



Safety and Security Manual



Introduction

Global Earthworks & Underground (“Company” or “the Company”) makes has prepared this Safety and Security Manual (“Manual” or “the Manual”) in a continuing effort to upgrade the safety and security program, and reflecting the high priorities the Company places on the safety and health of its employees. It is important for your protection to adhere to the policies set forth in this Manual.

This Manual, properly used, will serve as an instructive tool and will enhance the development of a safe and productive work environment. This Manual is not, however, the sole or exclusive method of communicating Company policies and expectations. Please refer to your Employee Handbook for additional employment policies. Some job sites may have additional safety policies, procedures and/or training requirements, which will be provided to you, where applicable.

This Manual contains requirements compiled for the safety and protection of Company personnel and the public. The prevention of accidents is one of the vital responsibilities/ expectations of all employees. All Company personnel should familiarize themselves with the rules and practices in this Manual. **Failure to follow any applicable safety rule or policy will not be tolerated and may result in disciplinary action, up to and including termination of employment.**

All requirements printed in this Manual apply at all times to all employees and are not limited to the section under which the requirements are printed. Amendments and/or changes to these requirements shall take effect immediately, even if not set forth in this document.

All Company personnel shall comply with applicable federal, state and local laws as well as requirements contained in this Manual. All employees are expected to exercise good judgment and to act safely and reasonably at all times, whether or not a particular situation or issue is addressed in this manual.

The Company’s Safety Policy

1. The Company will carry on its operations with the highest regard for the safety of all its employees and the public. Mere publication of safety policies is not sufficient. These policies must be complied with, implemented, and enforced. Even though good design and good construction practices are necessary, safety is still primarily the responsibility of every member of the organization.
2. The Company will provide safe working conditions for all employees and remove hazards from the job site. Safety is of utmost importance in the performance of all duties and must not be neglected in emergencies or because of undue haste. No job is so important or service so urgent that we cannot take time to perform our work safely.
3. The Company will review the safety practices of subcontractors on your jobs.
4. Failure to disclose relevant information could result in termination or denial of employment.
5. Violation of this Safety Policy or the Company's Drug & Alcohol Policy may result in the reduction or forfeiture of Workers' Compensation Benefits or Unemployment Compensation Benefits.
6. Failure to use or wear personal protective equipment will result in discipline, up to and including termination.

Es un requerimiento que lea este manual. Si necesita en español diga a su Supervisor.

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For questions about safety and security, please see your Supervisor or the Safety Director. Contact information for the Company’s Safety Director is found below:



Name: Cody Schmidt (pictured left)
Title: Safety Director
Email: c.schmidt@geukc.com
Mobile: (660) 229-5355

Supervisory Responsibilities

Definition of Superintendents or Foreman

Those persons who have the responsibility of hiring, job assignment, layoff, termination, and other employment decisions are considered superintendents or foremen. The classification of “foremen” applies to employees who have the responsibility of overseeing work crews in the absence of supervisors (labor foremen, carpenter foremen, ironworker foremen, etc.)

People who will have this type of supervisory responsibility shall be instructed in the policies and procedures with regard to safety, security, equal opportunity employment, and anti-harassment. Contact the Safety Director within one (1) week, through your office or directly, to schedule supervisory orientation.

Supervisory personnel are responsible for implementing and enforcing safe work practices and procedures. Publication of rules alone will not ensure safe working conditions. Your attitude concerning safety will convince your employees that safe work practices and accident prevention are essential job requirements.

Instruct your employees in the rules and practices contained in this Manual and make sure they receive the instructions necessary to perform their job activities. Correct those who violate standards.

Plan your work activities with safety in mind and give priority to eliminating the type of conditions and practices most likely to result in injury or accident. Encourage safety suggestions from your employees. Manage your work activities to comply with applicable federal and state regulatory standards, e.g., OSHA, MSHA, EPA, EEO.

Protect Company property and equipment from theft and vandalism and encourage strict enforcement of Company security.

Investigate every accident, which occurs under your supervision. The investigation serves multiple goals, including prevention of future similar accidents, determination of whether corrective action toward particular employee(s) is appropriate, and to preserve the Company’s rights in the event of litigation.

Employee Tasks and Instructions

1. Supervisors shall instruct each new employee by the following guidelines:
 - a. Report to the main office to fill out paperwork and attend the New Hire Orientation.
 - b. Call attention to bulletin board postings required by law and the location of emergency telephone numbers, first aid kits and instruct employee how to use fire extinguisher.
 - c. Explain arrangements and procedures for treatment of injuries and illnesses and the requirement for prompt reporting of all injuries.
 - d. Give instructions to observe all Company safety rules and explain the need for alertness to possible hazards at all times.
 - e. Require full cooperation in the Safety Program and invite suggestions. Explain you see it, you own it. Never walk past an unsafe condition or act.
 - f. Issue safety equipment, such as hard hat, ear plugs, etc. and instruct the new employee in proper use.
 - g. Designate employee parking areas that are secure and close to the job.
 - h. Tell the new employee the time and location of the daily Safety Huddle and Stretch & Flex.

- i. Employees involved with Quarry operations, see Miners section for special training requirements.
2. All personnel who operate licensed, Company owned pickups and trucks over 12,001 pounds must have a valid class E, or Commercial Driver's License.
3. Do not allow an employee to operate any machinery, equipment or tool unless the employee has been properly instructed in its use and is thoroughly familiar with all details of its operation and is qualified to operate it.
4. Do not assign a person to flagging duties unless the employee has been given the instructions contained in this manual. After providing the instructions, have the flagger demonstrate to see that the flagger understands the proper procedures and has the proper equipment. See instructions, beginning page 16.
5. Before assigning employees to clearing operations, instruct them in the proper use of chain saws and proper tree cutting and clearing procedures.
6. When you lay off or terminate an employee, collect all Company keys, key FOBs, license plate bars, credit cards, tools, and diary. Indicate on the timecard the reason for separation. **Note: In order to comply with unemployment benefit regulations, it is important that you record the reason(s) for separation.**
7. All Company personnel who operate Company owned vehicles hauling Hazardous Materials must possess the proper Commercial Driver's License and comply with all Department of Transportation (D.O.T.) Regulations regarding the handling of such materials.
8. All Company personnel who operate Company owned vehicles must read and comply with the Company's policies on "Use and Care of Company Vehicles," beginning page 29.

Routine Tasks

1. At the beginning of each day, inspect the job site for possible thefts or vandalism that may have occurred during the night. Report them to your Safety Director immediately.
2. Dailey Plan of Day "POD" meetings are held at the beginning of each shift during Stretch & Flex and document in you Diary.
3. Make daily job site inspections to identify and correct unsafe conditions. Use as a guideline, the Jobsite safety inspection in HCSS software.
4. Job sites will be visited by your Safety Director to assist supervisors on hazard recognition. These conditions should be corrected as soon as possible, but no later than within three working days, unless otherwise specified.
5. Make sure necessary personal protective equipment is available on the job site, follow up and insist on proper use. Make sure all personal protective equipment meets all applicable standards.
6. Supervisors are responsible for maintaining first aid kits and fire extinguisher on the job.
7. Inform hired dump truck operators that their trucks will not be loaded unless they have an operable back-up alarm.
8. Inform the hired dump truck operators that the Company assumes no responsibility for trucks damaged due to lack of cab protection.
9. See that haul roads are maintained to ensure safe conditions.
10. Make sure that a toilet and drinking water are located on the job site.
11. See that work areas, aisles and storage areas are maintained in a clean and safe manner. Make good housekeeping a part of the job.
12. See that all hand and power tools are collected and properly secured at the end of the day.
13. At the end of each day, all vehicles and equipment are to be parked safely and locked in areas not susceptible to FLOODING. Keys must be removed from all vehicles nightly.

