PARTNERS
EXCAVATING CO.

Employee Policy
&
Safety Manual

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WHAT YOU CAN EXPECT FROM PARTNERS

Partners Excavating Company's employee relations policy has been established to:

1. Operate an economically successful business so that a consistent level of steady work is available.

2. Select people on the basis of skill, training, ability, attitude and character without discrimination with regard to age, sex, color, race, creed, national origin, religious persuasion, marital status, political belief or disability that does not prohibit performance of essential job functions.

3. Pay all employees according to their effort and contribution to the success of our business.

4. Review wages, employee benefits and working conditions constantly with the objective of providing maximum benefits in these areas, consistent with sound

5. Provide paid vacations and holidays to all eligible employees.

6. Provide eligible employees with health insurance, disability, retirement and other benefits.

7. Dedicate ourselves to the highest levels of quality and integrity in all relationships with employees and customers.

8. Develop competent people who understand and meet our objectives, and who accept with open minds the ideas, suggestions and constructive criticisms of fellow employees.

9. Assure employees of an opportunity to discuss any problem with management.

10. Make prompt and fair adjustment of any complaints that may arise in the everyday course of our business, to the extent that is practical.

11. Respect individual rights and treat all employees with courtesy and consideration.

12. Maintain mutual respect in our working relationships.

13. Provide buildings, equipment job sites that are attractive, orderly and safe.

14. Make promotions or fill vacancies from within the company whenever possible.

15. Keep all employees informed of the company's progress, overall aims and objectives.

16. Do all these things in a spirit of friendliness and cooperation so that Partners will continue to be known as a great place to work!

WHAT PARTNERS EXPECTS FROM YOU

Your first responsibility is to know your own duties and how to do them promptly, correctly and pleasantly. Secondly, you are expected to cooperate with management and your fellow employees and maintain a good team attitude. How you interact with fellow employees and those whom we serve, and how you accept direction can affect the success of the whole company. Consequently, whatever your position, you have an important assignment: ***perform every task to the very best of your ability***. The result will be better performance for the company overall, and personal satisfaction for you.

You are encouraged to grasp opportunities for personal development that are offered to you. This manual offers insight on how you can positively perform to the best of your ability to meet and exceed expectations.

We strongly believe you should have the right to make your own choices in matters that concern and control your life. We believe in direct access to management. We are dedicated to making Partners a company where you can approach any member of management, to discuss any problem or question. We expect you to voice your opinions and contribute your suggestions to improve the quality of the company. We're all human, so please communicate with each other and with management.

Remember, you help create the healthful, pleasant and safe working conditions that Partners intends for you. We need your help in making each working day enjoyable and rewarding.

RESOURCES

The company website is www.Partners-Excavating.com. The password for the Employee Section is “Paving” (note that the P must be capitalized). The Employee Manual, Safety Manual, newsletters and many employee forms are available in the Employee Section.

Announcements and details on company events or payroll changes are available several places:

- Monthly newsletter distributed to employee mailboxes
- The white dry-erase board on the wall in the Employee Room
- Notes posted near the time clock
-

You may post your own announcements or items for sale on the cork bulletin board in the Employee Room.

Anyone in the office will be happy to answer questions at any time.

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1. Personnel Files

The task of handling personnel records and related personnel administration functions at Partners has been assigned to the Office Manager. Questions regarding insurance, wages, and interpretation of policies may be directed to the Office Manager.

Keeping your personnel file up-to-date can be important to you with regard to pay, deductions, benefits and other matters. If you have a change in any of the following items, please be sure to notify the Office Manager as soon as possible:

- Legal name
- Home address
- Home telephone number
- Person to call in case of emergency
- Number of dependents
- Marital status
- Change of beneficiary (for life insurance or retirement plan)
- Driving record or status of driver's license
- Exemptions on your W-4 tax form or state tax form

Coverage or benefits that you and your family may receive under Partners' benefits package could be negatively affected if the information in your personnel file is incorrect.

You are allowed to see information that is kept in your own personnel file if you wish, and you may request and receive copies of all documents you have signed. Ask the Office Manager if you have any questions or would like to see your personnel file.

2. Payroll

Mandatory Deductions from Paycheck

Partners is required by law to make certain deductions from your paycheck every week. Among these are your federal, and state income taxes and your contributions to Social Security and Medicare as required by law. These deductions will be itemized on your check stub. The amount of the deductions depends on your earnings and on the information you furnish on your federal and state tax withholding forms regarding the number of exemptions you claim. Any change in name, address, telephone number, marital status or number of exemptions must be reported to the Office Manager promptly, to ensure proper credit for tax purposes. The W-2 form you receive each year indicates precisely how much of your earnings were deducted for these purposes.

Any other mandatory deductions to be made from your paycheck, such as court-ordered garnishments, will be explained whenever Partners is ordered to make such deductions. See "Wage Garnishments" on the next page for further information.

Error in Pay

Every effort is made to avoid errors in your paycheck. If you believe an error has been made, tell the Office Manager immediately. The problem will be researched and any necessary corrections will be made properly and promptly.

Overtime Pay

When you perform overtime work, you will be paid one and one-half (1½) times your regular hourly wage for any time over forty (40) hours per week that you work. Holiday and vacation hours that you are paid will be calculated at your regular pay rate, even if they push your weekly total over forty hours. Overtime hours are calculated only for actual physical hours worked. (For example, if you worked four nine-hour days and took one vacation day, you would have 36 hours of regular pay and 8 vacation hours at your regular wage – no overtime.)

Pay Cycle

Our payroll workweek begins on Monday at 12:00 a.m. and ends on Sunday at 11:59 p.m. You will be paid on Friday for the workweek that ended the previous Sunday.

Changes will be made and announced in advance whenever holidays or closings interfere with the normal pay schedule.

Paycheck Distribution

Direct Deposit stubs will be emailed to you late Wednesday evening. The money will be in your bank account(s) Friday morning when your bank opens.

Time Cards / Records

By law, we are required to keep accurate records of the time worked by hourly employees. This is done by either time clock cards or other written documentation.

Your time card is the only way the payroll department knows how many hours you worked and how much to pay you. Your time card indicates when you arrived and when you departed. If possible, you are to punch in and out for brief absences like a doctor's or dentist's appointment – if you leave for an appointment straight from a jobsite, be sure to either ask someone in the office to clock you in and out, or let Chris know how long you were gone. All employees are required to keep the office advised of their departures from and returns to the premises during the work day.

You are responsible for your time card. Remember to record your time. If you forget to punch in or make an error on your card, talk to Chris to make corrections.

Each person will automatically have ½ hour deducted from each day's time for lunch. You are strongly encouraged to take a ½ hour lunch break sometime during the day in order to stay efficient and alert throughout the rest of the workday. On the rare occasion when a crew needs to work through lunch to get a job done, the foreman will have each person write "No Lunch" on their time sheet and the ½ hour will not be deducted.

No one may record hours worked on another person's card. Tampering with another person's time card is cause for disciplinary action, including possible dismissal, of both employees. Do not alter another person's record, or influence anyone else to alter your record for you.

Wage Garnishments

We hope you will manage your financial affairs so that we will not need to carry out a court-ordered wage assignment or garnishment against your wages. However, whenever court-ordered deductions are to be taken from your paycheck, you will be notified.

According to the Federal Wage Garnishment Act, three (3) or more garnishments may be cause for dismissal.

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1. Work Schedule

Work Week

The normal work week consists of five (5) days, nine (9) hours long, Monday through Friday. If there is work to be done, you may have the option of working on Saturday also.

Absence or Lateness

From time to time, it may be necessary for you to be absent from work. Partners is aware that emergencies, illnesses, or pressing personal business that cannot be scheduled outside your work hours may arise. Vacation days may be used for this purpose, or you may take time off without pay.

If you are unable to report to work, or if you will arrive late, please contact the President immediately. Give him as much time as possible to rearrange the job schedules until you arrive.

When you call in to inform the President of an unexpected absence or late arrival, speak to him directly. If he is not available when you call, you may leave the information with someone else in the office. <u>Notifying a fellow employee is not sufficient.</u> For late arrivals, please indicate when you expect to arrive for work. If you are unable to call in yourself because of an illness, emergency, or for some other reason, be sure to have someone else call in for you.

Absence from work for three (3) consecutive days without notifying your manager or the personnel administrator will be considered a voluntary resignation.

Attendance

You are expected to be at the shop and ready to work at the beginning of your assigned daily work hours, and you are expected to remain either at the shop or at a job site until the end of your assigned work hours, except for approved breaks and lunch. When your work takes you away from a job site, please let the foreman know where you are going and how long you expect to be gone.

Be aware that excessive time off could lead to disciplinary action.

Employee Meetings

Any employee meetings such as safety meetings, foremen's meetings or truckers' meetings will be paid time. If a meeting starts at 7:00 a.m., you should clock in before the meetings starts.

Excessive Absenteeism or Lateness

In general, five (5) absences in a 90-day period, or a consistent pattern of absences, will be considered excessive, and the reasons for the absences may come under question. Tardiness or leaving early is as detrimental to Partners as an absence. Three (3) such incidents in a 90-day period will be considered a "tardiness pattern" and will carry the same weight as an absence. Other factors, like the degree of lateness, may be considered.

Be aware that excessive absenteeism, lateness or leaving early may lead to disciplinary action, including possible dismissal.

Lunch Room Facility

For your convenience and comfort, Partners provides the employee room and kitchen equipped with vending products, coffee, a microwave, and a small refrigerator for employees who want to bring their lunch from home. These areas are for everyone's use. It is your responsibility to do your share in keeping these areas clean and sanitary. Please clean up after yourself!

Record of Absence or Lateness

If you are absent because of illness for three (3) or more successive days, you may be asked to submit written documentation from your doctor. If you are absent five (5) or more days because of illness, you may be required to provide written documentation from a doctor that you are able to resume normal work duties before you will be allowed to return to work. You will be responsible for any charges made by your doctor for this documentation.

Your attendance record will be considered when evaluating promotions, raises, and bonuses.

Weather

When we have weather that might hinder working, do not assume that you are to stay home. If you have any question whether or not we will be working, you may call the office before you leave home.

2. Daily Operations

Breaks/Rest Periods

You are entitled to two (2) fifteen (15) minute rest breaks each day. Normally these rest breaks will be scheduled in mid-morning and mid-afternoon. These will be determined by your foreman. Always be sure to return to work on time at the end of any break.

In the event of an emergency or unusual condition, your foreman may ask you to change or postpone your break in order to finish a particular project.

Lunch Period

You are given ½ hour for lunch, and you are encouraged to use that full time. If for some reason you are not able to stop work for a lunch break, write "No Lunch" on your time sheet. (Note: This is only for times when you did not get ½ hour lunch break <u>anytime</u> during the day, not just because you did not get to take your break during the regular 12:00 to 12:30 lunch time.)

You may leave the premises during your lunch. It is important to return to work on time at the end of your lunch period.

Purchase Orders

You need to get a Purchase Order number from the office or shop for any materials or parts you buy during the day that will be charged to Partners. Use of Purchase Orders helps by keeping a written record of which job or vehicle the materials are being purchased for. It also helps prevent non-employees from charging things to Partners.

Receipts and Delivery Tickets

Hand in all receipts, delivery tickets, and purchase orders when you turn in your time at the end of the day. Check your truck and your pockets before you leave to make sure you don't forget anything. We need to have all tickets so we can make sure we bill the customers for everything that was used on the jobs.

Time

It is each person's responsibility to turn in their own time each day to the office. Make sure you know what job you are on, and that you keep track of your time on each machine throughout the day. If you are turning in time for several different people, each person needs to be on a separate time sheet.

We bill customers from the time we start heading to their job until we leave their job. Time traveling back to the shop, or any other time that does not get charged to a customer (such as washing your truck or employee meetings) should be written on your time sheet as Down Time. If you have any questions about how your time should be written down, please ask someone in the office. It is very important to have the time written down correctly so that customers can be billed properly.

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1. Introduction to Benefits Package

In addition to receiving a fair salary and having an equal opportunity for professional development and advancement, you may be eligible to enjoy other benefits, which will enhance your job satisfaction. We are certain you will agree that the benefits program described in this manual represents a very large investment by Partners Excavating, and we trust that you will avoid abusing any of the program's benefits.

