please [Contact ISN](#).

Benefits

Streamline Submitting Required Information

ISN allows contractors and suppliers to submit information for multiple Hiring Clients at once, reducing duplicative work and saving time and resources. This information, such as safety statistics, written programs and training can be submitted on a company, project, site, and employee level.

Market Your Company

Contractors and suppliers are searchable by 900 Hiring Clients in ISNetworld. Providing information such as office locations, services and company awards can set companies apart for Hiring Clients looking for new contractors or suppliers.

As members of ISN, contractors and suppliers can also access and use the ISNetworld Member contractor logo and certificate of membership. These items can be added to websites or marketing materials to show the company's subscriber status to potential Hiring Clients.

Reduce Administrative Work

ISNetworld helps contractors and suppliers reduce duplicative processes of qualifying and maintaining compliance with each, individual Hiring Client. Contractors and suppliers can submit information one time in ISNetworld that is viewable to all ISN Hiring Clients.

With easy access to Hiring Client requirements, contractors and suppliers can quickly identify what is being requested, any gaps and what needs to be improved. After Hiring Client requirements are met, many contractor and supplier ISNetworld accounts only need periodic updates to maintain compliance.

Drive Improvement

ISN is committed to helping its customers become more efficient and exceed workplace health and safety standards. Access to ISN's health, safety, procurement & risk management professionals and data-driven publications and reporting tools help contractors and suppliers benchmark performance against peers over time, driving continual improvement.

ISNetworld tools help contractors and suppliers ensure their employees have the training, competencies and qualifications required to perform their specified job duties. Contractors and suppliers can use ISNetworld to:

- Assign and track completion of employee-level online trainings, competencies and qualifications.
- Complete complimentary, high-quality, computer-based training in the Learning Management System with topics and courses from third-party providers

Stay Informed

ISNetworld provides tools that aim to increase transparency between contractors and suppliers and their connected Hiring Clients. Receive important updates from connected Hiring Clients about new or changing requirements and important compliance deadlines as well as email reminders to help keep accounts up to date. ISN will also provide notifications of upcoming events or new tools available for use.

Network

ISN hosts virtual and in-person events with customers each year to provide the opportunity to:

- Increase knowledge of ISNetworld tools and functionality
- Network with ISN Hiring Clients and other contractors and suppliers
- Share and learn industry best practices
- Earn Continuing Education Credits

Support

ISN's Customer Service Team provides one-on-one assistance with ISNetworld accounts. With offices around the world, ISN provides live support 24 hours a day during the business week in more than 35 languages.

Certified health, safety and insurance professionals are also available to help guide customers through regulatory requirements and the qualification process. Other ISNetworld resources include a dynamic help menu and recorded trainings available on demand.

Account Maintenance

Frequency of Updates

Quarterly
HSE Questionnaire
Information

Annually
OSHA Forms
Experience Modifier

Every 3 Years (or as needed)
Written Program Revalidation

Review Turnaround Time

1 to 2 Business Days
Experience Modifier
OSHA Forms

1 to 2 Weeks
Written HSE Programs

Variances and Exemptions

Written Program Exemption Request
Used to request that Georgia-Pacific waive a written program(s) requirement based on it being outside the scope of work performed.