14. Plan work so that no employee is required to perform a potentially hazardous task alone or to work in or around an isolated/hazardous area. Employees should work close enough to each other to call for and receive help in an emergency.
15. Dailey crane inspection reports are to be completed and forwarded, on the HCSS inspection app. If the operator does not fill out the form it shall be the foreman's responsibility to make the inspection.
16. If and when an OSHA, MSHA, or EPA Compliance Officer arrives on a project to make an inspection:
 - a. Notify your Safety Director immediately.
 - b. Ask nicely to wait for Company representative.
 - c. Ask for reason of visit.
 - d. If inspector brings imminent danger to your attention, fix immediately.
17. No visitors shall be permitted in the work areas unless escorted by supervision. This includes OSHA, MSHA, and insurance personnel.
18. Before starting your operation, check and document the clearance in your work area, including overhead power lines. If they present a hazard, make sure they are clearly marked. If you make contact with an overhead power line, contact the Safety Director immediately.
19. Ask your project engineer or estimator if they have confirmed that all utility companies were notified and have identified the locations of all utility lines prior to excavation in a given area. Record the name of the representative locating their utility lines in your daily diary.
20. If you contact a utility line while excavating, because it is not located at the proper depth or the location designated by the utility representative is incorrect, contact your Safety Director. Make an entry in your daily sheets of both the designated and actual location of the line.
21. When installing or making changes in construction roadway signs or detours, contact the PM and your Safety Director so that photographs can be taken.
22. Do not consume alcohol or use illegal drugs on the job, and report or let your employees report to work under the influence of alcohol or with drugs illegally in your/their systems. See the Drug and Alcohol Abuse and Testing policy in your Employee Handbook.
23. First Aid Training will be scheduled for front line field supervisors and specified lead positions.
24. Before allowing employees to enter an excavated area or trench 5 feet or more in depth, you are required to see that:
 - a. A competent trained individual examines the excavation.
 - b. All excavated materials are placed a minimum of four feet or more from the edge of trench.
 - c. Sides are laid back to a stable slope and/or shored and braced.
 - d. No equipment is operating near the sides of the excavated area.
 - e. An exit is provided from the trench every 25 feet.
 - f. Check for hazardous atmosphere conditions.
25. Be aware of any unusual soil conditions when excavating, e.g., unusual discoloration, signs of sludge, drums or foreign debris, unusual odors, or skeletal remains. If any of the conditions exist, stop excavation and contact the proper agency and/or your supervisor or office engineer. Trenches and banks of excavated areas should be inspected daily before employees are allowed to work in or around them. Check periodically through the workday for unsafe conditions.

Accident and Claim Responsibilities

1. In case of a fatality or serious injury, the accident scene should be sealed off and all persons instructed not to touch or move any tools or machines, etc., except as necessary to protect and preserve life until such time as the claims manager and your Safety Director is notified and photographs can be taken.

2. Contact the Claims Manager and your Safety Director immediately and complete a report contained in the HCSS app.
 - a. An accident occurs causing damage to private property and/or injury to any member of the general public. Make no commitments and do not authorize repairs.
 - b. An employee sustains an injury that requires medical attention and/or equipment is damaged requiring it to be removed from service.
 - c. An occurrence of theft or vandalism to equipment or property exceeds \$100.
 - d. Follow the company's drug testing policies. See the Drug and Alcohol Abuse and Testing policy in your Employee Handbook. Also, contact the local law enforcement agency on theft or vandalism immediately and see that a report is filed. Copies of accident, theft, vandalism, and injury reports should be filled out in the HCSS app.
 - e. Any time an engine component locks up, e.g., engine transmission, rear end, etc., obtain an oil sample and forward it to your maintenance supervisor to determine if vandalism has occurred.
 - f. When equipment is damaged due to theft, fire or vandalism, be sure to charge costs of labor, parts and materials to the Company Maintenance Account Code. (Each affiliated office is to forward copies of all costs to the Claims Manager.)

NOTE: KNOW THE EMERGENCY NUMBERS AND LOCATIONS OF DOCTORS AND CLINICS FOR YOUR PROJECT.

Control of Traffic Trough Work Areas

Selection of Flag Persons

1. Flag persons should be decisive, reliable, and able to meet the physical and mental demands of the job. Make sure the designated flagger has received certified training for this role. Contact your Safety Director if they need to be certified.
2. Before flagging operations begin, read “Rules for Flag Persons” beginning on page 16 to flag persons and have them demonstrate flagging procedures. Make an entry in daily diary or on a weekly tool box talk form.

Signing

All signage shall be done in accordance with the contract specifications or the current MUTCD Manual.

1. Place traffic control signs and devices to conform to contract specifications. When signing is completed or changed, contact the Project Manager or your Safety Director so pictures can be taken.
2. Require regular maintenance of traffic control signs, barricades and channel markers. Signs should be kept clean and legible at all times.
3. Signs should be kept in place only as long as they are needed. Signs that do not apply to existing conditions shall be removed, covered or turned so as not to be readable by oncoming traffic.
4. When operations are performed in phases, make sure the proper traffic control signs are in place before beginning each new phase of work, e.g., “Construction Ahead”, “Open Trench”, “Equipment Crossing” or “Flagger Ahead”.
5. When operations require the reduction of the width of the traveled portion of a roadway, use channeling devices, e.g., barrels, cones, barricades, etc.
6. When de-channeling, FACE TRAFFIC and collect devices in reverse order to the tapered area, turn vehicle around, park on shoulder, remove tapered area on foot.
7. Mark the location of channeling devices to facilitate quick resetting when they have been disturbed.

8. Use only bags filled with sand to weigh down channeling devices when necessary. Do not use rock, boulders, etc.
9. Check all signs and detours daily.

Truck Driver Selection (D.O.T.)

1. Drivers must comply with all U.S. Department of Transportation (D.O.T.) regulations and with the Federal Motor Carriers Safety Regulations when they operate trucks with a manufacturer rated vehicle weight of over 10,000 lbs. (All trucks except 1/2 and 3/4 T. pickups, unless pickups are towing trailers).
2. Drivers who operate a fuel truck or haul explosives must comply with D.O.T. and Homeland Security regulations. Check with your Supervisor if you are not familiar with all applicable state and federal regulations on hauling hazardous materials, such as fuel and explosives.
3. All qualified D.O.T. drivers who engage in interstate transportation must undergo a physical examination in compliance with DOT requirements.
4. All drivers must read the section “Safety Rules for Teamsters,” beginning on page 20.

Emergency Procedures

Electrical

1. Never touch a person or piece of equipment in contact with an energized line. Make sure power source is disconnected first. Perform first aid and get help.
2. If a power line is touched, the operator should lower the boom, or back the crane or other equipment away, to break contact.
3. If contact with a line is made, the operator is usually safe if he remains in the cab. STAY PUT. If it becomes necessary to leave the cab because of fire, etc., be sure not to touch any part of the unit, either while leaving or after reaching the ground. No personnel should be allowed to touch the equipment.
4. If wires are torn loose, or fall, following contact, keep all personnel and equipment clear.
5. Regardless of what the consequences of the contact are, serious or minor, the utility company shall be called immediately, then contact the Safety Director.

Gas

1. If you make contact with a gas line causing a leak, you should:
 - a. Shut down all equipment and tools. (If you are unable to shut down diesel engine equipment due to gas leak, and it starts over-revving, evacuate equipment immediately.)
 - b. Evacuate the area immediately and contact the Gas Service Company or company servicing the lines.
2. If the gas leak is ignited, you should let it burn. Do not attempt to put it out. Call the fire department then notify your Safety Director and Claims Manager.

Security and Crime Prevention

Equipment and material vulnerable to theft and vandalism should be located in lighted, fenced areas, and if possible, should be visible from the most heavily traveled road bordering the project. Please contact the Safety Director for Security concerns.

Fencing and Lighting

Lighted, fenced storage area will be used to secure equipment and supplies at worksite when:

1. The job lasts longer than 6 months.
2. The job is located in high-risk areas.
3. The job requires use of equipment and supplies that are vulnerable to theft and vandalism.

Once you have located an equipment and storage area, blade it off to reduce fire hazard. Blading should extend at least 5 ft. beyond the perimeter of the fence.

Locks and Keys

1. Keep locks free of dirt and mud. Use only graphite or silicone to lubricate locks. If locks become hard to open, turn them in to your Safety Director. If you cannot get a lock open, check to make sure that you have the right key. If the right key will not open the lock, use a cutting torch to cut the shackle open. Do not throw the lock away; replacement parts are available when locks malfunction.
2. Master keys will be issued to supervisory personnel only. Your lock program is intended to prevent access to restricted areas without prior consent. No keys should be loaned out and should remain in the possession of the supervisor to whom they were issued. Contact your Equipment Manager when you lose or bend keys, or when more locks are needed.
3. Lock closures must be used on parts and equipment trailers. If your trailers are not equipped, call your Equipment Manager.
4. Use locking gas caps on licensed vehicles and equipment where applicable.