A good benefits program is a solid investment in our company and its employees. It not only ensures the loyalty of long-time capable employees, it also helps to attract talented newcomers who can help the company grow. We will periodically review the benefits program and will make modifications as appropriate to the company's condition.

2. Eligibility for Benefits

If you are a full-time employee, you will enjoy all of the benefits described in this manual as soon as you meet the eligibility requirements for each particular benefit. If you are on probation, some benefits may be restricted or suspended.

If you are a part-time or temporary employee, you will enjoy only those benefits that are required by law to be given to you, provided that you meet the minimum requirements.

3. Comp Time

If you choose, you may save some of your pay and use it later for bad weather days, or a little extra time off.

To do this, let the Office Manager know how much you want to save. You can do a one-time savings, or save a certain amount each week on an ongoing basis.

When you want to use that money later for a day off, fill out a Vacation Request form and mark the "Use Comp Pay" box. Indicate how many hours or dollars of Comp Pay you want to be use. You may also request Comp Pay as extra pay without taking time off, or use it to make up for time you couldn't work because of bad weather.

If possible, the Comp Pay will be included in your next paycheck – cutoff time is Tuesday at 5:00pm to get Comp Pay added to the current week's check, otherwise it will be processed the next week.

If you plan to take a day off using saved up Comp Time, you still need to fill out a Vacation form and ask for it in advance just like vacation – this is so we can plan the work schedule and know who will be working on which days.

4. Direct Deposit

Your paycheck will be direct deposited into your bank account(s). The money should be available in your bank account(s) when your bank opens on Friday morning. You may make changes to direct deposit at any time, and you may split your deposit to multiple bank accounts.

5. Vacation

Vacation is a time for you to rest, relax, and pursue special interests. We have provided paid vacation as one of the many ways in which we show our appreciation for your loyalty and continued service.

Regular full-time employees are eligible for paid vacation as described below. Part-time year-round employees are eligible for vacation on a pro-rated basis according to how many hours they normally work. Temporary and summer employees are not eligible for vacation.

Amount of Vacation

Employee vacation time is earned on a calendar year basis, regardless of anniversary date of employment. For full-time employees hired mid-year, vacation will be advanced for the first partial year as follows:

Date of Hire	Vacation Days Advanced
Jan. 1 - March 31	3
April 1 - June 30	2
July 1 - Sept. 30	1
October 1 - Dec. 31	0

Full-time employees will be advanced five eight-hour vacation days (one week) on January 1 of the first full calendar year of employment. Ten eight-hour vacation days (two weeks) will be advanced January 1 of the second full calendar year of employment, and each year thereafter.

An employee who is out on medical leave, layoff, or an extended vacation of more than 6 weeks on January 1 will not receive new vacation at that time. Pro-rated vacation will be advanced for the year based on the date the employee returns to work full time.

Vacation is given in advance for the coming year – employees must actually work through the end of the calendar year to earn all the vacation days. In the event of termination of employment by a full-time employee before the end of a calendar year, vacation earned for the partial year will be adjusted back as follows:

Date of Termination	Vacation days earned for termination year if you had received 5 days on Jan. 1	Vacation days earned for termination year if you had received 10 days on Jan. 1
Jan. 1 - March 31	1	2
April 1 - June 30	2	4
July 1 - Sept. 30	3	6
October 1 - Dec. 31	4	8

For termination of part-time employees, or employees hired mid-year, vacation earned for the partial year will be determined on a pro-rated basis.

Vacation Policies

Using vacation days for extra pay without actually taking time off from work is discouraged – we want you to actually take time off to relax away from work. If you do choose to take vacation pay without actually taking time off, you must be an employee in good standing (i.e., not on probation), and you will only be allowed to use the vacation you have actually earned so far that year, according to the chart at the bottom of the previous page.

Every effort will be made to grant you your vacation at the time you desire. However, during the busiest time of the year, there are several restrictions on how vacation may be used so that the work schedule can flow as smoothly as possible. The following restrictions apply from May 1 through September 1:

- No more than four people may be on vacation on the same day
- Each person may take a maximum of five (5) days of vacation during this period, except with special permission from the President

Throughout the whole year, Vacation Request Forms must be filled out to ask for the days you want to take off. These must be approved by your Project Manager, then handed in to the office staff, who will check to make sure that you have enough vacation days saved up. If it is between May and September, they will also make sure that there are not already too many people off on those days. When your vacation has been approved, it will be marked on the vacation calendar in the employee room. Please check this calendar when planning your vacation time so that you can look for times when there are not already several other people gone. <u>DO NOT count on having the vacation days until the form has been approved</u>.

You are encouraged to plan your vacation time as far in advance as possible to be able to take off the days you want, and so that the work schedule can be planned. To further help in planning, plenty of notification must be given according to the following chart:

# of Days Off	Notification Required
1 – 2 days	2 weeks
3 – 4 days	3 weeks
5 days	4 weeks
over 5 days	4 weeks & special permission from the President

Vacation may be used in hourly increments if you are only off part of a day.

6. Rainy Day Loan

During the part of the year with the worst weather, (Nov. 1 – March 31), any time you don't get in a full 40-hour week because of the weather, you can borrow money from the Rainy Day Loan fund.

Limitations

1) If you were hired after 1/1/18, you must work here 2 full years before you can use the Rainy Day Loan fund.
2) You cannot borrow from the Rainy Day Loan fund while you are laid off or on probation.
3) We reserve the right to suspend the Rainy Day Loan fund at any time for any reason.
4) The most you can borrow in one season (Nov.-March) is:
   4 weeks (160 hours) at your pay rate

   Example: If you make $10 per hour, the most you can borrow in a season is $10 x 40 hours x 4 weeks = $1,600

Borrowing

There are 3 ways to borrow:

1) Check the "Rainy Day Loan" box on a Vacation Request Form.
2) Fill out the "Rainy Days or Sick Days" sheet on the clipboard near the vacation forms, and circle "Rainy Day Loan".
3) Call the Payroll Administrator (Marcia).

Repaying

Repayment of any money you borrowed from the Rainy Day Loan fund will automatically start with deductions from your first paycheck after April 1 as follows:

1) In weeks you don't work overtime, the deduction for repayment will be $50.
2) In weeks you do work overtime, the deduction will be 75% of your overtime pay (which leaves you with about 40 hours' worth of take-home pay after taxes) or $50, whichever is higher.
3) You may choose to make bigger payments if you want to repay the loan faster.
4) If you leave your job at Partners, the balance you still owe will be deducted from your last check. If your last check isn't large enough to cover the balance, we will send you a bill for the remaining amount due.

Remember: It's really convenient to borrow the money in the winter, but don't forget you will have to pay it back in the spring! If you plan ahead instead and put a little money aside every week for winter, you won't have to worry about paying it back later. Talk to the Payroll Administrator if you want to start putting money aside on your own for a rainy day – either through our Comp Time account, or by splitting your Direct Deposit to put some of the money in a savings account at your bank.

7. Holidays

Recognized Holidays

The following six days are paid holidays:

- New Year's Day – Jan. 1
- Memorial Day – last Mon. in May
- Independence Day - July 4
- Labor Day – 1st Monday in Sept.
- Thanksgiving Day – 4th Thurs. in Nov.
- Christmas Day – Dec. 25

Holiday Policies

Full-time employees will be paid for an eight (8) hour day on each of the six company holidays.

Part-time and temporary employees will be paid for a holiday only if they would normally be working on that day. (For example, summer employees would normally only get paid for the July 4 holiday.)

8. Insurance Coverage

We are interested in the health and well-being of both you and your family, and have provided a comprehensive health and life insurance program to cover you. We provide group insurance underwritten by a national insurance carrier. Full-time employees become eligible for coverage on the first of the month after they have worked 60 days. At that time, you may choose whether to accept the insurance coverage or not.

The following benefits are provided, as defined and limited in the literature provided by our insurance company:

- **Health Insurance**
- **Dental Insurance**
- **Life Insurance and Accidental Death and Dismemberment Insurance**
- **Additional Life Insurance**
- **Short-Term Disability Insurance**
- **Long-Term Disability Insurance**
- **Allstate Supplemental Insurance**

When you choose insurance coverage, our insurance company provides a booklet describing your benefits; a copy of this will be given to you when you join the program.

Health Insurance

Today's many health insurance plans and options can be confusing and complicated. That is why we have taken the time to carefully review the coverage and plans available. We have selected the plans we feel provides the best coverage for the money. Refer to the manual provided by our insurance company for details on your health coverage.

Partners pays part of the health insurance premium for coverage on you and your family. You pay the remaining premium through payroll deduction (before taxes). You may be able to choose between two available plan options. The Office Manager will meet with you to explain the options when you become eligible for Health Insurance.

If you are off work for an extended period of time, you will need to start paying the full cost of Health Insurance premiums for yourself and your family as follows:

- Non-medical leave or vacation: after 4 weeks
- Medical leave: after 12 weeks

Dental & Vision Insurance

Dental & Vision Insurance are available for you and your family through our insurance carrier. You pay the entire premium through payroll deduction (before taxes). Refer to the manual provided by our insurance company for details on your coverage.

Life Insurance and Accidental Death and Dismemberment Insurance

This insurance is payable in the event of your death, loss of hand, loss of foot, or loss of eyesight while you are insured. Payment for death will be made in a lump-sum or in installments to the beneficiary you have chosen. You may change your beneficiary whenever you wish by filling out a form. The maximum payment on this policy is $10,000. Partners is self-insured for this coverage, and there is no cost to you.

Additional Life Insurance

You may choose to buy a life insurance plan in addition to the plan Partners covers. If you buy additional coverage for yourself, you will also be eligible to buy coverage on your spouse and/or dependents. You pay the entire premium through after-tax payroll deductions. An optional Accidental Death and Dismemberment Insurance rider is available for an extra cost.

Short-Term Disability Insurance

If you are a regular full-time employee, our short-term disability insurance policy helps protect you from financial hardship in the event that you are totally disabled because of an illness or accident that is *not* job-related. (Workers Compensation benefits apply if the illness or accident *is* job-related.) Total disability means that you cannot perform any available position for which you are qualified for and would normally be able to do. Partners is self-insured for this coverage, and there is no cost to you.

The disability benefits begin on the 1^{st} day for an accident and the 8^{th} day for an illness. The payment is $100 per week for a maximum of 26 weeks.

Long-Term Disability Insurance

You may choose to buy Long Term Disability insurance from our insurance carrier. Various amounts of coverage are available. You pay the entire premium through after-tax payroll deductions.

Allstate Supplemental Insurance Coverage

Partners offers supplemental insurance through Allstate. The employee pays 100% of the premium through payroll deductions. The benefit in having Allstate offered through a company-sponsored plan is that most of the premiums are paid for with your gross pay (pre-tax dollars). Talk to the Office Manager to receive more information on each of the available plans that Allstate offers.

Termination

In the event of your termination of employment or loss of eligibility to remain covered under our insurance program, you and your eligible dependents may have the right to continued coverage under our health, life, or disability insurance programs for up to 18 months at your or their own expense, plus a 4% fee for extra paperwork. (This does not affect the conversion privilege as stated in the insurance policy.) Consult the Office Manager or insurance manual for more details.

9. Flexible Benefits Plan (Section 125 Plan)

The Flexible Benefits Plan is open to all full-time employees after a 60-day waiting period. The plan gives you options in three areas.

Before-Tax Insurance Premiums

Allows your health insurance premiums to be deducted from your paycheck before taxes (done automatically if you are on our health insurance plan),

Medical Reimbursement

Allows you to be reimbursed on a before-tax basis for certain medical and dental expenses not paid by insurance, and for insurance deductibles and co-payments,

Dependent Care

Provides a means of before-tax reimbursement for dependent care expenses (child care),

Details of the plan are available in separate literature that will be given to you when you become eligible to participate.

10. Government Required Coverage

Unemployment Compensation

Partners pays a percentage of its payroll to the Unemployment Compensation Fund according to our employment history. Some of this is paid through the federal government, and some through the state. If you become unemployed, you may be eligible for unemployment compensation, under certain conditions, for a limited period of time. Unemployment compensation provides temporary income for workers who have lost their jobs. To be eligible you must have earned a certain amount and be willing and able to work. You should apply for benefits through your local State Unemployment Office as soon as possible. Partners pays the entire cost of this insurance.