Georgia-Pacific Requirements in ISNetworld

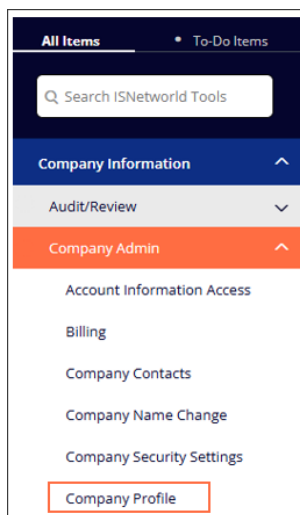
- ✓ **Company Profile**
Enter company information such as web address, office locations, contact information and company description/logo.
- ✓ **Work Types**
Select your company's scope of work performed by industry and region.
- ✓ **General Questionnaire**
Answer questions related to basic company information such as mailing address, business ownership/structure, and contact information.
- ✓ **United States Questionnaire**
Answer questions related to your company's health, safety & environmental policies, training programs, incident reporting/investigation, and auditing procedures.
- ✓ **OSHA Forms**
Submit your company's injury & illness data for the previous 3 years.
- ✓ **Experience Modifier Documents**
Submit documentation including your company's current Experience Modifier rate.
- ✓ **Written Programs**
Submit company-specific health & safety written policies and procedures triggered by your scope of work and client requirements.
- ✓ **Training Documents**
Submit company-specific attendance rosters or sign in sheets used to show that your employees have been trained on your safety programs.
- ✓ **Citations**
View citation data within ISNetworld pulled directly from the OSHA & EPA databases.

Company Profile

Enter your company's information such as web address, office locations, contact information and company description for Hiring Clients to view in ISNetworld.

Steps to Complete:

1. From **Company Information**, click **Company Admin**
2. Select **Company Profile**
 - a. Enter your company's web address, phone & fax numbers
 - b. Complete your company's description
 - c. Submit your company's logo
 - d. Click **Save**
3. Select the **Primary Location** tab
 - a. Fill out your company's physical, mailing & billing address
 - b. Click **Save**
4. Select the **Add. Locations** tab (if applicable)
 - a. Click **+ Add Office Location**
 - b. Enter the Office Name, address & contact information
 - c. Click **Save**



All Items • To-Do Items

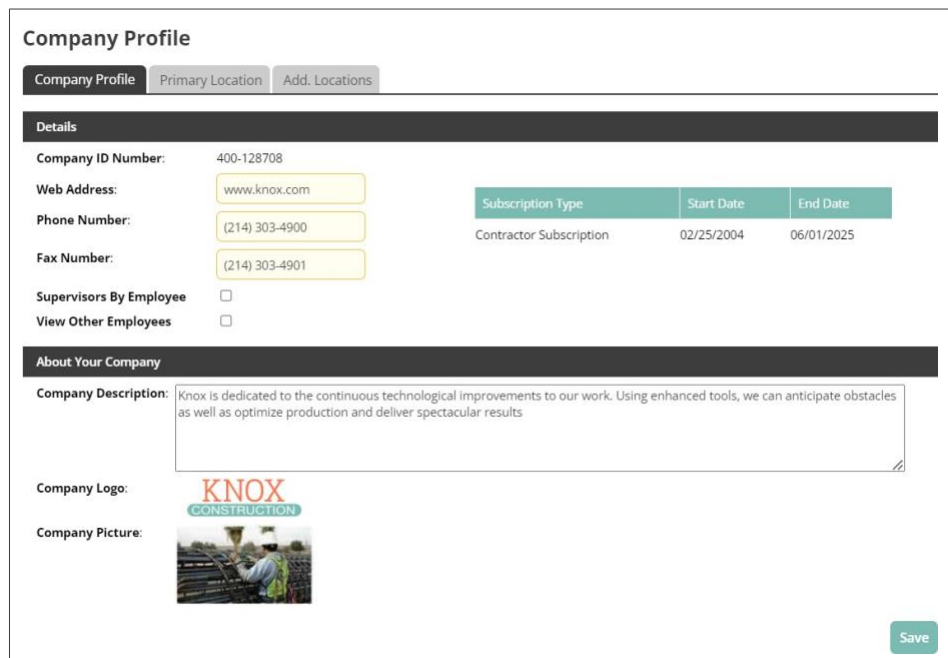
Q Search ISNetworld Tools

Company Information ^

Audit/Review v

Company Admin ^

- Account Information Access
- Billing
- Company Contacts
- Company Name Change
- Company Security Settings
- Company Profile**



Company Profile

Company Profile Primary Location Add. Locations

Details

Company ID Number: 400-128708

Web Address:

Phone Number:

Fax Number:

Subscription Type	Start Date	End Date
Contractor Subscription	02/25/2004	06/01/2025