Securing Equipment and Material

1. Equipment that cannot be parked in a fenced area should be parked near the lighted, fenced area at night and on weekends.
2. At the end of the workday, all vehicles, equipment trailers and gates are to be locked and the keys removed. Vandalism panels on equipment are to be in place and locked.
3. When small equipment is not in use, secure it to large equipment or immovable objects, e.g., parts trailers, trees, guardrails, telephone poles, etc., with chain and locks supplied by your Safety Director. A piece of security chain must be permanently attached to small equipment such as vibra-rollers, trailers, bobcats, air compressors, 3" and larger water pumps, welders and small backhoes, etc. Contact your Equipment Manager if you have small equipment that does not have security chain attached.
4. Small equipment not being used for several days should be parked in fenced areas and locked.
5. All hazardous materials such as poisons, solvents and flammable liquids should always be secured in fenced areas.
6. The diked fuel storage tanks should be located inside fenced areas whenever possible. It is the responsibility of the job supervisor to see that the "Spill Prevention Plan" is complied with, and a copy made available at all temporary fuel storage locations.
7. Private or employee-owned vehicles should not be parked inside fenced areas.
8. When small gasoline engines are mounted on cure pumps, jitterbug and wheelbarrow vibrators, gasoline and water pumps, etc., secure by tack welding one or two mounting bolts and nuts together. This procedure may be used to secure other small vulnerable items, such as flashers on barricades.
9. All oxygen and acetylene cutting tips and torches must be locked up at the end of the day.

Fuel and Inventory Control

1. Maintain tight inventory control of all tools and materials delivered. Carefully check invoices for shortages at the time of delivery.
2. When receiving fuel, check tank level before and after delivery to make sure you have received the invoiced amount. If you anticipate night fuel delivery, visibly check tank prior to leaving and before fuel is dispensed the next working day.
3. Report all alleged shortages to your immediate supervisor and Safety Director immediately.

Craftworker Responsibilities

General Safety Rules

You and the Company have separate but dependent responsibilities with respect to achieving safe and healthful working conditions. Each employee shall comply with occupational safety and health standards and all rules, regulations and orders issued which are applicable to your own actions and conduct. Compliance with these rules, regulations and orders is an essential part of your job. Employees are not allowed to work if, because of health and any other reason, doing so would pose a direct threat to the health or safety of themselves or others. Employees involved in Quarry operations, see Quarry Supplement regarding Mining Safety and Health standards.

YOU, AS A CRAFTWORKER, WILL BE RESPONSIBLE FOR READING AND APPLYING THIS SECTION ALONG WITH THE SECTION APPLYING TO YOUR CRAFT.

1. Before starting the job, get full instructions from your supervisor on the work to be performed and know the hazards and safety procedures associated with the job or task.
2. Before starting your job activities, know and understand the “Hazard Communication Program” beginning on page 26, and where to find the material safety data sheets (SDS) on that project. Have your supervisor explain the use and purpose of the SDS on the project. If you move to another job or location know what chemicals may be used on that project and the proper safety procedures.
3. Be sure you keep updated Emergency Contact Information on file with the Company in the event you are injured or ill on the job. Speak with your Supervisor or Human Resources to update your emergency contacts.
4. Park in designated parking areas away from equipment and materials. The Company assumes no responsibility for damage to personal vehicles.
5. Before beginning work, check your work area, vehicles and equipment for unusual occurrences, (e.g., vandalism, damaged equipment, etc.). Report tampering or theft of tools, equipment and materials to your supervisor immediately.
6. Prior to starting work activities, Plan of Day meeting including Stretch and Flex.
7. Do not operate any machinery, equipment or tool unless you have been properly instructed in its use and you are thoroughly familiar with all details of its operation.

8. Never turn on electricity, air, water, gas, or set in motion any machinery without first checking carefully to see if anyone may be injured by your act.
9. You must have a valid Class E License or Commercial Driver's License before operating a licensed Company vehicle and read "Use and Care of Company Vehicles," beginning on page 29.
10. Be familiar with the location of the first aid kit, and fire extinguisher; know the identity of the first aid person on the job.
11. Notify your supervisor if your work activities require you to perform a task alone, in or around an isolated or otherwise hazardous location.
12. When working in or around any excavation always evaluate the soil conditions and the environment. If you see any unusual soil discolorations, foreign matter, i.e., drums, cans, sludge type materials, skeletal remains, stop immediately, leave the area and contact your supervisor. If you smell any unusual odors or have any signs of skin irritations, drowsiness, headache, or light-headedness, stop immediately, leave the area and also contact your supervisor.
13. Wear hard hats and all other issued safety equipment as instructed. Wearing hard hats is optional only in cabs of construction equipment. Safety boots are recommended for all jobs. Shirts must always be worn. Hi Viz level 3 vests will be worn at all times.
14. Report all accidents, near accidents, and injuries to your supervisor immediately and in the HCSS app. It is both yours and your supervisor's responsibility to see that prompt medical attention is given to all injuries. If additional attention (other than first aid) is needed, it is a requirement that you be seen by a physician or clinic designated by this Company; unauthorized visits to anyone not designated by the Company will be solely at the employee's expense.
15. If any accident involves blood or bodily fluids, and you, are assisting the emergency, you must follow "universal precautions," including the following:
 - a. Notify your supervisor who has a kit to use for such emergencies.
 - b. Use a pair of latex gloves from inside the kit.
 - c. Remove and dispose of your gloves and any clothing, then wash your hands as soon as possible.
 - d. Never pick up a hypodermic needle that has been discarded; notify your supervisor immediately.
16. Work-place violence, threats of violence, fighting, threats and bullying will not be tolerated.
17. Avoid any type of horseplay, including the reckless operation of vehicles and equipment.
18. Do not smoke while working around flammable liquids. Do not throw cigarette butts from vehicles or machines.
19. Use only approved tools, equipment and materials that are in good, safe condition. Report any defective tool and/or equipment to your supervisor.
20. If your boots are greasy, muddy or otherwise slippery, clean them before climbing up or down any ladder, equipment or smooth surface.
21. Place all air hoses, cables and chains, etc. so that they will not be a tripping hazard.

22. Keep your hands, arms and legs away from moving fans or fan belts and any moving parts of equipment.
23. Proper lifting procedures:
 - a. Bend legs, keeping back vertically straight.
 - b. Hold the object firmly and closely to your body, then lift using leg muscles, not the weaker back muscles.
 - c. Lift slowly and do not jerk or twist. Never lift while in an awkward position.
 - d. Set the object down in the same manner without putting strain on the back.
 - e. Get help if the load is too heavy to lift comfortably or is too bulky to carry and see where you are going.



24. Know or ask for the safest method of doing your job. When you are in doubt, always ask before proceeding. Think first; then proceed safely. Each worker is responsible for their safety as well as the safety of others. Everyone on your job must work together for this common goal. Warn others when their safety is in danger. Inform other workers when they are committing a hazardous act. Help train new employees on the safest methods of performance and make them safety conscious. It may save your life.
25. From time to time, the Company may issue Safety Bulletins which will cover specific field conditions and you will be required to follow these guidelines.
26. Exercise due care in the use of Company property and use such property only for authorized purposes.
27. Unauthorized removal of Company property or its conversion to personal use will be considered cause for possible prosecution, in addition to disciplinary action up to and including termination of employment.
28. Never consume alcohol or use drugs illegally while at work, or report to work under the influence of alcohol or drugs illegally in your system. Do not perform any job duties if your performance or judgment may be adversely affected by any lawfully used substance or drug. the Drug and Alcohol Abuse and Testing policy in your Employee Handbook.
29. The use of cell phones, radio, or other headphones on the job is prohibited unless authorized by your supervisor.

30. The use of personal cell phones while performing safety sensitive work is strictly prohibited. Employees shall comply with applicable federal, state and local laws as well as requirements contained in this Manual.
31. Obviously, it is impossible to cover all the hazards involved in construction operations; therefore, the best safety is “common sense”.

Housekeeping

1. Form and scrap lumber with protruding nails and all other debris shall be kept clear from all work areas.
2. Combustible scrap and debris shall be removed at regular intervals.
3. Containers shall be provided for collection and separation of all refuse. Covers shall be provided on containers used for flammable or harmful substances.