Social Security & Medicare

The United States Government operates a system of contributory insurance known as Social Security. As a wage earner, you are required by law to contribute a set amount of your weekly wages to the trust fund from which benefits are paid. As your employer, Partners is required to deduct this amount from each paycheck you receive. In addition, Partners matches your contribution dollar for dollar, thereby paying one-half of the cost of your Social Security and Medicare benefits.

Workers Compensation

The Virginia Workers Compensation Law is a no-fault insurance plan which is supervised by the state and one hundred percent (100%) paid for by Partners. This law was designed to provide you with benefits for any injury that you may suffer in connection with your employment. Under the provisions of the law, if you are injured while at work, you are eligible to apply for Workers Compensation.

What is Workers Compensation?

Before Workers Compensation, an injured worker had to sue his or her employer to recover medical costs and lost wages. Lawsuits took months and sometimes years. Juries and judges had to decide who was at fault and how much, if anything, would be paid. In most cases, the injured worker got nothing. It was a costly, time-consuming and unfair system.

Today, if you are unable to work because of a job injury, Partners and our Workers Compensation Insurance carrier work together to take care of your medical expenses and pay you money to live on until you are able to come back to work — automatically, without delay or red tape.

Who is covered?

Every employee – full-time part-time, or temporary – is protected by Workers Compensation.

What is covered?

Any injury is covered if it is caused by your job — not just serious accidents, but even first-aid type injuries. Illnesses may also be covered, if they are related to your job. For example, common colds and flu are not covered, but if you caught tuberculosis while working at a TB hospital, that is covered. The main question is if the injury or illness is the result of the performance of your job.

When am I covered?

Coverage begins the first minute you are on the job and continues anytime you are working for Partners. You do not have to work a certain length of time, and there is no need to earn any minimum amount of wages before you are protected.

What are the benefits?

Virginia law guarantees you three kinds of Workers Compensation benefits:

- **Medical care to take care of the injury, including not only doctor bills, but also medicines, hospital costs, fees for lab tests, x-rays, crutches and so forth** — There is no deductible and all costs are paid directly by our Workers Compensation Insurance carrier. If you do receive a bill, be sure to submit it to the Office Manager for payment through our insurance carrier.

- **Rehabilitation services necessary to return to work** — Sometimes this is just an extension of medical treatment (for example, physical therapy to strengthen muscles). However, if the injury keeps you from returning to your usual job, you may qualify for vocational rehabilitation and retraining too. Again, all costs are paid directly by Partners through our Workers Compensation Insurance carrier.

- **Cash payments for lost wages** — The most common kind of payments, those for temporary disability, will be made for as long as your doctor says you are unable to work. Additional cash payments may be made after you are able to work if there is a permanent handicap — for example, the amputation of a finger or loss of sight. If the injury results in death, payments will be made to surviving dependents.

How do I get the benefits?

All injuries, no matter how slight, must be reported immediately to the office to assure consideration under Workers Compensation Insurance, in case complications develop later. Whoever you report the accident to will see that you receive prompt medical attention. You will be given the Panel of Physicians List, and you may choose which doctor from the list you would like to use. These are doctors who have made agreements to work closely with Workers Comp and insurance companies to do everything possible to get you back to work quickly.

There are no reports for you to fill out and no forms to sign. Just tell someone in the office what, where, when, and how it happened — enough information so that he or she can arrange medical treatment and complete the necessary reports. In an emergency, you may go directly to one of the medical facilities nearby. Later, you may be required to furnish Partners with written statements regarding the on-the-job accident so that we may accurately document the incident, and so you may receive all the benefits to which you are entitled. Failure to do this could result in loss of benefits.

Prompt reporting is the key. Benefits are automatic, but nothing can happen until your employer knows about the injury. Ensure your right to benefits by reporting every injury, no matter how slight. Even a cut finger can be disabling if an infection develops.

How much are the cash payments?

Payments consist of two-thirds (⅔) of your average weekly wage, up to a maximum amount set by the State Legislature. State law regulates the amount of the payments, and when and how they will be paid. Only the State Legislature can change the law.

Workers Compensation payments are tax-free. There are no deductions for state or federal taxes or Social Security.

When are the cash payments made?

If you report the injury promptly, you should receive the first compensation check within fourteen (14) days. After that you will receive a check every two weeks until your doctor says you are able to go back to work. For extremely serious injuries, the payments may continue for life.

If you are injured in a work-related accident, Partners will pay you for the time you lost that day, up to the normal quitting time of 4:30 p.m. Workers Compensation payments for lost wages are not made for the first seven days you are unable to work (including weekends). However, if you are hospitalized or off work more than 21 days, payments will be made even for the first seven days.

What if there is a problem?

Fortunately, most claims — better than 9 out of 10 — are handled routinely. After all, Workers Compensation benefits are automatic and the amounts are set by the legislature. But mistakes and misunderstandings do happen. If you think you have not received all benefits due to you, please talk to the Office Manager.

If you are still not satisfied, get advice from the nearest office of the State Division of Industrial Accidents. If the problem still cannot be resolved, it may be necessary to file an "Application for Adjudication" with the Workers Compensation Appeals Board. That is the state agency, which reviews cases in which an injured worker believes he or she has not received what is coming to him or her.

The Appeals Board is a court of law. You can represent yourself, of course, but you may want to hire an attorney. If you do, the fee will be deducted from any benefits awarded to you by the Appeals Board.

If it is necessary to go to the Appeals Board to resolve your case, be sure to do so within one year from the date of the injury, or one year from the date of your last medical treatment. Waiting longer could mean losing your right to benefits.

Other Benefits of Workers Compensation

If the injury is very serious and you will not be able to work for a year or more, you may be eligible for additional benefits through Social Security. For information, contact the nearest office of the Social Security Administration or discuss your situation with the claims representative of our Workers Compensation Insurance carrier.

Employees returning to work after being absent due to an injury must report to their manager prior to beginning work, and must bring a doctor's clearance for returning to duty.

Experience Modification

The Experience Modification is a number figured by the insurance company which shows how the costs and frequency of our Workers Comp accidents compare to other companies in our industry.

The higher the Experience Modification number, the higher our Workers Comp insurance premiums are. Higher premiums decrease the company's profit and therefore decrease everybody's Profit Sharing at the end of the year. If the Experience Modification number is unreasonably high, it may also keep us from being able to work for certain general contractors.

So, acting with safety in mind at all times not only keeps you healthy, but affects the whole company as well. Workers Comp is not a "freebie" benefit that should be taken advantage of.

11. Profit Sharing and Retirement Plan

401(k) Retirement Plan

Partners has established a 401(k) Retirement Plan to provide eligible employees with a benefit upon retirement. The Plan includes provisions for normal retirement at age sixty-five (65), and early retirement or disability retirement benefits for employees meeting certain qualifications.

All regular full-time employees who are at least 18 years old and have worked at least one year are eligible to participate in the 401(k) Retirement Plan. Participation in the Plan begins on the first entry date (March 1, June 1, September 1 or December 1) following the one-year anniversary of your date of hire.

Partners may match employee contributions at a rate determined at Partners' absolute discretion. If the match rate changes at any time, you will be given an opportunity to adjust the amount of your employee 401(k) contribution.

The details regarding Partners matching, employee contributions, vesting schedules, administration, investments, etc. will be provided in the separate literature for the 401(k) Retirement Plan you receive when you become eligible for the plan.

Profit Sharing Plan

According to the Partners Profit Sharing Plan, Partners may, at its absolute discretion, grant a profit sharing award determined by profitability on an annual fiscal year basis. The amount of the award is split among eligible employees according to length of employment and pay rate, as determined by our accountant.

The money will be invested with your 401(k) contributions and matches, and is subject to the same limitations as to when you may withdraw funds.

All employees who are eligible for the 401(k) plan are eligible to participate in the Profit Sharing Plan. Eligible employees who are on the payroll on the last day of the fiscal year (the last day of February) will receive an award if one is granted, provided they remain on the payroll on the payment date of the award. You do not have to make personal contributions to your 401(k) plan in order to receive Profit Sharing funds.

Statement of Employee Retirement Income Security Act (ERISA) Rights

As a participant in the Partners 401(k) Retirement Plan, you are entitled to examine the Plan documents and the annual report and plan description filed with the U.S. Department of Labor. This inspection may be made during normal business hours -- see the Office Manager for details.

12. Other Benefits

Annual Outing

When it is possible, Partners sponsors at least one annual outing or company picnic. Details will be announced when they are available.

Bonuses

It has been our practice to distribute annual Christmas bonuses when profits permit. Bonuses are determined on the basis of attendance, attitude, cooperation, efficiency, initiative, knowledge, performance, salary and length of service as evaluated by the President. While this is not a "policy" which applies to all, and is not guaranteed or automatic, we intend to continue this practice as long as possible.

Christmas Banquet

Partners plans an annual Christmas banquet during the Christmas season. All full-time, part-time, and temporary employees are invited, along with their spouse or date. Details will be announced when they are available.

Credit Union

Partners employees are automatically qualified to join the Park View Federal Credit Union. Services include checking accounts for only $1.00 per month; savings accounts; CD's; low loan rates on vehicles, home equity or first-time mortgages; e-bill payment; online banking and more. See www.pvfcu.org or call (540) 434-6444 for more information.

Gym Membership

RMH Wellness Center offers our employees a 20% discount on monthly fees (must be set up as a payroll deduction to get discount) and a 75% discount on the initiation fee.

Notary Public

The Office Manager and Safety Manager are Notary Publics, and are available during the day if you have any personal documents that need to be notarized.

Shower

A shower is available in the restroom off the employee room. You will need to provide your own towels.

Uniforms

If you choose to rent Partners uniforms, Partners will pay 50%, for up to 11 sets of uniforms and two coats. For shop employees, Partners will also pay 50% for up to two sets of coveralls. You will pay the remaining balance through weekly payroll deductions. See "Uniforms" under the Other Policies section of this manual for more details.

Vending

A soft drink machine and snack machine are available in the shop. In addition, coffee and ice are available free to employees. A microwave is available in the kitchen.

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1. Alcohol

Alcohol is not permitted on jobs, company premises, in company vehicles or at company outings.

2. Cell Phones

Cell phones issued by Partners to foremen and field employees are intended for calls relating to daily business operations. Partners encourages the use of our two-way radio system as the primary source of communication whenever possible. Please use discretion in the amount of cell phone usage per month as well. Company cell phones may also be used in cases of personal emergency.

Personal cell phones are to be turned off while on company time except during lunch breaks or in case of emergency. In locations where our two-way radio system is unavailable, you may use your personal cell phone for business-related calls. Please bring a copy of your bill to the Office Manager for reimbursement for these calls.

Federal law prohibits handheld cell phone use (including holding, dialing, or reaching for a phone) while operating commercial vehicles. For safety reasons, Partners also prohibits use of handheld cell phones while operating heavy machinery or operating any company-owned vehicle, whether on a public road or on a job site. Hands-free devices may be used.

3. Communications

Successful working conditions and relationships depend upon successful communication. Not only do you need to stay aware of changes in procedures, policies and general information, you also need to communicate your ideas, suggestions, personal goals or problems as they affect your work.

In addition to the exchanges of information and expressions of ideas and attitudes that occur daily, make sure you are aware of and use all methods of communication, including this manual, bulletin boards, discussions with managers or foremen, memos, staff meetings, newsletters, training sessions, etc.

You will receive other information booklets, such as your insurance booklets, from time to time. You may take these booklets home so that your family may know more about your job and your benefits.

4. Confidential Information

Our customers and suppliers entrust Partners with important information relating to their businesses. The nature of this relationship requires maintenance of confidentiality. In safeguarding the information received, Partners earns the respect and further trust of our customers and suppliers.

Your employment with Partners assumes an obligation to maintain confidentiality, even after you leave our employment. Any violation of confidentiality seriously injures the company's reputation and effectiveness. Therefore, please do not discuss company business with anyone who does not work for us, and never discuss business transactions with anyone who does not have a direct association with the transaction. Even casual remarks can be repeated and misinterpreted, so develop the personal discipline necessary to maintain confidentiality. If you hear, see or become aware of anyone else talking about some others company's transactions or jobs, remember that they will also spread around any information they hear from you about Partners!