Supervisors By Employee ☐

View Other Employees ☐

About Your Company

Company Description:

Company Logo: 

Company Picture: 

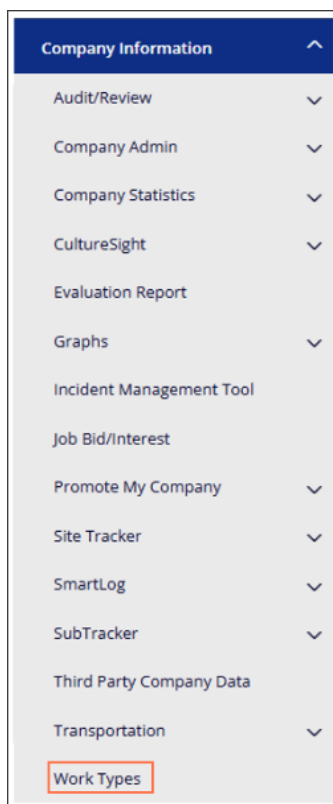
Save

Work Types

Your company can select work types based on the services performed for your Hiring Clients. Please note, selected work types will trigger certain Written Program requirements based on the scope of work.

Steps to Complete:

1. From the left hand navigation, select **Company Information**
2. Click **Work Types**
3. Click **+ Add Work Types**
4. Under Step 1, select the Country where work is being performed (United States)
5. Under Step 2, select the State(s)
6. Under Step 3, select the Industry (All Industries Excluding Mining)
7. Under Step 4, search for the work type in the free text field or filter by work type in the drop down menu
8. Click **Search**
9. **Check the box** under *Add* to select the applicable work types
10. Click **+ Save**



The image shows the 'Work Types' page in a web application. At the top, there is a breadcrumb 'Home > Work Types' and a '+ Add Work Types' button. Below this is a 'View Work Types' section with a search bar and a dropdown menu for 'All Regions'. A note states: 'If searching multiple work type, please separate by using a semicolon (;)'. Below the search bar, it says '32 Results' and '25 per page'. The main content is a table with the following columns: Code, Work Type, Hiring Client Acknowledgements, Selected Industries & Regions, RAVS Programs, and Actions. The table contains 8 rows of data, each with a checkbox in the 'Actions' column. The first row is: [] 1.01 Contractor, General - General Contractor [i] 1 Industry 1 Region [≡] [i]. The second row is: [] 2.01 Construction, General - Civil Construction [i] 1 Industry 1 Region [≡] [i]. The third row is: [] 2.02 Construction, General - Steel Erection and/or Assembly [i] 1 Industry 1 Region [≡] [i]. The fourth row is: [] 2.03 Construction, General - Building Construction [i] 1 Industry 1 Region [≡] [i]. The fifth row is: [] 2.04 Construction, General - Finishing Carpenter [i] 1 Industry 3 Regions [≡] [i]. The sixth row is: [] 2.05 Construction, General - Joint Sealing, Caulking and/or Waterproofing [i] 1 Industry 6 Regions [≡] [i]. The seventh row is: [] 2.12 Construction, General - Painter/Painting [i] 2 Industries 1 Region [≡] [i].

☐	Code	Work Type	Hiring Client Acknowledgements	Selected Industries & Regions	RAVS Programs	Actions
☐	1.01	Contractor, General - General Contractor	[i]	1 Industry 1 Region	[≡]	[i]
☐	2.01	Construction, General - Civil Construction	[i]	1 Industry 1 Region	[≡]	[i]
☐	2.02	Construction, General - Steel Erection and/or Assembly	[i]	1 Industry 1 Region	[≡]	[i]
☐	2.03	Construction, General - Building Construction	[i]	1 Industry 1 Region	[≡]	[i]
☐	2.04	Construction, General - Finishing Carpenter	[i]	1 Industry 3 Regions	[≡]	[i]
☐	2.05	Construction, General - Joint Sealing, Caulking and/or Waterproofing	[i]	1 Industry 6 Regions	[≡]	[i]
☐	2.12	Construction, General - Painter/Painting	[i]	2 Industries 1 Region	[≡]	[i]

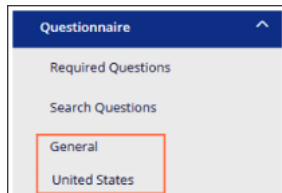
Questionnaires

Your company is required to complete both the General & United States Questionnaires in ISNetworld. Please answer all questions in each section to the best of your ability. An action item will remain until all questions have been answered.