Lock Out / Tag Out

Before performing any maintenance or service on equipment or machinery; LOCK AND TAG it, so it cannot be started or put into motion by any energy source. Each employee involved in Lock Out Tag Out (LOTO) must have their own separate keyed lock. Tag it: “DANGER DO NOT OPERATE” and use a locking device:

1. At the point where the electrical source is disconnected to operate the equipment/machinery.
2. At ignition switches, making sure keys are removed.
3. At ALL valves and power controls used to depressurize or “neutralize” equipment/ machinery.
4. At ALL pressure or hydraulic lines removed to neutralize equipment/machinery.
5. At blocked or spring-loaded teams’ positions.



Do not remove another person’s tag or lock unless directly told to by the person who first secured them, or after clearing it with their supervisor. And only remove after a thorough inspection, guards are in place; extra parts and tools removed. Contact your supervisor for tags and locks.

Confined or Enclosed Space

A confined or enclosed space is any area large enough to work in, and the entry or exit is restricted, and there is a possibility of toxic and/or flammable contaminants and lack of oxygen.

Before entering this confined or enclosed space:

1. Get approval from your supervisor or a competent trained individual on confined space entry.
2. Lock out switches, pumps, valves, pipes and other sources that would deplete oxygen or cause a toxic condition.
3. Test and/or monitor for potential hazards before entry and ventilate if necessary with fresh air blower.
4. Proper emergency equipment and observers, if needed, will be under the direction of your supervisor.

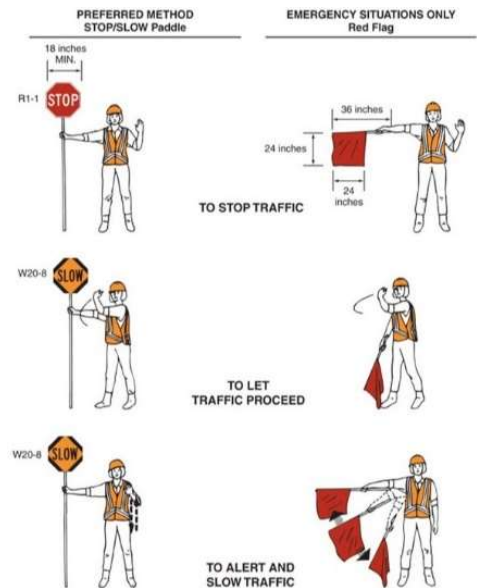
Rules for Flag Persons When Flagging Traffic

The primary function of the flagger is to move vehicles and pedestrians safely through or around temporary traffic control zones while protecting workers and equipment. All flag persons must be knowledgeable in flagging and signaling procedures and be able to demonstrate the ability to their immediate supervisor prior to flagging operations. See flagging procedures below.

1. Always wear a green high visibility level 3 vest and orange or green hard hat when flagging. Use a retro reflective pants at night.
2. Use a handled “stop” or “slow” paddle to signal traffic. Red flags maybe used in case of emergency.
3. Stand-alone where you can see and be seen by on-coming traffic. Stand facing the oncoming traffic on the shoulder just outside the lane of traffic or in the barricaded lane.
4. Flagger stations should be located far enough in advance of the work zone so that approaching traffic will have sufficient distance to reduce speed or stop and if possible, a sufficient distance in time to warn workers in the work zone of an unstopped vehicle.
5. Stand at all times. Sitting, leaning, or laying down when on duty is strictly forbidden. NO music radios, headsets or cell phones allowed.
6. When controlling traffic, you must always be in communications (verbal, hand signal, or two-way radio) with the work zone to coordinate traffic.
7. Never leave your post unprotected. Be courteous, be brief, and be definite. Do not touch or lean on the traveling public’s vehicles.

Flagging procedures; Sign paddle and flag uses are illustrated. The following methods for signaling shall be used:

1. Stop traffic. The flagger shall face traffic and extend the STOP sign paddle or flag in a stationary position with the arm extended horizontally away from the body. The free arm is raised with the palm toward approaching traffic.
2. To direct stopped traffic to proceed. The flagger shall face traffic with the SLOW paddle held in a stationary position with the arm extended horizontally away from the body or the flag lowered from view of the driver and the flagger motions with the free hand for traffic to proceed.
3. To alert or slow traffic. The flagger shall face traffic with the SLOW sign paddle held in the stationary position with the arm extended horizontally away from the body with the free hand motioning downward without raising it above the shoulder. If using a flag slowly wave the flag in a weeping motion from shoulder level straight down without raising the arm above your shoulder.



Safety Rules for Laborers

Before reading this section, read “General Safety Rules,” beginning on page 12.

1. Before using any powder actuated fastening tool, you are to be thoroughly instructed by a competent person and satisfy requirements for obtaining a manufacturer's qualification card.
2. Before beginning work on a clearing operation, you are to receive clear instructions from your supervisor on the proper use of chain saws and tree clearing procedures.
3. Keep your work area clean and safe.
4. Use tools only for the purpose for which they are intended. For example, never use a screwdriver to pry or a wrench to drive a nail.
5. Use all hand holds, ladders, and steps to properly mount and dismount equipment.
6. Properly secure all air hose connections. Never disconnect an air hose until the line has been bled.
7. Be alert to the movement of slow-moving machinery when working around a spreader, paving equipment, or lay-down machines, etc.
8. When loading and unloading material, watch for pinch points and/or falling material.
9. Wear and use all assigned protective equipment and clothing. Always adhere to the following standard operating procedures:
 - a. HARD HAT is to be worn at all times.
 - b. RUBBER BOOTS are to be worn when working in water.
 - c. FOOT PROTECTION is to be worn at all times when operating an air tamper, jackhammer or barco, safety toe is required. (All employees working in quarry or sand plant operations are required to wear foot protection with safety toe.
 - d. EYE PROTECTION must be worn when chipping, sawing, grinding or drilling, etc.
 - e. HEARING PROTECTION shall be worn when working near machinery and when instructed by your supervisor.
 - f. LEVEL 3 GREEN or LEVEL 3 ORANGE for RR VEST & ORANGE or GREEN HARD HAT are to be worn while flagging, grade checking or working on traveled portion of roadway.
 - g. RESPIRATORS must be worn when working in any silica or dust-laden atmosphere.
10. Always allow adequate space between yourself and another employee when using a pick, shovel, hammer or axe.
11. When using a ladder, make certain it is secured at the top. Face the ladder and use both hands to hold the rails when going up or down. Always use three points of contact.
12. Never approach moving equipment from the blind side. The operator should always be made aware of your presence before you approach.
13. Stand clear of saw blade when starting or operating a concrete saw. The guards are to be in place before operating such saws.
14. When stripping a bridge deck assure that the work platform you are working on is adequate enough to support you and that there are no workmen below.
15. Never leave nails or spikes protruding in planks, boards or other timbers. Pull them out or clinch them into the wood.
16. When using a bar for prying, stand so that it cannot strike you if it slips.

Fall Protection

1. When a fall exposure is greater than 6 feet, 100% fall protection is required.
2. When tying off to a lifeline, use a double SRL to ensure that you are tied off 100% of the time.
3. When working at a leading edge, make sure proper retractable are used that are certified for leading edge work.

4. Employees working in areas where fall protection is required should wear a full body safety harness. Employees should use an approved lanyard, and should tie off, so that a fall will not exceed 6 ft. Scaffolds, catch platforms, articulating lifts, approved crane baskets, and/or other fall prevention devices should be used to lower the exposure to falls while on the job site (safety belts are no longer approved or acceptable as a fall arrest device).
5. Always wear a full body safety harness when:
 - a. Working 6 ft. or more above the ground, or 6 ft. above the working surface.
 - b. A guardrail, safety net, catch platform, or approved safety device is not used as fall protection.
 - c. Positioning on forms, re-bar, ladders, and other devices where the exposure to a fall exists.
 - d. Working on vertical plywood forms, OSHA defines horizontal wailers as fixed ladders; A catch, and rest platform should be provided every 24 ft. of height.
6. Do not enter an excavated area or trench 5 feet or more in depth unless you have your supervisor's approval.

Safety Rules for Equipment Operators

Before reading this section, read “General Safety Rules,” beginning on page 12.