If you are questioned by someone outside the company or your department and you are concerned about the appropriateness of giving them certain information, remember that you are not required to answer, and that we do not wish you to do so. Instead, as politely as possible, tell them they will need to discuss that information with the President.

Because of its seriousness, disclosure of confidential information could lead to dismissal.

5. Customer Relations

The success of Partners Excavating Company depends on the quality of the relationships among our employees, customers, suppliers and the general public. Our customers' impressions of Partners Excavating Company and their interest and willingness to purchase from us are greatly formed by the people who serve them. The more goodwill you promote, the more our customers will respect and appreciate you, Partners Excavating Company, and our services.

Here are several things you can do to help give customers a good impression of Partners:

- **Act competently and deal with customers in a courteous and respectful manner.**
- **Communicate pleasantly and respectfully with other employees at all times.**
- **Follow up on orders and questions promptly, provide businesslike replies to inquiries and requests, and perform all duties in an orderly manner.**
- **Take great pride in your work and enjoy doing your very best.**

These are the building blocks for your and Partners' continued success. Thank you for adding your support.

6. Doctor Appointments

Doctor appointments should be made before 8:30 a.m. or after 3:30 p.m. (except in emergencies). Ask your Project Manager for time off for an appointment <u>at least</u> 2 days in advance. If everyone follows these guidelines, we can plan ahead for absences and keep the jobs running smoothly and efficiently.

7. Employee Use of Equipment, Vehicles, and Shop

Permission

Management must grant permission for the personal use of company vehicles or equipment.

Responsibility

Any damage to, or replacement of, company equipment that is a result of employee personal use is at the expense of the employee. If permission for the use was granted and the loss exceeds insurance deductibles, the employee is only responsible for the deductible. Partners is not responsible for any personal injuries while you use company equipment on your own time. Partners is not responsible for any damage to other people's property or injury to others while you use company equipment on your own time.

Employees must first inspect vehicles and equipment to be used. Losses incurred due to neglect will be the responsibility of the employee.

The vehicle or equipment must be returned in equal or better condition than when use began (such as washing truck and bed, washing off equipment, cab cleaned out, chain tightened, etc.). Cleanup and re-adjustment must be done on personal time prior to the next work day.

USE OF VEHICLES OR EQUIPMENT FOR HIRE ON PERSONAL TIME IS STRONGLY DISCOURAGED AND PERMISSION MUST BE GRANTED!

Rates

If you hire Partners Excavating Company to have personal work performed, you will be charged at regular retail rates minus $10 per hour. This is for your personal jobs only – if your family or friends hire Partners to do work, they will be charged regular rates.

If you use equipment and/or vehicles when you are <u>off the clock</u> for yourself, family, or friends, payment terms are:

- **Personal**: Payment will be deducted from your paycheck according to a payment plan you discuss with the Payroll Administrator
- **Family/Friends/Charity**: They will be billed directly, but <u>if they don't pay within 30 days, you will need to set up a payroll deduction plan</u>.

Rates are as follows:

<table>
<tr><td></td><td>Personal Use
(NOT for hire or personal gain,
NOT on company time)</td><td>Charitable or Family</td></tr>
<tr><td>Equipment</td><td>50% of Retail Rate</td><td>50% of Retail Rate
after approval by Seth</td></tr>
<tr><td>Vehicles: (round trip mileage, includes fuel)
Trailers
Pickups
6-wheelers
10- wheelers
Truck & Trailer
(tilt-top & lowboy)</td><td colspan="2">
$.25/mile
$.75 /mile
$1.40 /mile
$1.75 /mile
$2.00 /mile</td></tr>
<tr><td>Materials, parts & supplies
(must order through Partners
and use Purchase Order)</td><td colspan="2">Cost + 10% administration fee</td></tr>
</table>

Use of Shop - Personal

Personal use of the shop or shop supplies is discouraged. This includes normal service and cleanup of personal vehicles, small repairs, etc. This is in an effort to keep the shop as organized as possible, and to keep tools in their place and functional for use in the course of company business.

However, if you are interested in having Partners shop employees perform small repairs and/or oil changes on your personal vehicle, this can be arranged on a case-by-case basis. To get an estimate and to schedule service, see the Shop Manager or Seth Berkey.

In an effort to keep the shop as safe and organized as possible, it is requested that non-shop employees do not use the shop as a “hang out” or as a travel corridor on the way in and out of the Employee Room.

8. Litter

Keep job sites, shop, yard, vehicles, and the office free from litter. Cleanliness helps us to be more organized and efficient, and presents a good image to customers.

9. Outside Employment

What you do on your free time is your own business. However, if you are employed by Partners in a full-time position, we will expect that your position here is your primary employment. Any outside activity must not interfere with your ability to properly perform your job duties at Partners.

If you are thinking of taking on a second job, it would be wise to talk with the President immediately. He will thoroughly discuss this opportunity with you to make sure that it will not interfere with your job at Partners nor pose a conflict of interest.

10. Property and Equipment Care

It is your responsibility to understand the machines and vehicles you need to use to perform your duties. Good care of any machine or vehicle that you use during the course of your employment, as well as the conservative use of materials and supplies, will benefit you and the company. If you find that a machine is not working properly or in any way appears unsafe, please notify the shop manager immediately so that repairs or adjustments may be made.

11. Productivity and Cooperation

Be productive, efficient, and work with a good attitude. Customers are paying large amounts of money to have the work performed, and they expect good service. If we do a good job for a customer, they are more likely to recommend us to friends and to use us again themselves.

Respect your fellow employees and help each other when needed. Everyone is here to work for the good of the company, not to be picky about which jobs you feel you should not have to do. The more everyone works together efficiently, the higher the profit will be at the end of the year, which affects everyone's Profit Sharing amount.

12. Radio System

Partners is required to have and maintain a radio license to operate our 2-way radio system. As a radio licensee, we are subject to FCC (Federal Communications Commission) regulations regarding what may and may not be broadcast over the airwaves.

We may only transmit messages that are ***<u>related to our business or an emergency situation.</u>***

The FCC also lists quite a few things that may <u>NOT</u> be broadcast over the airwaves, specifically including:

- Obscene, profane or indecent words, language or meaning
- Music, whistling, sound effects or material to amuse or entertain

13. Resignation

While we hope that both you and Partners Excavating Company will mutually benefit from your continued employment, we realize that it may become necessary for you to leave your job. If you anticipate having to resign your position, you are expected to notify the President at least two (2) weeks in advance of the date that you must leave.

14. Scrap Metal and Other Recyclable Material

Any scrap metal or other recyclable material on a Partners Excavating job is the property of Partners. If there is some question as to whether something is worth the time needed to salvage it, talk to the Project Manager of that job.

15. Security

Maintaining the security of Partners' buildings and vehicles is each employee's responsibility. Develop habits that ensure security as a matter of course. For example:

- Know the location of all fire extinguishers, and familiarize yourself with the proper procedure for using them, should the need arise.
- If you are the last one to leave the premises, make sure that all entrances and gates are properly locked and secured.

16. Smoking

Please refrain from smoking in areas where you are directly serving customers and where it may be offensive to your co-workers. If you smoke, there are a variety of places appropriate for you to take a short break. Please be courteous and concerned about the needs of your fellow employees and others. The wishes and preferences of non-smokers will take precedence over those of employees who smoke. On the Partners lot, smoking is permitted only **outside** the buildings.

Please remember to conform to our customer's smoking policies when working at a customer's site, and to any policies the general contractor may have for a particular job.

17. Tobacco

When using tobacco, it should be used with discretion. Be polite and refrain from chewing or spitting when coming in contact with customers or the general public.

18. Uniforms

Uniforms are optional. All employees, whether full-time, part-time, or temporary, can rent uniform pants and/or shirts (short-sleeved, long-sleeved, or a combination of short- and long-sleeved) on a weekly basis. Partners pays 50%, for up to 11 sets of uniforms and two coats. For shop employees, Partners will also pay 50% for up to two sets of coveralls. If an employee wants extra uniforms, extra coats or other items, they will pay the full rental price for those items. The employee's potion of uniform costs will be paid through weekly payroll deductions.

New employees must work two full weeks before ordering uniforms. If a new employee chooses to order uniforms and then quits before working 90 days, there will be a uniform setup fee of $50 deducted from the employee's final paycheck.

Upon termination of employment, all uniforms must be turned in, and any outstanding costs will be paid through payroll deduction from the employee's final paycheck.

PARTNERS EXCAVATING, INC. SAFETY POLICY

SAFETY AND ACCIDENT PREVENTION IS EVERYONE'S RESPONSIBILITY. EACH EMPLOYEE IS EXPECTED TO FOLLOW ALL COMPANY RULES AND TO PERFORM THEIR WORK IN A SAFE MANNER. EACH SUPERVISOR AND FOREMAN IS RESPONSIBLE FOR SAFETY, IMPLEMENTING THE COMPANY SAFETY PROGRAM AND TRAINING EMPLOYEES IN SAFE WORK PROCEDURES. THE SUPERINTENDENT/FOREMAN HAS THE OVERALL RESPONSIBILITY FOR SAFETY AT EACH LOCATION. MR. CHRIS SHOWALTER HAS THE CORPORATE RESPONSIBILITY AND AUTHORITY FOR SAFETY AND ACCIDENT PREVENTION. THE COMPANY'S POLICY IS TO PROVIDE A SAFE AND HEALTHY PLACE OF EMPLOYMENT FOR EVERY EMPLOYEE AND TO ABIDE BY ACCIDENT PREVENTION REGULATIONS SET FORTH BY THE FEDERAL, STATE, AND LOCAL GOVERNMENTS.

PARTNERS EXCAVATING, INC. IS SINCERELY INTERESTED IN THE SAFETY AND WELFARE OF OUR EMPLOYEES. ACCIDENT PREVENTION IS ESSENTIAL IN MAINTAINING AN EFFICIENT OPERATION.

IT IS OUR POLICY THAT OUR SAFETY RULES SHOULD BE STRICTLY OBSERVED AT ALL TIMES. ALTHOUGH THESE RULES ARE CONSIDERED TO BE VERY IMPORTANT, IT IS IMPOSSIBLE TO PUBLISH A RULE TO COVER EVERY CIRCUMSTANCE. IF A RULE THAT MIGHT COVER A SPECIFIC HAZARD CONDITION HAS BEEN OMITTED, THAT SHALL BE NO EXCUSE FOR DISREGARD OF COMMON SENSE IN THE PERFORMANCE OF YOUR WORK.

THE POSSESSION OR CONSUMPTION OF ALCOHOL, DRUGS, OR ANY CONTROL SUBSTANCE IS AGAINST POLICY AND VIOLATORS ARE SUBJECT TO DISMISSAL. PARTNERS EXCAVATING, INC. WILL ASSIST AN EMPLOYEE TO FIND A SUITABLE TREATMENT FACILITY IF A PROBLEM IS DISCUSSED WITH THEIR SUPERINTENDENT.

EACH EMPLOYEE IS URGED TO COOPERATE FULLY WITH THIS POLICY. ABUSE OR A DISREGARD OF THIS POLICY IS A VIOLATION OF POLICY AND WILL BE TREATED ACCORDINGLY. REMEMBER, YOUR HELP IN PREVENTING ACCIDENTS AND IJURIES BENEFITS YOU AND YOUR FELLOW EMPLOYEES. WE SHOULD ALL STRIVE FOR A RECORD OF ZERO ACCIDENTS.

________________________ _________________

President Date

Partners Excavating Company, Inc.
Safety Policy

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Assignment of Responsibilities

Company Management

Has overall responsibility for the company's safety program and regularly reaffirms support for loss control activities.

Insures that all employees are informed of top management's commitment to safety and the abidance of all federal, state, and local regulations.

Establish company safety rules and programs, and provides supervision with the backing, training, and funds to implement these rules and programs.

Safety Coordinator

Responsible for implementation and monitoring the safety program.

Reviews and maintains current copy of all applicable Federal, State, and local safety and health regulations.

Implements and monitors safety training programs and provides safety materials as needed.