Questions in the questionnaire will be in the following formats:

- Yes/No
- Check Boxes
- Free Text Fields

Steps to Complete:



General Questionnaire

1. From the left hand navigation, select **Questionnaire**
2. Select **General**
3. Click on section 1. **Company Information**
4. Answer each question
 - a. **Note:** Certain questions allow you to check N/A
5. Click **Save**

A screenshot of the 'General' questionnaire form. The form is titled 'Questionnaire' and has a 'Replicate Questions' button. Below the title, it says 'General' and '1. Company Information:'. There is a dropdown menu for '1 - Company Information' and a 'Show All Questions' button. The form contains a table with columns: 'NAICS', 'No.', 'Question Text', and 'Response'. The table has 8 rows. The first row is for 'Date of the Last Update by Vendor (Date/Time UTC) (Calculated)' with a response of '08/04/2023'. The second row is for 'Legal Company Name:' with a response of 'Knox Construction'. The third row is for 'Mailing address:' with a response of '3232 McKinney Ave'. The fourth row is for 'Mailing address 2:' with a response of 'Dallas'. The fifth row is for 'City:' with a response of 'Dallas'. The sixth row is for 'State/Province/Country:' with a response of 'TX'. The seventh row is for 'Zip/Postal Code:' with a response of '75201'. The eighth row is for 'Country:' with a response of 'USA'. There is a 'Save' button at the bottom right of the form.

United States Questionnaire

1. From the left hand navigation, select **Questionnaire**
2. Select **United States**
3. Click on section 1. **General Information**
4. Answer each question within each section
 - a. **Note:** Certain questions allow you to check N/A
5. Click **Save/Next**

A screenshot of the 'United States' questionnaire form. The form is titled 'Questionnaire' and has a 'Replicate Questions' button. Below the title, it says 'United States' and '1. General Information:'. There is a dropdown menu for '1 - General Information' and a 'Show All Questions' button. The form contains a table with columns: 'NAICS', 'No.', 'Question Text', and 'Response'. The table has 5 rows. The first row is for 'What is your company's NAICS Code?' with a response of '23822'. The second row is for 'NAICS Title: (required)' with a response of 'ISN BLS: Plumbing, heating, and air-conditioning contractors'. The third row is for 'What is your company's additional NAICS Code?' with a response of '777543219'. The fourth row is for 'What is your company's Federal Tax ID Number? (NOTE: Any updates to your company's Federal Tax ID Number will be reflected in 24 hours)' with a response of '777543219'. The fifth row is for 'What is your company's United States Mine Safety and Health Administration (MSHA) Contractor ID?' with a response of '4282040'. There are 'Save' and 'Save/Next' buttons at the bottom right of the form.

OSHA Forms

All contractors performing work in the US are required to submit OSHA Forms for the previous 3 years, regardless of company size or home office location. This requirement creates a standardized process for documenting and collecting any recordable injuries & illnesses. Documents needing to be submitted include the OSHA 300 Log and 300A Summary. **Please note, if your company had 0 incidents or injuries for a certain year, only the 300A Summary is required to be submitted.**

The below information must be included on your documents:

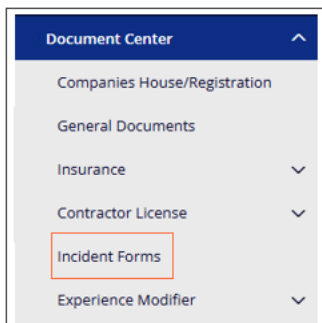
- Effective year on 300 Log and 300A Summary
- Establishment information on 300 Log and 300A Summary
- NAICS Code on 300A Summary (Can be found under the US Questionnaire – *Section 1. General Information*)
- Annual average number of employees and total hours worked by all employees in the specified year on 300A Summary
- Signature and date on 300A Summary
- Totals in columns G – L on 300 Log and in the corresponding fields on 300A Summary