1. Do not operate or use any piece of equipment which has a “DO NOT OPERATE” tag.
2. All operators are required to inspect their equipment at the beginning of each workday:
 - a. Complete daily equipment inspection in HCSS Forms.
 - b. Check oil level, water or anti-freeze, tires, exhaust system, windshield wipers, brakes, mirrors, etc.
 - c. Check for loose wheel nuts, oil, water, fuel or air leaks.
 - d. Check for proper vision, clean windshield, adjust seat, mirrors, etc.
 - e. Check safety equipment assigned to your vehicle.
 - f. Check all instruments.
 - g. Check air and/or hydraulic pressure.
 - h. Check sound of the engine.
 - i. Start equipment and make sure all controls are operating properly.
 - j. Be familiar with the “Use and Care of Company Vehicles” information beginning on page 29.

If the inspection discloses any deficiency (ies), such deficiency (ies) must be resolved before proceeding.

3. Walk completely around your machine to be sure that no obstacles or co-workers are in the area before putting equipment in motion.
4. When mounting or dismounting vehicles or equipment, face the equipment using hand holds, steps or ladders to prevent slips and falls. Always use three points of contact.
5. Start and operate equipment only from the operator’s station or from a safe area as recommended by the equipment manufacturer.
6. Use seat belts while vehicle or equipment is in motion.
7. Check the clearance in your work area, including overhead power lines before starting your operation.

8. Always maintain at least a 20-foot clearance to all overhead power lines. If an overhead power line is present, use proper signage marking their location. See MO and KS state laws.
9. When excavating, if you have reason to believe there are utilities in your area of excavation that you may come in physical contact with, stop immediately and contact your supervisor.
10. Keep steps, ladders and cabs clean and free of oil, grease, fuel, mud, etc.
11. Permit no riders or observers on mobile equipment unless approved seating and protection are provided. No one is allowed to ride in a bucket or on crane hooks.
12. When leaving equipment unattended, make sure the buckets, booms, blades, beds, etc., are all lowered to a down position, or blocked, and apply brake locks.
13. Observe a safe speed on haul roads. Adjust your speed to road and weather conditions. You must have your vehicle under such control at all times as to be able to bring it to a complete stop within the assured clear distance ahead. Give the right of way to loaded vehicles. Report any unsafe road conditions to your supervisor.
14. Never approach a machine from the blind side. Be sure the operator is aware of your presence before approaching.
15. Follow all traffic patterns; obey signals, signs, and flag persons.
16. In push-pull operations, make sure contact between both pieces of equipment is accomplished in a safe manner.
17. Never coast with any type of equipment. Always keep power on and equipment in gear when operating.
18. Operators loading dump trucks must notify supervision if trucks are not equipped with operable back-up alarm and cab protection.
19. The operator will be required to wear a seat belt when operating earth moving equipment with “Roll Over Protection Structure” (ROPS) cabs in an area where there is a possibility of overturning.
20. Avoid side travel when working on a slope. Drive up and down a slope. Select proper gear speed before starting down grade.
21. Should equipment start slipping down grade, turn it immediately in direction of the down grade.
22. Avoid operating your equipment too close to an overhang or deep cut. Beware of caving edge, falling rocks and slides.
23. When using a cable to pull or lift other equipment, move forward and take up slack slowly. Stand clear and do not jerk or kink the cable.
24. When traveling long distances, never transport a load with bucket fully raised. A loaded bucket should be carried as close to ground level as possible.

25. When other co-workers are in or near the working area, signal your intentions before moving or operating your equipment.
26. Before operating material handling equipment such as cranes, boom trucks, etc., read and be familiar with all load rating, angle and radius charts located on the equipment. If charts are not available, notify your supervisor.
27. Handle only those loads that are safely arranged. Do not overload.
28. Do not start or stop quickly when transporting a load.
29. At the end of the shift, secure and lock equipment so unauthorized persons cannot move it. Lock vandalism covers and remove all keys.
30. As an operator, you will be exposed to environmental hazards which cannot be controlled at the source. Under these circumstances, you will be required to wear suitable hearing protection when operating all equipment, except those pieces of equipment designated by your supervisor or Safety Director that meet the daily exposure levels contained in the federal regulations.
31. When involved in tree clearing operations, make sure your equipment is equipped with a ROP cab.
32. Do not change blades, cutting edges, or attachments unless equipment is properly blocked.
33. Do not check fluid levels in pressurized systems until pressure has been released.

Motor Vehicles and Mechanized Equipment

1. No employee shall use any motor vehicle, earthmoving, or compacting equipment having an obstructed view to the rear unless:
 - a. The vehicle has a reverse signal alarm distinguishable from the surrounding noise level, and/or
 - b. The vehicle is backed up only when an observer signals that it is safe to do so.
 - c. The vehicle is equipped with a rear-view camera.
2. Heavy machinery, equipment, or parts thereof which are suspended or held aloft shall be substantially blocked to prevent falling or shifting before employees are permitted to work under or between them.

Safety Rules for Mechanics

Before reading this section, read “General Safety Rules,” beginning on page 12.

1. Make sure all equipment that is being repaired has a “DO NOT OPERATE” tag on the steering wheel or someplace where it will be easily seen. If you tag a piece of equipment, you should be the only person to remove the tag.
2. When it is necessary to work under a piece of equipment, use safety blocks to secure the machine when it is in a raised position.

3. Weld in a well-ventilated area and shield the ark to prevent flash burns to fellow employees. Avoid welding and cutting around combustible materials. See that a fire extinguisher is easily accessible and available within 50 feet.
4. Wear eye protection when chipping, scraping or brushing, etc.
5. Do not use leaky or defective regulators, torches or hose.
6. When arc welding, do not leave welding rod stub ends in an area where rubber-tired equipment travels.
7. Keep repair shops and yard areas orderly and free of unnecessary debris. For example, avoid floor hazards such as oil, grease and debris which may cause slips and falls.
8. Use only tools that are designed for the work being performed. Maintain tools in good working condition.
9. When climbing on machines, use proper ladders and stepping stools. Make sure you have good footing and balance to prevent falls.
10. Use only non-flammable type solvents for cleaning parts. Never use gasoline or diesel fuel.
11. Carry or store flammable liquids in properly marked safety cans only.
12. Never smoke while working around flammable material.
13. Do not check fluid level in pressurized systems until pressure has been released.
14. All guards are to be replaced before operating repaired or adjusted equipment.
15. All electric hand tools are required to be grounded or double insulated.
16. Do not use compressed air for blowing dirt from hands, face or clothing. Never aim compressed air at anyone else.
17. Keep work areas adequately ventilated. When it is necessary to run an engine inside, vent the exhaust outside.
18. When you work on equipment damaged due to theft, fire or vandalism, be sure to charge costs of labor, parts and materials to Company Maintenance Account Code.
19. All oxygen and acetylene cutting tips and torches must be locked up at the end of each workday.
20. Each designated mechanic who provides his own tools must have them marked so he can easily identify them. It is your responsibility to provide your company with a list and/or pictures of your personal tools if they are stored in Company buildings or vehicles.
21. If you are assigned a mechanic truck and it is left unattended, mechanic tools should be locked in the toolboxes. At the end of the day, mechanic trucks should be parked inside a fenced area and locked. The Company assumes no responsibility for personal mechanics tools left unattended or outside of secured areas.

22. When jump starting equipment using battery cables, do not stand or lean over the battery.
23. When an object, i.e., piece of steel, or part of the equipment is left in a protruding position, mark it with a warning flag.

Welding, Cutting and Heating

1. Employers shall instruct employees in the safe use of welding equipment.
 2. Proper precautions (isolating welding and cutting, removing fire hazards from the vicinity, providing a fire watch, etc.) for fire prevention shall be taken in areas where welding or other “hot work” is being done. No welding, cutting, or heating shall be done where the application of flammable paints or the presence of other flammable compounds or heavy dust concentrations creates a fire hazard.
 3. Arc welding and cutting operations shall be shielded by noncombustible or flameproof shields to protect employees from direct arc rays.
 4. When electrode holders are to be left unattended, the electrodes shall be removed, and the holder shall be placed or protected so that they cannot make electrical contact with employees or conducting objects.
 5. All arc welding and cutting cables shall be completely insulated and be capable of handling the maximum current requirements for the job. There shall be no repairs or splices within 10 feet of the electrode holder, except where splices are insulated equal to the insulation of the cable. Defective cable shall be repaired or replaced.
1. Always maintain at least a 20-foot clearance to all overhead power lines. If an overhead power line is present, use proper signage marking their location. See MO and KS state laws.
 2. Do not ever touch or stand next to a crane or its load when working next to an overhead power line.
 3. Before a load is hoisted, see that the load is free of any material which may loosen and fall out of the sling should the load be jarred. See page 36, “Wire Ropes, Chains, Ropes, etc.”