Assists sites supervision in accident investigation and recommends controls to prevent a reoccurrence.

Assures proper notification in the event of an accident.

Supervisors/Foremen

Responsible for the safety of their employees and oversees the compliance with the safety program and applicable state, federal, and local regulations.

Arranges for prompt medical attention in case of an injury and provides a thorough written investigation report with recommendations to prevent a reoccurrence.

Employees

Responsible for learning and abiding by the rules and regulations which are applicable to their assigned tasks.

Perform their functions in the safest possible manner and encourage co-workers to do likewise.

SAFETY MEETINGS AND TRAINING

The Job Superintendent is responsible for providing indoctrination and safety training for all new employees. This training will include: company safety rules and procedures, required personal protective equipment and the Hazard Communication Program. Employees will be provided with a copy of the Safety Rules and Procedures and the employee handout on the Hazard Communication Program.

Job Site Safety Meetings – The Superintendent will conduct an on-the-job safety meeting each Monday. The meeting should last no longer than fifteen minutes. Topics for the meetings should be timely and may include: accidents/injuries/near misses and what needs to be done to prevent accidents from reoccurring; review of safety rules not being followed; proper use and care of personal protective equipment; input from employees on how job safety can be improved; new products/methods being used; safer methods to utilize on the job; and other appropriate topics. The Superintendent will record the meeting as to topics discussed, date, and attendance by obtaining employee signatures. The original should be sent to the main office with a copy retained with the job documents. All employees are expected to attend and participate in the weekly job safety meetings. Areas that concern safety on the job should be brought forward during these meetings.

Supervisory Safety Meetings – Top management will plan and arrange for meetings to be held once each month. Top management and all supervisors will attend and participate in this meeting to review jobsite accidents, near misses, required training, and unsafe conditions/acts noted on safety inspections, etc.

INDOCTRINATION & TRAINING

When a new employee is hired, indoctrination training of the employee will be done by the Superintendent to cover such area as: company safety rules and procedures, personal protective equipment that is required on the job, what the company expects from the employee, and the Hazard Communication Program to outline any exposures and how to protect against an exposure potential. The same type of training will be completed at any time that new materials used in the operations offer any new exposure potentials.

New Employees – The Job Superintendent is responsible for training a new employee in job expectations, safety rules and procedures, personal protective equipment required on the job and the Company's Hazard Communication Program. When the later training is completed, the Superintendent will give the employee a copy of the employee handout on Hazard Communication, the complete the Hazard Communication Training Certificate, and send to the office to be retained.

SAFETY INSPECTIONS

The Job Superintendent will complete an inspection from a safety standpoint at the start of each new job and on Monday morning of on-going jobs. Areas to check would include, but should not be limited to, proper tools on the job site to do the job safely, any unusual hazards, such as stumbling hazards or fall exposure, any overhead objects that could fall on, any special personal equipment needed or special procedures due to job location, areas-operations known to have contributed to employee accidents in the past, and other items that may be peculiar to the job or location. The results of each internal inspection will be recorded on the JOB SITE INSPECTION FORM.

DRUG, ALCOHOL AND OTHER PROHIBITED ARTICLES POLICY

Policy Enforcement

Because of the importance of this policy, from time to time the company will take steps to ensure that it is being followed.

The company may request urine and/or blood screening tests for any employee on company property if the immediate supervisor and one other supervisor establish reasonable suspicion, unless otherwise precluded by law.

Urine and/or blood screening analysis may be requested in those instances where an on-the-job accident required medical attention or involved damage to company property, including but not limited to automobiles, trucks, and other equipment.

Penalties for Violating Policy

Any person found in violation of this policy, or who refuses to submit requested testing shall be subject to disciplinary action, up to and including termination of employment.

Any person who, as a result of drug testing and screening, is found to have a detectable level of a prohibited drug or substance in their system will be considered in violation of this policy, will be barred from work, and be subject to disciplinary action, up to and including termination.

Abuse of alcohol and drugs is recognized as an illness responsive to treatment and rehabilitation. Accordingly, when it is determined that an employee is suffering from an alcohol or drug abuse problem, efforts will be made to assist the employee using available company and community resources. However, this does not preclude the company's right under this policy to administer discipline, up to and including termination.

DRUGS, ALCOHOL, AND OTHER PROHIBITED ARTICLES POLICY

Partners Excavating, Inc. has adopted a safety policy on drugs, alcohol and other prohibited articles to help insure a safe, healthy and productive work environement for all employees, including sub-contractors on sites. When work is performed as a Federal Contractor, the requirements of the Federal Drug Free Workplace Act shall apply.

The term “company premises” or “company property for the purposes of this policy includes all property owned, leased, used or under control of the company;

The company explicitly retains the right, at any time, to implement drug testing consistent with the following policy or other policy that may be formulated, with reasonable notice to affected employees and applicants for employment.

Drug testing and policy procedures may be implemented for any or all of the following circumstances: pre-employment, work related injuries and/or accidents, testing based on “reasonable cause or suspicion” and random testing of employees.

Drug testing policy and procedure will take into account all Federal, State, and/or Local laws which applicability.

Employee Obligations

All employees of the company are required to read and understand the policy, and, agree to abide by the terms of it as a condition of employment. In addition, all employees are required to notify their immediate supervisor of any criminal drug statue conviction.

Prohibited Articles

The company prohibits the use, possession, sale, distribution, solicitation or transportation of any of the following, on it’s premises, facilities, or workplaces.

1. Unauthorized alcoholic beverages, illegal or illicit drugs, including marijuana, mood or mind-altering substances, “look-alike” substance, designer and synthetic drugs, and certain inhalants of abuse (without a valid prescription for same).
2. Equipment and paraphernalia related to illegal drug or substance abuse.

Employees covered by this policy may maintain prescription drugs and “over-the-counter” medications provided:

1. The prescription drugs are prescribed by a licensed medical practitioner for current use of the person in possession. The prescription must be less than 12 months old.
2. The drugs, both prescription and “over-the-counter” are limited to one day’s supply, or kept in the original container.

Hazard Communication Program

It is the policy of Partners Excavating, Inc. that the first consideration in the performance of work shall be the protection of the safety and health of all employees. The company has developed this Hazard Communication Program to ensure that all employees receive adequate information relevant to the possible hazards that may be involved with the various hazardous substances used in the company's operations and processes. The following program outlines how we will accomplish this objective.

SCOPE

This policy covers all potential workplace exposures involving hazardous substances as defined by federal, state, and local regulations.

HAZARD DETERMINATION

The company does not intend to evaluate any of the hazardous substances purchased from suppliers and/or manufacturers but have chosen to rely upon the evaluation performed by the suppliers or by the manufacturers of the substances to satisfy the requirements for hazard determination.

CONTAINER LABELING

No container or hazardous substances will be released for use unless the container is correctly labeled and the label is legible.

All chemicals in bags, drums, barrels, bottles, boxes, cans, cylinders, reaction vessels, storage tanks, or the like will be checked by the receiving department to ensure the manufacturer's label is intact, is legible, and has not been damaged in any manner during shipment. Any containers found to have damaged labels will be quarantined until a new label has been installed.

The label must contain the chemical name of the contents, the appropriate hazard warning, and the name and address of the manufacturer, and any other information is required.

All secondary containers shall be labeled. The information must include details of all chemicals that are in the referenced container.

MATERIAL SAFETY DATA SHEETS (MSDS)

Each location must maintain a master MSDS file as well as a department –specific file. These Material Safety Data Sheets are available to all employees, at all times, upon request.

The Safety Committee or a designee will be responsible for reviewing all incoming MSDSs for new and significant health/safety information (the company will ensure that any new information is passed on to the employees involved).

The Safety Coordinator or designee will review all incoming MSDSs for completeness. If any MSDDS is missing or obviously incomplete, a new MSDS will be requested from the manufacturer or distributor. OSHA is to be notified if the manufacturer or distributor will not supply the MSDS or if it is not received after 30 days from request. Any new information will be passed on to employees involved.
New materials will not be introduced into the work area until an MSDS has been received.
The purchasing department will make it an ongoing part of its function to obtain MSDSs for all new materials when they are first ordered.
The safety coordinator or his or her designee shall coordinate with appropriate departments to make sure all MSDSs are obtained, distributed and communicated.

LIST OF HAZARDOUS SUBSTANCES

Each company should compile, annually review, and update as necessary a complete inventory of all substances present in that facility. The name of those materials determined to be hazardous are defined in applicable federal and state standards.

EMPLOYEE INFORMATION AND TRAINING

All employees will attend an orientation meeting for information and training on the following items prior to starting work with hazardous substances; (Training CHECKLIST is to be completed and kept on file.)
An overview of the requirements of the Hazard Communication Standard, including their rights under this regulation.
Information on where hazardous substances are present in their work areas.
Information regarding the use of hazardous substances in their specific work areas.
The location and availability of the written hazard communication program. A copy of the program will be given to all employees during the orientation meeting. Subsequent to this, the program will be available from managers and also from the office.
The physical and health aspects of the substances in use.
Methods and observation techniques used to determine the presence or release of hazardous substances in the work areas.
The controls, work practices and personal protective equipment that are available for protection against possible exposure.
Emergency and first aid procedures to follow if employees are exposed to hazardous substances.
How to read labels and material safety data sheets to obtain the appropriate hazard information.
Refresher training shall be conducted annually.

It is most important that all of our employees understand the information given in the orientation meetings. Questions regarding this information should be directed by the Safety Coordinator.

When new substances are introduced into the workplace the department manager will review the above items with you as they are related to the new materials. The department manager will relay all the above information to new employees who will be working with hazardous substances, prior to their starting work. An Acknowledgment Statement is to be completed by each employee receiving this information and training. These are to be kept on file in the human resources department.

NON-ROUTINE TASKS

Infrequently, employees may be required to perform non-routine tasks that involve the use of hazardous substances. Prior to starting work on such projects, each involved employee will be given information by his or her supervisor about hazards to which they may be exposed during such an activity.

This information will include:

The specific hazards.

Protective/safety measures that must be utilized.

The measures the company has taken to lessen the hazards, including special ventilation, respirators, the presence of another employee, air sample readings, and emergency procedures.

PLAN ADMINISTRATION

This Hazard Communication program will be monitored by the Safety Coordinator. Questions regarding this program should be directed to the Safety Coordinator.

Signature___________________________

*Title______________________________

Date_______________________________

*This document must be approved and signed by the senior executive on site.

EXPLANATION OF TERMS USED ON MATERIAL SAFETY DATA SHEETS

SECTION I

Chemical Name and Synonyms – The product identification. The chemical or generic name of single elements and compounds.

Trade Names and Synonyms - The name under which product is marketed and the common commercial name of the product.

Chemical Family – Refers to a grouping of chemicals that behave and react with other chemicals in a similar manner.

Formula – The chemical formula or single elements or compounds.

CAS Number – The chemical Abstracts Service number, if applicable.

EPA – The code number assigned by the Environmental Protection Agency, if applicable.

DOT Classification – The appropriate classification as determined b the regulations of the Office of Hazard Material, Department of Transportation.

SECTION II

Hazardous Ingredients – The major components as well as any minor one(s) having potential for harm that are considered when evaluation the product.

TLV – Threshold Limit Value (TLV) indicates the permissible exposure concentration, a limit established by a government regulatory agency, or an estimate if none has been established.

SECTION III

Physical Data

Boiling Point (F) – The temperature in degrees Fahrenheit at which the substances will boil.

Vapor Pressure – The pressure of saturated vapor above the liquid expressed in mmHg at 20 degrees C.

Vapor Denisty –The relative density or weight of a vapor or gas (with no air present) compared with an equal volume of air at ambient temperature.

Solubility in Water – The solubility of a material by weight in water at room temperature. The terms negligible, less than 0.1 percent; moderate 1 to 10 percent, applicable 10 percent or greater.

Appearance and Odor – The general characterization of the material, i.e., powder, colorless liquid, aromatic odor, etc.

Specific Gravity (H2O =1) – the ratio of the weight of a volume of the material to its weight of an equal volume of water.