If your company was not in business for a certain year, you may submit a letter with the following information included:

- Company name/letterhead
- Month and year that business was established
- Signature from a manager or above

Steps to Complete:

1. From **Document Center**, select **Incident Forms/Experience Mod.**
2. Click on the **pencil icon** next to OSHA Forms on the View/Submit column
3. Select OSHA Effective Year
4. Name your file, then click **Browse** to select the .PDF file
5. Click **Upload Document** to submit the document for review
 - a. Note: Responses within the US Questionnaire must match the information submitted on your OSHA Forms. Please confirm your responses under Verification Details before submitting your documents.

A screenshot of the "Submit OSHA Forms" page. The page has a header "Submit OSHA Forms" and a sub-header "View OSHA Forms". Below this is a section "Upload OSHA Forms". Under "Upload OSHA Forms", there is a link "OSHA Resources" and two steps: "Step 1: Select OSHA Effective Year" with a "Select Year" dropdown, and "Step 2: Submit OSHA 300 log and 300A" with instructions to remove or redact personal identifiable information. Below the steps are fields for "Name your file" and "Select your file" (with a "Choose File" button and "No file chosen" text). An "Upload" button is at the bottom. At the very bottom, there is a "Verification Details" section with links for "View 2022 OSHA Status", "View 2021 OSHA Status", and "View 2020 OSHA Status".

Experience Modifier Documents

Your company is required to submit your current Experience Modifier, which is a rate that is determined by a regulatory agency or your company's workers compensation carrier to either discount or surcharge your premium depending on your company's loss history. Experience Modifier documents are provided by the NCCI or state-regulated bureau or a document can be provided by your company's Insurance broker, agent or carrier.

The below information must be included on your document:

- Company name (as listed in ISNetwork)
- Experience Modifier rate
- Experience Modifier effective date (must be shown in the following format: MM/DD/YYYY)

If your company does not qualify for an Experience Modifier rate, please submit a letter stating the reason your company does not qualify.

The below information must be included on the letter:

- Company Name (as listed in ISNetwork)
- Current Date
- Reason your company does not qualify for an Experience Modifier

Steps to Complete:

1. From **Document Center**, click **Incident Forms/Experience Mod.**
2. Select the **pencil icon** next to **Experience Modifier**
3. Name your file, then click **Browse** to select the .PDF file
4. Click **Upload Document** to submit document for review

Document Center

Companies House/Registration

General Documents

Insurance

Contractor License

Incident Forms

Experience Modifier

Experience Modifier

View Experience Modifier

Upload Experience Modifier

An Experience Modifier must be submitted for your company's primary state of operation, which is based on the **physical address** entered into ISNetwork.

Experience Modifier Resources

Name your file

Select your file

Choose File No file chosen

Upload Document

Current Experience Modifier Information

Document	Date Received	Submitted by	Status	Verified Rate	Effective Date	Expiration Date	Comments
2022 -23 Experience Modifier Knox	10/20/2022	Sullivan Siebken	Verified	0.89	10/01/2022	09/30/2023	

Written Programs

Your company is required to submit a company-specific program or section of your safety manual for each applicable topic under the Written Programs section. Each topic is either triggered by your company's selected Work Types or is a Client Requirement.

The following types of documents do not meet review standards and will **not** be accepted:

1. Direct copies of legislation/regulations
2. Incomplete programs or addendums
3. PowerPoint slides and/or training documentation
4. Programs specific to a particular site or client – The program should be written for all clients/sites your company performs work for
5. Programs marked as "Draft" or "Sample"
6. Job Safety/Hazard Analyses (JSA/JHA), or Risk Assessments
7. Programs containing a company name that is not associated with your company's ISN account

If your company's program contains ISN Additional Guidance, it must include a Purpose, Scope or a statement indicating your company's commitment to using the program.