Safety Rules for Miners

Before reading this section, read “General Safety Rules,” beginning on page 12.

New miners will receive a minimum of 24 hours of training, with at least 8 hours of training prior to starting work in the mine. The remainder of your training will be done prior to 60 days after your start date.

Newly hired experienced miners will receive Site specific and task training before they start working in the mine, with a minimum of 8 hours training before 60 days after your start date.

Drug and Alcohol Abuse and Testing Policy

For specific policy, refer to your Employee Handbook.

Hazard Communication Program

Policy

Prior to commencing any routine or non-routine work that has a possibility of a chemical exposure, including piping systems; an evaluation of possible exposure will be made by the supervisor and employee to perform the work. If it is determined that an exposure may occur, then additional methods of exposure control will be identified and implemented.

All employees shall be trained in these procedures, and for any new tasks or products upon purchase or first-time use. If subcontractors are used, that contractor shall provide the Project Manager with a list of products and copies of SDS before the products are brought to the jobsite or property.

Scope

This program applies to all work operations in the company that may expose an employee to a hazardous substance under normal or emergency working conditions. It has been revised for the updated Global Harmonization requirements that went into effect in December 2013.

Purpose

This program has been established to provide the means necessary to transmit information to employees regarding the chemical products that they may be exposed in the workplace by working with, near to or around as they perform any task or non-routine job tasks. This program is available, upon request, to all employees, their designated representatives, emergency responders, and interested members of the community.

Administration

The Safety Director has the overall responsibility for the program. The Safety Director will review and update the program as necessary.

List of Hazardous Chemicals










A list of all hazardous chemicals and materials used or could be used, transported, stored on the jobsite, or on any company property will be maintained by the Project Manager. This list will be shared with all employees, contractors, sub-contractors, emergency responders and members of the community upon request. The Project Manager will require all sub-contractors to provide a list of all hazardous chemicals and materials, which they bring onto the jobsite to maintain a current listing of all hazardous chemicals at any jobsite.

Labeling

All containers of hazardous chemicals used, stored or transported on the jobsite or on company property must be labeled or tagged. Original labels on containers of hazardous chemicals are not to be removed, unless a different material is placed into the container. In this case, the label must be changed to reflect the true contents.

Labels must contain the following information:

1. Product identifier
2. Signal word
3. Hazard statement(s)
4. Pictogram(s)
5. Precautionary statement(s)
6. Name, address, and phone number of the responsible party

HCS PICTOGRAMS & HAZARDS		
<p>Health Hazard</p>  <ul style="list-style-type: none"> • Carcinogen • Mutagenicity • Reproductive Toxicity • Respiratory Sensitizer • Target Organ Toxicity • Aspiration Toxicity 	<p>Flame</p>  <ul style="list-style-type: none"> • Flammables • Pyrophorics • Self-Heating • Emits Flammable Gas • Self-Reactives • Organic Peroxides 	<p>Exclamation Mark</p>  <ul style="list-style-type: none"> • Irritant (skin and eye) • Skin Sensitizer • Acute Toxicity (harmful) • Narcotic Effects • Respiratory Tract Irritant • Hazardous to Ozone Layer (Non Mandatory)
<p>Gas Cylinder</p>  <ul style="list-style-type: none"> • Gases under pressure 	<p>Corrosion</p>  <ul style="list-style-type: none"> • Skin Corrosion/ burns • Eye Damage • Corrosive to Metals 	<p>Expanding Bomb</p>  <ul style="list-style-type: none"> • Explosives • Self-Reactives • Organic Peroxides
<p>Flame over Circle</p>  <ul style="list-style-type: none"> • Oxidizers 	<p>Environment (Non-mandatory)</p>  <ul style="list-style-type: none"> • Aquatic Toxicity 	<p>Skull & Crossbones</p>  <ul style="list-style-type: none"> • Acute Toxicity (fatal or toxic)

Safety Data Sheets (SDS's)

A file will be maintained of Safety Data Sheets (SDS's) covering all hazardous chemicals brought on a jobsite or on company property. The file will contain an index listing of all SDS in the file. SDS files and an index listing will be made promptly available to any employee's designated representatives, emergency responders, and interested members of the community.

For those who would like to view or get a copy of any company SDS, please notify your supervisor or contact 3E Company at (800) 451-8346. These data sheets will be given to any person requesting them by:

1. Checking the jobsite trailer for the company SDS Notebook all foremen are provided.
2. Contact the Safety Director at the corporate office.
3. Supervisors may check the manufacturer's webpage for product data information. Most sheets can be found within minutes using Google Search typing the specific product or material name and manufacturer if known.
4. Using the 3-E System as follows as outlined below.

An SDS will be required to accompany each hazardous chemical that is introduced to the jobsite or company property. The Company will not make a determination if a chemical is hazardous. They will rely on the evaluation performed by the manufacturer or material supplier and follow their recommendations from their SDS's.

OSHA Mandates 16-section SDS headings, order of information, and what information is to be provided under the headings as follows:

1. Identification of the substance or mixture and of the supplier

2. Hazards identification
3. Composition/information on ingredients Substance/Mixture
4. First aid measures
5. Firefighting measures
6. Accidental release measures
7. Handling and storage
8. Exposure controls/personal protection.
9. Physical and chemical properties
10. Stability and reactivity
11. Toxicological
12. Ecological information (non-mandatory)
13. Disposal considerations (non-mandatory)
14. Transport information (non-mandatory)
15. Regulatory information (non-mandatory)
16. Other information including information on preparation and revision of the SDS

Training

All employees will be provided training in reading and interpreting SDS, labels, provisions of this policy, and the OSHA standard. Each employee will be made aware of where the SDS File, Written Company Program, List of Hazardous Chemicals on the jobsite and the OSHA Standards are located.

Before assigning any worker or crew to a task or non-routine task, as defined in Section (e) (ii) of the OSHA Construction Regulations, requiring the use of hazardous chemicals their supervisor is required to review with them the information contained in the SDS, including safety procedures, emergency procedures, and required personal protective equipment.

Any employee or interested party wishing to see the Company Hazard Communication Program, OSHA Hazard Communication Standard, a list of hazardous chemicals and Safety Data Sheets (SDS) for the chemicals, should contact their supervisor or the program coordinator identified in this section.

Training Outline

Before any employee starts to work, he or she will receive the following:

1. Explanation of the written Hazard Communication Program.
2. Explanation of OSHA's Hazard Communication Standard.
3. Training and understanding Safety Data Sheets (SDS) System.
4. Review of the SDS's for the specific materials the employee will be using or has the possibility of being exposed to.
5. Made aware of the locations of the communication systems and all emergency phone numbers.
6. Anytime new hazards are introduced into the workplace or employee changes job duties, his or her training-will be updated. This includes training before any non-routine task is performed.

Use and Care of Owned, Leased, or Rented Company Vehicles

Anyone who operates a licensed vehicle, owned, leased, or rented or controlled by this Company must possess a valid Driver's License that is appropriate for the type of vehicle being driven.

1. All drivers must be at least 21 years of age unless approved by management.
2. Only authorized employees are allowed to drive Company vehicles.
3. Personal trailers, including boats and recreational vehicles are not to be pulled.
4. Motor Vehicle Records may be checked periodically. Driving privileges may be suspended or terminated if your record indicates an unacceptable number of incidents or violations. Should you fall into our insurance carriers' guidelines of an "unacceptable driver", your driving privilege may be revoked and/or employment terminated.
5. Company must be notified of any change in your license status, insurance status or driving record. Failure to do so may result in disciplinary action, including dismissal.

You are responsible for all personal property left in any Company vehicle. Each employee who operates, or has supervision over the operation of any Company vehicle, has the responsibility for:

1. The vehicle.
2. Safety and securement of cargo and/or passengers.
3. Compliance with all traffic rules.
4. Safe and defensive driving.
5. Physical hazards.
6. Securing vehicles.
7. Reporting accidents.
8. Authorizing company use of the vehicle.