Percent, Volatile by Volume (%) – The percent by volume of the material that is considered volatile. (The tendency or ability of a liquid to vaporize)

Evaporation Rate – The ratios of the time required to evaporate a measured volume of a liquid to the time required to evaporate the same volume of a reference liquid (ethyl ether) under ideal test conditions. The higher the ratio, the slower the evaporation rate.

SECTION IV

Flash Point (Method Used) – The temperature in degrees Fahrenheit at which a liquid will give off enough flammable vapor to ignite in the presence of a source of ignition.

SECTION V

Conditions to Avoid – Conditions that, if they exist with the substance present, could cause it to become unstable.

Incompatibility(Materials to Avoid) – Materials that will react with the substance.

MSDS INFORMATION

OSHA rules outline the content, but not the exact form, of every Material Safety Data Sheet. Here is what OSHA requires each data sheet to contain.

- **IDENTITY**. The data sheet must contain the name of the chemicals found on the label. In addition, subject to deletion of legitimate trade secrets, it must give the chemical and the common name of the substance. If the substance is a mixture and has not been tested as such, the data sheet must give the name of each hazardous constituent.
- **CHARACTERISTICS**. The data sheet must recite the physical and chemical characteristics of the chemical, such as vapor pressure, flash point, etc.
- **PHYSICAL HAZARDS**. Any potential for fire, explosion or reaction must be included in the data sheet.
- **HEALTH HAZARDS**. Signs and symptoms of exposure must be entered, as must all medical conditions that are likely to be aggravated by exposure.
- **ROUTES OF ENTRY**. The data sheet must specify whether the chemical typically enters the system by ingestion, inhalation, dermal exposure or some other route
- **EXPOSURE LIMITS**. If OSHA has established an exposure limit for the chemical, or if a Threshold Limit Value has been established by the American Conference of Governmental Industrial Hygienists, these must be entered on the data sheet, as must any exposure limit used by the authority preparing the data sheet.
- **CARCINOGENS.** The data sheet must indicate whether the chemical is lested as a carcinogen by the national Toxicology Program, by OSHA, or by the International Agency for Research in Cancer.
- **USE AND HANDLING**. The data sheet must recite any general applicable precautions for safe handling and use that are known to the firm preparing the data sheet, including hygiene practices, protective measures during repair and maintenance of contaminated equipment and procedures for clean-up spills and leaks. Industrial chemical consumers often might add site-specific procedures to the more general information offered by the chemical manufacturer.
- **EXPOSURE CONTROLS**. The data sheet must include a description of special procedures to be employed in emergencies, as well as a description of appropriate first aid.
- **DATES**. The sheet must bear the date of its preparation or of its latest revision.
- **INFORMATION SOURCE**. Finally, the sheet must recite the name, address and telephone number of the person who prepared the data sheet or of some other person who can provide additional information relating to the chemical, such as citations to scientific literature or specialized emergency procedures.

Hazardous Decomposition Products – Refers to that reaction that takes place at a rate that releases large amounts of energy. Indicates whether or not it may occur and under what storage conditions.

SECTION VI

Health Hazard Data – Possible health hazards as derived from human observation, animal studies or from the results of studies with similar products.

Threshold Limit Value (TLV) – The value for airborne toxic material that are to be used as guides in the control of health hazards and represent concentrations to which nearly all workers may be exposed eight hours per day over extended periods of time without adverse effects.

Effects of Overexposure – The effects on or to an individual who has been exposed beyond the specified limits.

Emergency and First-Aid Procedures – Gives first aid and emergency procedures in case of eye and/or skin contact, ingestion and inhalation.

SECTION VII

Stability – Whether the substance is stable or unstable, an unstable substance is one that will vigorously polymerize, decompose, condense, or will become self-reactive under conditions of shock, pressure, or temperature.

A copy of the form you may want to use to list your hazardous substances by work area follows this page. This information would be based on the initial survey and subsequent hazard determination.

SECTION VIII

Spill or Leak Procedures – Steps to be taken if material is released or spilled. Method and materials to us to clean up or contain.

Waste Disposal Method – Method and type of disposal site to use.

SECTION IX

Special Protection Information

Respiratory Protection – Specific type should be specified, i.e., dust mask, NIOSH-approved cartridge respirator with organic-vapor cartridge.

Ventilation – Type of ventilation recommended, i.e., local exhaust, mechanical, etc.

Protective Gloves – Refers to the glove that should be worn when handling the product, i.e., cotton, rubber.

Eye Protection – Refers to the type of eye protection that is to be worn when handling or around the product.

Flammable Limits – The range of gas or vapor concentration (percent by volume in air) that will burn or explode if an ignition source is present. (Lel) means the lower explosive limits and (Uel) the upper explosive limits given in percent.

Extinguishing Media – Specifies the fire-fighting agent(s) that should be used to extinguish fires.

Special Fire-Fighting Procedures/Unusual Fire and Explosion hazards – Refer to special procedures required if unusual fire or explosion hazards are involved.

ACCIDENT REPORTING & INVESTIGATION PLAN

This Plan prescribes methods and practices for reporting and investigating accidents at all job sites.

Federal regulations require employers to make a report to the local safety regulatory agency within eight hours of a work-related fatality, or the hospitalization of three or more employees.

ACCIDENT REPORTING PROCEDURES

Employees injured on the job are to report their injuries, no matter how slight, to their foreman as soon as possible after the incident. Any injury not reported by the end of the work shift, will be suspect, if reported thereafter. “Near Miss” incidents should be reported as well, to assist in the prevention of further accidents.

The immediate foreman is to complete the company accident report with the employee when possible. Any witnesses and other relevant people need to be interviewed as soon as possible, after the accident.

The foreman is to notify the Safety Coordinator immediately. And, send a copy of the written accident report as soon as possible.

Any employee witnessing an accident at a job site is to promptly notify their foreman and render whatever assistance appears necessary.

ACCIDENT INVESTIGATION PROCEDURES

The Safety Coordinator is to:

Conduct the accident investigation at the exact site of the incident, as soon as safely possible.

Ask the employee(s) involved in the incident to state in their own words exactly what happened. Interview witnesses separately and allow them to state in their own words, what happened. Do not interrupt or ask for more details at this time, just let the employee describe the event.

Repeat the employee’s version back, and allow for any corrections or additions.

After the employee has given a description of the even, ask appropriate questions that focus on causes.
The accident report is to be used for:

Tracking and reporting injuries and incidents on a monthly basis
Grouping injuries by type, cause, body part affected, time of day, and process involved.

Determining if any trends in injury occurrence exist.

Identifying any equipment, materials, or environmental factors that seem to be commonly involved in injury incidents.

(add forms)

RETURN-TO-WORK PROGRAM

The purpose of this Return-to-Work program is to enable health recovery and resumption of full capabilities by injured or ill employees who have been, initially restricted in their ability to perform their normal job duties. Employees are the most important asset, and the company strives to ensure the best possible safety, health, and performance for every employee.

INITIAL RETURN-TO-WORK

At the time the safety coordinator is made aware of an employee's restricted status, the following steps shall be taken:

Request the diagnosing physician to submit, in writing, the exact medical restrictions on the patient.

Upon receipt of that written restriction summary, send a copy to the insurance carrier and the employee's foreman.

Request the employee's foreman to determine an alternate duty assignment within capabilities based on medical restrictions.

Contact and inform the employee about the alternate duty assignment within capabilities based on medical restrictions.

PERIODIC REASSESSMENTS

Once the employee is situated in an alternative duty assignment, the diagnosing physician should make periodic written assessments as to employee restrictions. These assessments are to be done in periods no longer than a month apart.

PERSONAL PROTECTIVE EQUIPMENT

GENERAL

There are a number of instances on construction projects in which hazardous situations cannot be completely eliminated or confined. However, recognizing these situations and then providing the proper personal protective equipment can prevent injuries.

Personal protective equipment must be selected to provide the best possible protection for employees in their jobs. However, personal protective equipment will not prevent injuries unless it is worn properly, at all times and in all designated places.

Supervisors must enforce the wearing of protective equipment on the job. It is provided to save employees from being injured. Safety equipment must be taken care of. Even with care, it may become worn or otherwise inoperative through normal use. When this happens, the equipment must be immediately replaced.

Any personal protective equipment that is re-issued, such as hard hats, respirators, safety glasses, and etc. must be thoroughly cleaned and disinfected prior to being re-issued.

HEAD PROTECTION

Approved hard hats will be worn at all times in the work areas. The wearing of bump caps is prohibited.

Baseball caps or similar head covers shall not be worn under a hard hat.

Hard hats are not to be drilled, perforated, or otherwise modified in any fashion, nor are hard hats to be painted.

Inspection should be weekly, and include inner web suspension, attachment lugs and hat shell. Any deformity or deterioration is cause for hardhat replacement.

HEARING PROTECTION

Whenever temporary noise levels cannot be reduced below limits set forth in the following table, exposed employees must wear approved hearing protection.

Cotton is not acceptable hearing protection device, and the wearing of same will not be allowed.

A hearing conservation program must be instituted if employee noise exposure equals or exceeds an 8 hour time weighted average of 85 decibels.

EYE PROTECTION

Proper eye and face protection is required whenever physical, chemical, or radiation hazards exist.

All projects shall employ the eye protection program consisting of: safety glasses, face shields, etc. The wearing of this type of equipment, in areas where employees may be exposed to any potential eye injury, shall be strictly enforced.\

CLOTHING

Serviceable clothing with full-length trousers, and a shirt that has a minimum 3-inch sleeve are the minimum dress requirements on the site.

Approved safety shoes are recommended. In lieu of safety shoes, work shoes must be of substantial design and serviceable. Sandals, tennis shoes or worn out work boots is not allowed on site.

When operating jackhammers, compactors or any other time when an employee’s feet are exposed to a crushing type hazard, foot protection or toe caps shall be provided and their wearing enforced.

TEMPORARY ELECTRIC

The scope of this section is to indicate the uniform testing and instruction activities to be followed in conjunction with the use of electrical generating equipment, conductors, and electrically operated tools.

GROUNDING RESPONSIBILITY

The responsibility for the installation, maintenance, and testing of all electrical equipment is the responsibility of the ____________.

The _________ shall be responsible for the initial testing of new components and tools.

Grounding (portable and/or cord and plug connected equipment).

The non-current carrying metal parts or portable and/or plug connected equipment shall be effectively grounded.

Portable tools and appliances protected by an approved system of double insulation or it's equivalent need not be grounded. However, this equipment must be distinctively marked.

FIXED EQUIPMENT

Exposed, non-current carrying, metal parts of fixed electrical equipment, including motors, generators (5Kw+), welding machines, etc. shall be grounded. Generator powered light plants are included in this requirement.

EFFECTIVE GROUNDING

The path from circuits, equipment, or enclosures to ground shall be permanent and continuous; have ample carrying capacity to conduct safely, the current liable to be imposed on it; and have the impedance sufficiently low to limit the potential above the ground and to result in the operation of the over current devices in the circuit.

TESTING OF GROUNDS

Grounding of circuits shall be checked to insure that the circuits between the ground and the grounded power conductor has a resistance which is low enough to permit sufficient current to flow which will cause the fuse or circuit breaker to interrupt the current.

EXTENSION CORDS/POWER CORDS

All temporary wiring shall be effectively grounded in accordance with the National electrical Code, article 305 and 310.

GROUND FAULT CIRCUIT INTERRUPTERS (GECI)

All 120 volt, 15 amp receptacles outlets shall use GFCI's or an Assured Grounding program.

ASSURED EQUIPMENT CONDUCTOR GROUNDING PROGRAM

If Ground Fault Circuit interrupters are not used, then the following must be done:

Each cord set, attachment cap, plug and receptacle of a cord set, and any equipment connected by cord and plug shall be visually inspected before each day's use for visible defects such as deformed or missing plug pins or insulation damage, and for the indications of internal damage. Equipment found damaged or defective must be tagged "Out of Service: and not used until repaired."

The following tests shall be performed on all cord sets. Receptacles, and cord and plug connected equipment are required to be grounded.

All equipment grounding conductors shall be tested for correct attachment of the equipment grounding conductor. The equipment grounding conductor shall be connected to it's terminal.

Each receptacle and attachment cap or plug shall be tested for continuity and shall be electrically continuous.

All required tests shall be performed:

Before first use.

Before equipment is used after any incident, which can be reasonably suspected to have caused damage, such as cord sets exposed to vehicular traffic.