Steps to Complete:

1. From **Review & Verification (RAVS)**, select **Written Program RAVS**
2. Click **Submit Written Programs**
3. Click on **Answer Questions** next to the program you would like to submit
4. Confirm the program is specific to your organization and meets the Written Program Review Criteria by answering "Yes"
 - a. For additional guidance on the requirement, click on *Additional Guidance*
 - b. To view the associated regulatory protocol, click on *References*
5. Indicate if your program meets the specific requirement by answering "Yes" or "No"
 - a. Enter the page reference number from your manual
6. Click **Save**
7. At the top, click the **3: Upload Document** tab
8. Click **+Upload New Document**
9. Name your file
10. Click **Browse** and select your file (.PDF format)
11. Click **Upload** to submit document
 - a. Repeat Steps 11 – 12 to upload all program-related files

Criteria	Region	Status	Document/Requirements	Exemption
Abrasive Blasting	US	RAVS Verified	☐	☐
Aerial Lifts	US	RAVS Verified	☐	☐
Asbestos Awareness	US	RAVS Verified	☐	☐
Bloodborne Pathogens	US	RAVS Verified	☐	☐
Commercial Diving	US	RAVS Verified	☐	☐
Confined Space	US	RAVS Verified	☐	☐
Cranes	US	RAVS Verified	☐	☐
Cyber - Information Security	US	RAVS Verified	☐	☐
Disciplinary Program	US	RAVS Verified	☐	☐
Electrical Safety Awareness	US	RAVS Verified	☐	☐
Excavations / Trenching	US	RAVS Verified	☐	☐
Fall Protection	US	RAVS Verified	☐	☐
Fire Protection / Extinguishers	US	RAVS Verified	☐	☐
First Aid	US	RAVS Verified	☐	☐

Document	Date Submitted	Status	Submitted By	Delete
Sample	08/10/2023 6:12 PM	Received	Bailey Katzfey	☐

Training Documents

Your company is required to submit a company-specific attendance roster or sign in sheet used to show that your employees have been trained on your safety programs.

The criteria listed below must be included on the training sign-in sheet, roster, or certificate:

1. Company Name (not required if submitting an individual certificate)
2. Date of Training (must be within specific timeframe)
3. Course Name/Topic
4. Name and/or signature of trainee(s)
5. Name and/or signature of instructor(s)

Steps to Complete:

1. From **Review & Verification (RAVS)**, select **Training Documents**
2. By default this page will show required training documentation for ALL Hiring Clients
3. To filter by Hiring Client, select the appropriate Hiring Client under the “**All Hiring Clients**” dropdown on top left of page
4. Click on **Upload Document** in the status column for the appropriate Program
5. **Name your file**
6. Click Choose File and select your file (.pdf format)
7. Select **Upload** to submit document

Note: Please upload all program-related files at this time by repeating Steps 5–7.

Can I submit an exemption request for Training Document requirements?

Training documents are tied to the equivalent safety program, so all exemptions granted for a safety program will be applied to the equivalent Training Document. To view why your company is required to submit documentation for a specific training, click the list icon under the Requirements column to the right of the training program name. You may need to update your company’s selected work types or review your company’s answers in the MSQ. If you determine that your selected work type(s) are accurate, you can utilize the Safety Program exemption tool to request exemptions from your client(s) for safety programs.