The Vehicle

1. All CDL drivers are required to inspect their vehicle at the beginning of each workday:
 - a. Check oil level, water, or anti-freeze, tires, exhaust system, windshield wipers, etc.
 - b. Check for loose wheel nuts, oil, water, fuel or air leaks.
 - c. Check for proper vision, clean windshield, adjust seat, mirrors, etc.
 - d. Check safety equipment assigned to your vehicle.
 - e. Check all instruments.
 - f. Check air and/or hydraulic pressure.
 - g. Check sound of the engine.
 - h. Start equipment and make sure all controls are operating properly. Report all deficiencies to your supervisor immediately before operating.
2. Winter checklist:
 - a. Clear snow, ice and /or frost from all windows.
 - b. Check proper ventilation when operating or sitting inside a vehicle with the motor running.
3. Keep the vehicle clean of trash and cans, etc. that could impede operation. Large items such as toolboxes and fire extinguisher should be secured.

4. Firearms or explosive devices are prohibited in or on Company vehicles unless prior approval by the Safety Director.

Prohibited Use of Cell Phone while Driving (also stated in the Employee Handbook)

In the interest of the safety of our employees and other drivers and pedestrians on the road, Company employees are prohibited from using cell phones (including all smart phones) or other wireless communication devices (including laptops and tablets) while operating a motor vehicle on Company business and/or Company time. This prohibition includes any use of the cell phone or other wireless communications device, such as answering or placing calls, engaging in conversations, texting, emailing, web browsing or using any smart phone application while driving.

If your job requires that you keep your cell phone or other wireless communication device turned on while you are driving, you must use a hands-free, voice-operated device at all times.

While driving, attention to the road and safety should always take precedence over conducting business over the phone.

Safety of Cargo and/or Passengers

1. Driver can carry no more than one authorized passenger in the front seat.
2. Permit no one to ride on running-boards, fenders, tailgates, bumpers or in any other hazardous location.
3. Do not pick up hitch-hikers.
4. Equipment and material must be secured, and load distributed properly before transporting. Clear all mud, rock or other debris from equipment that may fall off during transit.
5. On over-dimension loads, use proper permits, signs, and flags.

Defensive Driving

1. Be a defensive driver and observe all traffic laws.
2. No vehicle is to be driven at a speed greater than reasonable and proper, with due regard for weather, traffic, intersections, width and character of the roadway, type of motor vehicle, and/or any other existing condition. You must have your vehicle under control at all times so that you can stop completely within the assured, clear distance ahead.
3. Be extremely cautious while backing; check behind your vehicle before mounting. Back from the driver's side, use rear view and side mirrors, back slowly in order to stop quickly, and use a signalman if possible.
4. Do not park behind or on the blind side of any vehicle.
5. In extremely bad weather or when the roads are very hazardous, call the office to see if you are needed before venturing out and subjecting yourself and your Company vehicle to a possible accident.

Physical Hazards

1. Always keep yourself physically fit and mentally alert in order to safely and properly perform the functions of your job.
2. Do not drive or operate equipment under the influence of drugs or alcohol.
3. Do not run a motor inside a closed building without proper ventilation.
4. If for any reason you cannot make starts, stops, turns and various other maneuvers with the vehicle you are required to operate or as soon as you determine that a problem exists, contact your supervisor before beginning operations.

Securing Vehicle

1. When parking overnight, leave your vehicle in a well-lighted and secured area, if possible.
2. Make sure your vehicle will not move and the key is removed when leaving it unattended.
3. Lock, chain, or secure in some fashion any equipment, tools, or parts left on vehicles overnight.
4. Ignition and locking gas cap keys should be kept together on the same ring. Do not leave keys in your vehicle.
5. The foreman is responsible for seeing that each vehicle assigned to him/her is parked and locked after work has ended each day.

Reporting Accidents

1. All vehicle accidents involving Company property, bodily injury, thefts, vandalism, or damage, regardless of severity, must be reported to your supervisor, the Claims Manager, and the Safety Director. Failing to stop after an accident and/or failure to report an incident may result in disciplinary action, including dismissal.
2. If you hit a parked car or stationary object or obstacle, try to locate the owner. If you cannot, leave a note in a conspicuous place on the vehicle listing your name and address, the Company name, and a brief description of the accident. Get a police officer to check the damage and file a report.
3. Make note of locations, street names, weather conditions and other factors that may be related to the incident. Use your cell phone to take pictures of the scene. Pictures should include all vehicles involved in the accident, all traffic control devices, and any emergency vehicles if there.
4. Obtain a copy of the police report. If the officer's name and badge number are not on the report, make note of them.
5. Exchange information with other drivers (if applicable), including driver's name, driver's license number, make, model, and year of the vehicle(s), insurance company, agent name and phone and policy expiration date.
6. Per the company drug testing policy, you must submit to post-accident drug and alcohol testing. Contact your supervisor who will direct you through this procedure.
7. Company is not responsible for any moving traffic violations, parking tickets or any other city ordinances or state/federal laws regarding your driving habits and operation/care of your personal motor vehicle. Any tickets issued are the employee's responsibility, even if the ticket is issued while conducting business for the Company. Chargeable accidents and tickets may affect your own auto insurance premium, no matter whose auto you are driving.

8. If you are injured while driving a vehicle on Company business, your injuries may be covered under Worker's Compensation. If you are on your way to and from work, you may not be on Company business.

Care of Company Property

Employees are expected to exercise due care in use of Company property and to use such property only for authorized business purposes. Negligence in the care or use of Company property, unauthorized removal or personal use of Company property, or failure to report known theft, vandalism or misuse of Company property will not be tolerated and may result possible prosecution in addition to disciplinary action up to and including termination of employment.

OSHA General Rules

The following general Occupational Safety and Health Administration general rules shall apply to your operations whenever applicable.

Abrasive Grinding

1. All abrasive wheel bench and stand grinders shall be provided with safety guards which cover the spindle ends, nut, and flange projections, and are strong enough to withstand the effects of a bursting wheel.
2. An adjustable work rest of rigid construction shall be used on floor and bench-mounted grinders, with the work rest kept adjusted to a clearance not to exceed 1/8 inch between rest and the surface of the wheel.
3. All grinding wheels shall be closely inspected and ring-tested before mounting to ensure that they are free from defects.

Use of Compressed Air

1. Compressed air used for cleaning purposes shall not exceed 30 psi and then only with effective chip guarding and personal protective equipment.
2. This requirement does not apply to concrete form, mill scale, and similar cleaning operations.
3. Compressed air shall not be used to clean off clothing.
4. Horseplay involving compressed air will not be tolerated.

Compressed Gas Cylinders

1. Valve protection caps shall be in place when compressed gas cylinders are transported, moved, or stored.
2. Cylinder valves shall be closed when work is finished and when cylinders are empty or are moved.
3. Compressed gas cylinders shall be always secured in an upright position, except if necessary for short periods of time when cylinders are actually being hoisted or carried.

4. Cylinders shall be kept at safe distance or shielded from welding or cutting operation. Cylinders shall be placed where they cannot become part of an electrical circuit.
5. Oxygen and fuel gas regulators shall be in proper working order while in use.
6. Separate stored oxygen cylinders from fuel-gas cylinders and combustible materials by at least 20 feet or by a firewall at least 5 feet tall rated at a minimum of 2-hour fire resistance. Inside, store cylinders in dry, well protected and ventilated area at least 20 feet from highly combustible materials.

Silica

See Silica policy listed in HCSS Forms.

Concrete, Concrete Forms and Shoring

1. Employees shall not be permitted to work above vertically protruding reinforcing steel, unless it has been protected to eliminate the hazard of impalement.
2. Form work and shoring shall safely support all loads imposed during concrete placement. Drawings or plans of jack layout, form work, shoring, working decks, and scaffolding systems shall be available at the job site.

Eye and Face Protection

Proper personal protective equipment must be used at all times.

1. Eye and face protection shall be provided when machines or operations present potential eye or face injury.
2. Employees involved in welding operations shall be furnished with filter lenses or plates of at least the proper shade number.

Flammable and Combustible Liquids

1. Only approved containers and portable tanks shall be used for storage and handling of flammable and combustible liquids.
2. No more than 25 gallons of flammable or combustible liquids shall be stored in a room outside of an approved storage cabinet. No more than three storage cabinets may be located in a single storage area.
3. Inside storage rooms for flammable and combustible liquids shall be of fire-resistive construction, have self-closing fire doors at all openings, 4-inch sills or depressed floors, a ventilation system that provides at least six air changes within the room per hour, and electrical wiring and equipment approved for Class I Locations. Class I Locations are those in which flammable gases or vapors are or may be present in quantities sufficient to produce explosive or ignitable mixtures.