At intervals not to exceed three months, except that cord sets and receptacles which are fixed and not exposed to damage, shall be tested at intervals not to exceed six months.

Tests performed as required in this paragraph, shall be recorded. This test record shall be kept by means of color-coded tape applied at the plug end of power cords, and at both ends of extension cords.

COLOR CODE SCHEDULE

Orange: January, February, March

White: April, May, June

Green: July, August, September

White: October, November, December

Any tool, including personal tools, or other pieces of electrical equipment that does not have proper color for the time period involved, shall not be used until proper tests have been performed (allowing, however, a reasonable time span at the change-over performing all necessary testing).

OVERHEAD POWER/TRANSMISSION LINEES

Before job start-up, an inspection of the site must be made to locate overhead power lines. This shall be done before equipment is brought to the site.

Whenever possible, overhead lines should be removed from the work area and roadways if there is any possibility of contact with cranes, loaders, forklifts, raised dump truck bodies, or any other piece of equipment, or the loads they handle.

No high reach equipment, or the loads they handle, shall be operated closer than ten feet of an energized line. NO EXCEPTIONS. Greater distances are required as line voltage increases.

Supervisors, operators, and all other members of the crews must be kept aware of the overhead power lines and the procedures to be used to protect themselves and equipment from accidental contact.

WELDING, CUTTING, AND CYLINDER HANDLING

GENERAL

In welding and cutting operations, suitable fire extinguishing equipment shall be maintained in a state of readiness for instant use. Such equipment shall consist of sufficient portable fire extinguishers or water buckets, depending on the nature and quantity of combustible materials exposed.

A welder's helper or fire watch shall be required whenever cutting or welding is performed in locations where a fire may develop.

Cutting and welding operations are major causes of fires, due to flying sparks and molten metal. These sparks may be showered 25 to 30 feet, and may retain heat for several seconds, which is sufficient to ignite combustible materials.

Use caution in cutting or repairing closed containers. Purge the containers with an inert gas such as nitrogen or fill with water. A vent or opening shall be provided for the release of any built-up pressure during heat application.

When performing chipping or grinding operations, safety glasses, a face shield or lift front welding helmet shall be sued.

Clothing must be free of oil or grease. Woolen clothing is not as readily ignited as untreated cotton clothing, and aide in protecting the welder. Synthetic clothing has a tendency to melt at low temperatures, and should not be used.

Pockets and cuffs invite sparks. Collars should be buttoned, and cuffs turned inside the pant leg,. Preferably, cuffless pants should be worn.

Cutting torches and welding torches shall be ignited by an approved striker. In no instance will cigarettes, cigarette lighters or molten slag be used to ignite a torch.

HOSE AND HOSE CONNECTIONS

The generally recognized colors are red hose for acetylene and other fuel gases, green hose for oxygen, black hose is for inert gases and air hose.

All hoses in use for carrying acetylene oxygen, natural or manufactured fuel gas, or any gas that may ignite must be visually inspected at the beginning of each work shift.

Flashback arrestor values shall be attached to oxygen and acetylene hose connections, as close to the torch valves as possible.

Hose and equipment that have been subjected to flashback, or shows evidence of severe wear or damage shall be rendered unusable and removed from service immediately.

Boxes or storage containers used for storage of hoses, regulators and welding/cutting equipment shall be adequately ventilated to prevent an accumulation of a flammable gas mixture.

Hoses and cables shall be placed or positioned to prevent trip hazards.

CABLES AND CONNECTIONS

All welding cables shall be of the insulated, flexible type, capable of handling the maximum current requirements of the work to be performed.

Only cables free from splices or repairs, for a minimum distance of ten feet from the cable end to which the electrode holder is connected, shall be used.

When it becomes necessary to connect or splice lengths of cable one to another, substantial insulated connectors shall be used.

If connections are effected by means of cable lugs and bolts, they shall be securely fastened together to give good electrical conductivity and the exposed metal parts of the lugs shall be completely covered by insulating material, equal to, or greater than the cable insulation.

Welding cable that is worn to the extent of exposing conductor wires shall not be used. If only a portion of the cable is damaged, remove that section and install new cable lugs.

MANUAL ELECTRODE HOLDERS

Only manual electrode holders which are specifically designed fro arc welding or cutting, and are of the capacity capable of safely handling the maximum intended current required by the electrodes shall be used.

Any current-carrying parts passing through the older held by the welder, and the outer surfaces of the holder jaws, shall be fully insulated against the maximum voltage encountered to ground.

When electrode holders are to be left unattended, the electrode shall be removed from the jaws, and the holder placed or protected so it cannot make electrical contact with employees or conductive objects.

Electrode holders shall not be placed in water buckets to cool them.

CYLINDER HANDLING

A suitable cylinder truck with chains or other steadying device shall be used to keep cylinders from being knocked over while in use.

Cylinders can be moved by tilting them and rolling them on their bottom edges. If long distance moves are anticipated; use a cylinder truck. Cylinders shall not be intentionally dropped, struck, or permitted to strike against each other violently.

When cylinders are transported by vehicle, they shall be secured in an upright position. Cylinder valve caps shall be in place, on all transported cylinders.

When cylinders are empty, when work is finished, or when cylinders are moved at any time, the cylinder valves shall be closed.

Cylinders in use will have either a valve hand wheel or valve wrench in place on the valve when the cylinder is in use.

Cylinders, cylinder valves, couplings, regulators and other apparatus shall be kept free of petroleum-based substances.

A jet of oxygen must never be permitted to strike an oily surface, greasy clothing or enter a fuel oil or other petroleum storage container.

CYLINDER STORAGE

Cylinders shall be kept far enough away from the actual welding/cutting operation so that sparks, hot slag or flames will not reach them. When this is impractical, fire-resistant shields shall be provided.

Oxygen cylinders in storage shall be separated from fuel-gas cylinders or combustible materials by a minimum of twenty feet, or by a non-combustible barrier at least five feet high, having a fire resistance rating of at least one-half hour.

Cylinders shall never be stored in direct sunlight. They need to have a roof type cover to minimize heat build up in the cylinders.

CYLINDER USAGE

Cylinders shall never be used as rollers or supports, whether full or empty.

Cylinders found to have leaking valves or fittings, which cannot be stopped by closing the valve shall be taken outdoors, away from ignition sources and allowed to leak down.

Before connecting a regulator to a cylinder valve, the valve shall be opened slightly and then closed immediately to remove any foreign particles that may be in the valve outlet.

Acetylene is not to be withdrawn from the cylinder at a pressure in excess of 15psi gauge or 30 pounds absolute.

WHEN OSHA VISITS

The Compliance Officer's purpose during a visit, is to identify, measure, and photograph conditions and/or acts which are considered unsafe and in violation of the Construction Safety Regulations. For this reason, it is our obligation to do a thorough documentation of where the Compliance Officer goes, who is spoken to, how long the conversations last, what is measured, and why the Compliance Officer does what he/she does.

If the Compliance Officer takes a photograph, we should take two photographs, one from the same position the CO used, and one overall view photograph. Sometimes what appears to be a violation up close may not be a violation when seen in the big picture. Ask why the CO took the photograph and log the response on your notes.

WHAT PROMPTS AN OSHA INSPECTION?

There are five areas that prompt an inspection:

Reported imminent danger at a workplace. An OSHA inspector will drop everything to respond to this type of report.

Fatalities or catastrophes. When a workplace has a fatality or a catastrophe that requires the hospitalization of three or more employees, an OSHA inspection will be prompted. OSHA requires employers to report fatalities and incidents that result in hospitalization.

Employee complaints. OSHA may send an inspector to follow up on an employee complaint, or the agency may just send a letter requesting information from an employer.

Referrals from other agencies. Other government agencies or other inspectors can prompt OSHA inspections.

Targeted facilities. OSHA has programs that track accidents, injuries and illnesses. OSHA uses this information to target high hazard industries or individual facilities that have high injury and illness rates.

PREPARING FOR AN OSHA INSPECTION

OSHA INSPECTION PLAN

An OSHA Inspection Plan will help us successfully manage an OSHA Inspection so that it goes smoothly.

<u>Management of the inspection process.</u> Who will be called when an inspector arrives? Where is the location of the paperwork that the inspector may ask for? Where will you have the opening and closing conference.

Responsibilities of key personnel. Who will escort the inspector during the inspection? Who will be responsible for providing documentation to the inspector? Who will take minutes of the meeting?

Equipment that is necessary for an inspection. A camera that produces a negative is necessary. Color photographs are better than black and white photos. Have notepaper and clipboard. Use the OSHHA Inspection forms where possible. Have required PPE for all inspection participants and the Compliance Officer. Require the CO to wear required PPE.

THE OSHA INSPECTOR ARRIVES

The first person to greet an OSHA inspector is usually a receptionist or one of the field staff. These people must be trained so that the proper personnel are contacted.

Contact key personnel. The OSHA inspector will want to meet with the owner, the general manager, or the person in charge of safety. Employees need to know how to notify their personnel.

Sanitize the meeting room. Before leading the inspector into a conference room; erase any notes on black boards, remove papers from previous meetings, and make sure there isn't any unnecessary information in the room.

Opening Conference

The purpose of the opening conference is to allow the inspector to explain why the inspection is occurring, the inspection process, and the company's rights and responsibilities.

The purpose of the inspection. The inspector will state the inspection classification. If it is an complaint inspection, a copy of the complaint will be provided; absent names, address, phone numbers, etc.

Explanation of the inspection process. The inspector may want to do a walk around first; then look at written documentation, conduct interviews, and then hold a closing conference.

Take detailed notes. Names of attendees, what prompted the inspection, what the inspector plans to do, and what equipment the inspector is using.

Ask plenty of questions. Make sure that you understand the inspection process and everything that the inspector is telling you.

Answer the inspector's questions directly. The inspector will ask many questions, not only at the opening conference, but also throughout the inspection. Do not guess or offer opinions to questions.

Do not volunteer unnecessary information. It is easy to get excited and want to share all your safety information. However, you may accidentally highlight your knowledge of hazards, which have been overlooked.

Safety and Health Documentation.

After opening the conference, the inspector may want to look at safety related documentation. Provide only the require documents; OSHA logs, first Report of injury. There is no requirement for a written safety program. Only certain areas have this requirement. Providing the company program becomes another area that the inspector can cite against.

Inspection walk around

Once the inspector has conducted the opening conference, a walk around usually follows. Prior to beginning the inspection, be sure the inspector and all escorts are wearing the required PPE including hard hats, safety glasses. Etc.

If the inspection is a scheduled inspection, allow the inspector to lead. It is not likely that the entire site will be covered.

If the inspection is prompted by an employee complaint, take the most direct route to the complaint area. Allowing the inspector to roam is to allow the opportunity for additional citations. The inspector can cite apparent violations that are in plain view even if it was not the original intent to inspect that area.

Side-by-Side Documentation

It is important to have a record of everything that the inspector records during the inspection.

Duplicate photos and video. When the inspector takes a photo, you should take a photo of the same object. If the inspector is using a video camera, you should also be video taping. Keep in mind that just because the video camera is not up to the inspector's eye, it does not mean the camera is not recording.

Duplicate measurements. If the inspector is measuring distances or counting workers near a potential hazard, duplicate the recordings and note the inspector's results as well.

Make copies of documents that the inspector wants to copy or take. Make sure that you make copies of these documents for your files so you know exactly what documents the inspector reviewed or took with him/her.

Employee Interviews

The inspector will want to speak with a few employees. The inspector has the right to question employees privately. The employee cannot be forced to divulge the conversation, however, employees should be encouraged to allow supervision to be present. Inspectors can phrase questions so as to solicit detrimental responses.

The inspector will attempt to determine the following:

Employee's level of safety knowledge. The inspector will attempt to determine the employee's level of safety knowledge, which will reflect on the quality and quantity of the safety training the employees have received.

Do employees think their work place is safe? Does management support safety? Are employees involved in the safety process?

Can employees talk to management about safety? The inspector will want to make sure that employees feel comfortable discussing safety concerns with management.

Do employees have safety concerns? The inspector will ask if employees have any specific safety concerns.