Training Documents

Requirements

Export

Action Required All No Action Required

Georgia-Pacific LLC All Statuses

Requirement	Status	Documents/Requirements
US - Abrasive Blasting	Deficiency Found	
US - Aerial Lifts	RAVS Verified	
US - Asbestos Awareness	RAVS Verified	
US - Bloodborne Pathogens	Trained	
US - Commercial Diving	Submitted for Review	
US - Confined Space	RAVS Verified	
US - Cranes	RAVS Verified	
US - Cranes - Overhead and Gantry Cranes	Deficiency Found	
US - Disciplinary Program	RAVS Verified	
US - Electrical Safety Awareness	RAVS Verified	
US - Excavations / Trenching	Trained	
US - Fall Protection	RAVS Verified	
US - Fire Protection	Trained	
US - First Aid	Trained	
US - Forklifts / Powered Industrial Trucks	RAVS Verified	

Requirements

Details

< Previous

Next >

US - Aerial Lifts

Please provide evidence of Aerial Lifts training completed within the last 3 years. Examples of evidence could include rosters, safety meeting minutes, certificates, toolbox talks, etc. Ensure that the following are included:
1. Company name and/or identifier (not required if submitting an individual certificate)
2. Training date (within the last 3 years)
3. Trained employee(s) name(s) and/or signature(s)
4. Instructor name and/or signature (not required if submitting computer based training (CBT) roster)
5. Course Name (Aerial Lifts) - Awareness level training is not acceptable
Please redact any Hiring Client information including names and job sites and personal identifiable information.

ISN RAVS Response: COMPLETE

Option 1: Upload a training document

Name your file

Select your file

Choose File No file chosen

Upload

Document	Date Submitted	Submitted by	Status	Expiration Date	Delete
Aerial Lifts - Show Construction	03/04/2024 11:15 AM	Laura Murphy	Verified	03/04/2027	

Citations

ISN citation and prosecution information is obtained from regulatory and/or industry enforcement agencies such as OSHA, MSHA, and EPA. Only “closed” citations or citations that have been finalized will be attached to your account. Your Company Name and NAICS Code or company address are the criteria for matching regulatory agency information to your account in ISNworld.

Please note, no documentation needs to be submitted by your company as the information will be automatically added to your account once the online search is complete by ISN.

Steps to View Information:

1. From **Review & Verification (RAVS)**, click **Regulatory Agency Data**
2. If a citation has been found, click the orange **Notebook** icon under the Details column
3. Click the orange **hyperlink** to view the details of the citation



Regulatory Agency Data Read Me First

OSHA Inspected Fatalities

United States - OSHA Inspected Fatalities

Question	Verified Response	Details
Did your company have an OSHA Inspected Fatality Event in 2023?	No	
Did your company have an OSHA Inspected Fatality Event in 2022?	No	
Did your company have an OSHA Inspected Fatality Event in 2021?	No	
Did your company have an OSHA Inspected Fatality Event in 2020?	No	

Citation/Prosecution RAVS

United States - OSHA Citation

Question	Verified Response	Details
Did your company receive an OSHA citation/violation in 2023?	No	
Did your company receive an OSHA citation/violation in 2022?	No	
Did your company receive an OSHA citation/violation in 2021?	No	
Did your company receive an OSHA citation/violation in 2020?	Yes	

Contractor Resources & Support

Contractors are supported through three global Customer Service Centers.

London	Dallas	Sydney
Regional Teams	Headquarters	Regional Teams
Global & Regional Client Account Managers	Global & Regional Client Account Managers	Global & Regional Client Account Managers
HSE & Insurance/Risk Management Professionals	HSE & Insurance/Risk Management Professionals	HSE & Insurance/Risk Management Professionals
Customer Service	Customer Service	Customer Service
Large Contractor Outreach	Large Contractor Outreach	Large Contractor Outreach
Europe	North America	Asia
Middle East	South America	Australia
Africa		New Zealand



24 Hour Assistance

5pm Sunday – 11pm Friday UTC
Support provided outside of these hours
Toll-free & language-specific phone lines



Customer Service

130+ Customer Service Representatives
35+ languages spoken
Skill-based routing of calls



Contact ISN

Toll Free: 1 (800) 976 1303 (North America & Canada)

Main Tel: 1 (214) 303 4900

[Chat with ISN](#)

[Contact ISN](#)



Login to ISNWorld

Login to ISNWorld:
<https://www.isnworld.com/en/login>

Forgot Username?
<https://www.isnworld.com/en/login/forgot-username>

Forgot Password?
<https://www.isnworld.com/en/login/forgot-password>