Floor Openings, Open Sides, Hatchways, Etc.

1. Floor openings shall be guarded by a standard railing and toe boards or cover. In general, the railing shall be provided on all exposed sides, except at entrances to stairways.
2. Every open-sided floor or platform, 6 feet or more above adjacent floor or ground level, shall be guarded by a standard railing, or the equivalent, on all open sides except where there is entrance to a ramp, stairway, or fixed ladder.
3. Runways 4 feet or more high shall have standard railings on all open sides, except runways 18 inches or more wide used exclusively for special purposes may have the railing on one side omitted where operating conditions necessitate.

Head Protection

Head protective equipment (helmets) shall be worn in areas where there is a possible danger of head injuries from impact, flying or falling objects, or electrical shock and burns.

Hearing Protection

Employees involved in Quarry operations, refer to Quarry supplement part 62 Hearing Conservation.

1. When engineering or administrative controls cannot reduce sound levels within the limits of the following table, ear protective devices shall be provided and must be used.

Contact your Safety Director for sound level measurement when needed.

2. Exposure to impulsive or impact noise should not exceed 140 DBA peak sound pressure level.

Duration per day in hours	Sound level DBA slow response
8	90
6	92
4	95
3	97
2	100
1.5	102
1	105
.5	110

Hoists, Material and Personnel

1. This Company shall comply with the manufacturer's specifications and limitations.
2. Rated load capacities recommended operating speeds, and special hazard warnings or instructions shall be posted on cars and platforms.
3. Hoistway entrances of material hoists shall be protected by substantial full width gates or bars.
4. Hoistway doors or gates of personnel hoist shall be not less than 6 feet 6 inches high and be protected with mechanical locks which cannot be operated from the landing side and are accessible only to persons on the car.

5. Overhead protective coverings shall be provided on the top of the hoist cage or platform.

Ladders

Portable ladders shall be placed on a substantial base at a 4-1 pitch, have clear access at top and bottom, extend a minimum of 36 inches above the landing, or where not practical, be provided with grab rails and be secured against movement while in use. Inspect ladder prior to each use.

Personal Protective Equipment

1. The Company is responsible for requiring the wearing of appropriate personal protective equipment in all operations where there is an exposure to hazardous conditions or where the need is indicated for using such equipment to reduce the hazard to the employees. Use such personal protective equipment is required for all employees.
2. Lifelines, safety harnesses, and SRLs shall be used only for employee safeguarding.

Railings

A standard railing shall consist of top rail, intermediate rail, toe board, and posts, and have a vertical height of approximately 42 inches from upper surface of top rail to the floor, platform, etc. when falls are possible at a height of six feet or greater.

Respiratory Protection

1. Respiratory protective devices shall be appropriate for the hazardous material involved and the extent and nature of the work requirements and conditions.
2. Employees required to use respiratory protective devices shall be thoroughly trained in their use. Ask your supervisor for the company respiratory protection policy.
3. Respiratory protective equipment shall be inspected regularly and maintained in good condition.

Portable Circular Saws

Portable, power-driven circular saws shall be equipped with guards above and below the base plate or shoe. The lower guard shall cover the saw to the depth of the teeth, except for the minimum arc required to allow proper retraction and contact with the work and shall automatically return to the covering position when the blade is removed from the work. If cutting material containing silica, see policy for proper required attachments.

Stairs

1. Every flight of stairs having four or more risers shall be equipped with standard stair railings or standard handrails as specified below.
2. On stairways less than 44 inches wide having one side open, at least one stair railing on the open side.

3. On stairways less than 44 inches wide having both sides open, one stair railing on each side;
4. On all structures 20 feet or over in height, stairways, ladders, or ramps shall be provided.
5. Rise height and tread width shall be uniform throughout any flight of stairs.

Wire Ropes, Chains, Ropes, Etc.

1. Wire ropes, #8 grade alloy steel chains, synthetic web slings and all other lifting and rigging devices must be inspected before each use. Defective gear shall be tagged “DO NOT USE” and returned to your employer's shop and taken offsite.
2. Job or shop hooks and links, or makeshift fasteners, formed from bolts, rods, etc., or other such attachments, shall not be used.
3. When U-bolts are used for eye splices, the U-bolt shall be applied so that the “U” section is in contact with the dead end of the rope.
4. Shock loading (the added force/weight upon a sling and other lifting apparatus during acceleration or de-acceleration of the load) and unloading a sling with the load resting upon it is not allowed.
5. No slings shall be modified or repaired except by the manufacturer. Protect slings from sharp edges.
6. Do not use synthetic webbed slings around high temperatures, solvents, fumes, or sprays that can cause damage to sling.

Company Supplies, Equipment and Vehicles

Due to Company growth and diversity of operations, the following Company rules and regulations apply:

Company Supplies

There will be no “field” compensation to hourly or supervisory personnel for Company use of employee-owned vehicles and/or equipment or for any other reason. “Field” compensation means, the furnishing of Company Supplies (fuel, batteries, oil, tires, belts, parts, etc.) to the employee for use of his/her vehicle, equipment, or other. If compensation to hourly employees for use of employee-owned vehicles is deemed necessary, the Company and employee will enter into a Salary Differential Agreement for that usage. A signed agreement prepared on forms supplied by the company and approved by a Main Office Supervisor is required prior to any company use of employee-owned vehicles and/or equipment.

No credit cards are to be used by hourly employees unless approved by a Main Office Supervisor. Credit card charges for repairs to Company vehicles or equipment must have the equipment number on the charge slip and the slips forwarded to the equipment supervisor. The monthly fuel envelope may be used to forward these slips to the Main Office.

Company Tools and Equipment

Company tools or equipment will not be utilized for personal use by hourly employees. Use of Company tools and/or equipment by a supervisor must be approved by a Main Office Supervisor.

Company tools and equipment are to be left on the project in the shop areas except those tools in Company vehicles assigned to supervisors. Lead men or mechanics using their own vehicles may haul and store tools ONLY as designated by Main Office Supervisors. Lead men and mechanics who haul and/or store tools in their personal vehicles are responsible for the safekeeping of the Company tools and equipment taken from the projects or Company premises and stored in their own vehicles.

Company Vehicles

No Company vehicle, e.g., mechanic truck, fuel truck, dump truck, etc.; will be taken home by hourly employees. If unusual circumstances arise causing deviation from this, it must be approved by a Main Office Supervisor.

All Company commercial vehicles will be marked with Company name per state regulations.

HCSS Safety Field App.

Diary - Document daily working conditions and special notes.

Photo - Used to store any job-related photos.

Meetings -

1. Plan of Day (POD) Each morning Supervisors will conduct a POD with their crew.
 - a. The day's activities
 - b. Serious Injury & Fatality (SIF) Hazards that exist
 - c. Recommended actions and procedures for SIF exposures
2. Toolbox Talk.
3. EEOC Toolbox Talk

Inspections - Used for general jobsite and safety related inspections must be completed using HCSS Forms.

Near Miss - Report near miss using HCSS Safety module.

Incidents/Property damage - Used for injured employees, auto and general liability. Call the Safety Director in charge of your project immediately after any incident. Complete the incident report located in HCSS Safety by the end of the day of the incident.

JHA/JSA – Complete the JSA/JHA located in HCSS Forms.

Safety Observation App. - (Optional) document facts only. All issues will be responded to in less than 24hrs. Safety policy on any unsafe observations is, you see it, you fix it. If you can't get someone who can!

Safety and Security Manual Acknowledgement and Confirmation of Receipt

I have received my copy of the Global Earthwork + Underground (“Company” or “the Company”) Safety and Security Manual (“Manual” or “the Manual”).

I understand and agree that it is my responsibility to read and familiarize myself with the policies and procedures contained in this Manual, and that following all Company policies and procedures is a condition of employment and/or continued employment.

I understand and agree that in the event I do not understand or have any questions about any of the policies and procedures contained in the Manual, it is my responsibility to consult with my supervisor or Safety Director to obtain an explanation.

I understand and agree that in the event of any conflict between the provisions of this Manual and the provisions in any applicable Collective Bargaining Agreement (“CBA”), the CBA shall govern in all cases with respect to employees covered by such an agreement, and where allowable by current law and/or regulation.

Employee Signature

Date

Employee Printed Name