The Closing Conference

When the inspection is complete, the inspector will hold a closing conference. This is where you hear what potential unsafe acts or conditions that were observed by the inspector. Your role in this conference is to:

<u>Take plenty of notes and listen.</u> Make sure you understand each of the inspector's concerns and are able to differentiate between actual violations that require abatement and other hazards that were pointed out during the walk around but are not violations and do not require abatement.

Do not admit to any apparent violations; do not attempt to explain away any violations. Do not agree to a reduction in possible fines by admitting to apparent violations.

A violation is not a violation until the judge says it is. Or you accept the citation(s) and penality(s).

EXCAVATING, TRENCHING, SHORING

GENERAL

Surface encumbrances that are located so as to create a hazard to employees shall be removed or supported as necessary to safeguard employees. Spoil piles shall be set back a minimum of two feet from the edge of the excavation/trench.

Underground installations such as utility instillations; i.e. sewer, telephone, fuel, electric water lines or any other installations that reasonably may be expected to be encountered during the excavation work, shall be determined prior to opening an excavation/trench.

While the excavation/trench is open, underground installations shall be protected, supported or removed as necessary, to safeguard employees.

Means of egress from excavation/trenches such as stairways, ladders, ramps, or other safe means of egress, shall be located no more than 25 feet of lateral travel for employees.

Employees exposed to public vehicular traffic shall be provided with, and required to wear, warning vests or other suitable garments marked with or made of, reflectorized or high-visibility material.

No employee shall be permitted underneath loads handled by digging or lifting equipment. Employees shall be required to stand away from any vehicle being loaded or unloaded, to avoid being struck by any spillage or falling material.

When the stability of adjoining buildings, walls, or other structures is endangered by excavation/trenching operations, support systems such as shoring, bracing, or underpinning shall be provided to ensure the stability of such structures, for the protection of the employees.

Adequate protection shall be provided to employees from loose rock or soil that could pose a hazard by falling or rolling from an excavation face. Protection shall consist of scaling to remove loose material.

Employees in an excavation/trench shall be protected from cave-ins by an adequate protective system designed in accordance with the paragraph "Protective Systems Requirements"

EMERGENCY RESCUE..WARNING..EQUIPMENT..HAZARD PROTECTION

Emergency rescue equipment such as breathing apparatus, safety harness and line, along with a basket stretcher shall be readily available where **hazardous atmospheric** conditions exist or may be reasonably expected to develop during work in an excavation/trench.

Where oxygen deficiency (atmospheres containing less than 19.5% oxygen) or a hazardous atmosphere exists or could reasonably expected to exist, such as landfill areas, the excavation/trench must be tested before employees enter, regardless of depth.

When controls are used that are intended to reduce the level of atmospheric contaminants to acceptable levels, testing shall be conducted as often as necessary to ensure that the atmosphere remains safe.

Warning systems shall be utilized such as barricades, hand, or mechanical signals or stop logs. If possible, the grade should be away from the excavation/trench.

All employees shall be provided with Personal Protective Equipment for the protection of head, eyes, ears, respiratory organs, feet, hands, and other parts of the body as conditions warrant.

Hard hats shall be worn at all times on site.

Appropriate eye protection shall be worn when machines or operations present potential eye or face injury from physical, chemical or radiant exposure.

Whenever it is not feasible to reduce noise levels or duration of exposure, hearing protection shall be provided and used.

Mechanical guards or protective devices shall be provided and used when hands and feet are exposed to potential injury from mechanical tools/equipment.

Where employees or equipment are required or permitted to cross over excavations/trenches, walkways or bridges, and standard guardrails shall be provided.

Employees shall not work in excavations/trenches in which there is accumulated water, or in excavations in which water is accumulating unless adequate precautions have been taken to protect employees against hazards posed by water accumulation.

INSPECTIONS

An OSHA certified "Competent Person" must be on site at all times when excavation work is being performed and/or when employees are in an excavation.

Daily inspections of excavations, the adjacent areas and protective systems shall be performed by the Competent Person for evidence of a situation that could result in possible cave-in, indications of protective system failure or other hazardous conditions.

Inspections shall also be performed after <u>every</u> rainstorm, freeze-thaw or other hazard-increasing occurrence.

Whenever the Competent Person finds evidence of a situation that could result in a possible cave-in, indications of protective system failure or other hazardous conditions, exposed employees shall be immediately removed from the hazardous area until the necessary precautions have been taken to ensure their safety.

PROTECTIVE SYSTEM REQUIREMENTS

All employees in an excavation shall be protected from cave-ins by an approved protective system designed in accordance with either, sloping and benching configurations, or designed using other tabulated data. Exceptions are when:

Excavations/trenches are made entirely in stable rock.

Excavations/trenches are less than five feet in depth and examination of the ground by safety personnel provides no indication of potential cave-in.

Protective systems shall have the capacity to resist, without failure, all loads that are intended, or could reasonably be expected to be applied or transmitted to the system.

Slopes and configurations of sloping and benching systems shall be selected and constructed in accordance with the following allowable configurations and slope options;

<u>Option 1</u> Excavations shall be sloped at an angle not steeper than one and a half horizontal to one vertical (34 degrees measured from the horizontal). Excavated slopes must be in accordance with the configurations shown for type "C" soil, at the end of this chapter.

<u>Option 2</u> Maximum allowable slopes and allowable configurations for sloping and benching systems shall be determined in accordance with the conditions and requirements set forth in the Soil classification Definitions.

<u>Option 3</u> Designs of sloping or benching systems shall be selected from and be in accordance with tabulated data, such as tables and charts. Tabulated data shall be in written form and shall include all of the following:

1. Identification of the parameters that effect the selection of a sloping or benching system drawn from pertinent data.

2. Identification of the limits of use of the data, to include the magnitude and configuration of slopes determined to be safe.

3. Explanatory information as may be necessary to aid the user in making a correct selection of a protective system to be safe.

4. At least one copy of the tabulated data, which identifies the Registered Professional Engineer who approved the data, and shall be maintained at the jobsite during the construction of the protective system.

<u>A Registered Professional Engineer shall approve option 4 Sloping and benching systems not utilizing option 1,2, or 3.</u> The identity of the Engineer and the tabulated data must be maintained at the jobsite.

SUPPORT SYSTEM, SHIELD SYSTEMS, OTHER SYSTEM DESIGNS

<u>Option 1</u> Timber shoring (not used in this company)

<u>Option 2</u> Design of support systems, shield systems or other protective systems that are drawn from manufacturer's tabulated data shall be in accordance with all specifications, recommendations and limitations issued or made by the manufacturer.

<u>Option 3</u> Designs of support systems or other protective systems shall be selected from and be in accordance with tabulated data such as tables and charts.

<u>A Registered Professional Engineer shall approve option 4 Sloping and benching systems not utilizing option 1, 2, or 3.</u> The identity of the Engineer and the tabulated data must be maintained at the jobsite.

MATERIALS AND EQUIPMENT

Materials and equipment used for protective systems shall be free from damage or defects that may impair proper function.

Manufactured materials and equipment used for protective systems shall be used and, maintained in a manner that is consistent with the recommendations of the manufacturer and in a manner that will prevent employee exposure to hazards.

When material or equipment used for protective systems is damaged, supervisory personnel shall examine the material or equipment and evaluate it's suitability for continued use.

INSTALLATION AND REMOVAL OF SUPPORT SYSTEMS

Support system members shall be securely connected to prevent sliding, failing, kick outs or other predictable failure.

Support systems shall be installed and removed in a manner that protects employees from cave-ins, structural collapses, or from being struck by members of the support.

Removal shall begin, and progress from the bottom of the excavation. Members shall be released slowly so as to note any indication of possible failure, or the possible cave-in of the excavation sites.

Backfilling shall progress together with the removal of support systems from the excavation.

ADDITIONAL REQUIREMENTS FOR SUPPORT SYSTEMS

Excavation of material to a level no greater than 2 feet below the bottom of the members of a support system shall be permitted, but only if the system is designed to resist the forces calculated for the full depth of the trench, and there is no indication while the trench is open, of a possible loss of soil from behind or below the bottom of the support system.

Shield systems shall not be subjected to loads exceeding those, which the system was designed to withstand.

Employees shall be protected from the hazard of cave-ins when entering or exiting the areas protected by shields.

Employees shall not be allowed in shields, when shields are being installed, removed or adjusted vertically.

SOIL CLASSIFICATIONS – DEFINITIONS

Cemented soil is a soil in which the particles are held together by a chemical agent, such that a hand size sample cannot be crushed into a powder or individual soil particles by finger pressure.

Cohesive Soil is clay or soil with a high clay content, which has cohesive strength. Cohesive soil does not crumble and con be excavated leaving vertical sidewalls.

Dry Soil is soil that does not exhibit visible signs of moisture content.

Fissured Soil is soil material that has a tendency to break along definite plans or fracture with little resistance.

Granular Soil is gravel, sand or silt (coarse gravel soil) with little or no clay content and no cohesive strength.

Layered System is two or more distinctly different soil or rock types arranged in layers.

Moist Soil is a condition in which a soil looks and feels damp.

Plastic is a property of a soil in which the voids are filled with water. Saturation does not require flow.

Stable rock is natural solid mineral matter that can be excavated with vertical sides and remain intact while exposed.

Unconfined Compressive Strength is the load per unit area at which a soil will fail in compression. It can be determined by a laboratory testing, or estimated in the field using a pocket penetrometer, by thumb penetration tests and other methods.

Wet Soil is soil that contains significantly more moisture than moist soil, but in such a range of values that cohesive material will slump or begin to flow when vibrated.

SOIL CLASSIFICATION

Soils are classified into three types, all of which are cohesive soils. Examples of cohesive soils are: clay, silty clay, sandy clay, and clay loam. Cemented soils such as caliche and hardpan are also considered Type A. The three types of cohesive soils are:

Type A: Cohesive soils with an unconfined compressive strength of 1.5 tons per square foot or greater.

Type B: Cohesive soil with an unconfined compressive strength greater than 0.5 tons per square foot, but less than 1.5 tsf.

Type C: Cohesive soil with an unconfined compressive strength of 0.5 tsf or less.

SLOPING AND BENCHING REQUIREMENTS

The maximum allowable slope for a soil or rock deposit shall be determined from the tables located at the end of this chapter.

The actual slope shall not be steeper than the maximum allowable slope.

Configurations of sloping and benching systems shall be in accordance with the charts at the end of this chapter.

TIMBER SHORING (not used in this company)

HYDRAULIC SHORING

Hydraulic shoring shall be of a capacity to withstand the pressures applied, at the depths it is to be used.

Manufacturer’s documentation shall be available at the site where the shoring is used. The documentation shall include the manufacturer’s tabulated data.

The shoring shall have an identifying number that corresponds to identifying numbers printed in the documentation. Likely numbers will be serial numbers.

Shoring shall be inspected prior to installation in a trench, for deformity or hydraulic leaks. Damaged shoring is not to be used. It shall be returned to the yard, tagged as “Do Not Use.”

Shoring is to be installed from the top of the trench and progress downward to the trench invert.

Shoring cylinders shall be checked throughout the shift for leaks and seepage.

At the completion of the work, shoring shall be remover from the invert up. As shoring is removed, the trench needs to be backfilled and compacted.

In all instances, the manufacturer’s directions shall be followed.

TRENCH SHIELDS

NOTE: This section includes manhole shields and sectional box shoring.

Trench shields shall be free of deformity, holes or broken welds, Damaged shields must be repaired in accordance with the manufacturer’s specifications. Welding is to be performed by a certified welder.

Manufacturer’s specifications must accompany all shields to the job site. Shields must have the manufacturer’s identification clearly affixed to the shield. This identification must correspond to identification numbers in the manufacturer’s documentation.

Shields are designed for maximum depths. When double stacking of shields is required, the stronger shields must progress towards the trench invert. Do not exceed the manufacturer’s maximum depth limit.

In all shield applications, follow the manufacturer’s requirements.

VEHICLE FLEET SAFETY POLICY

Policy

The purpose of the Policy is to ensure the safety of those individuals who drive company vehicles. Vehicle accidents are costly to our company, but more importantly, they may result in injury to you or others. It is the driver's responsibility to operate the vehicle in a safe manner and to drive defensively to prevent injuries and property damage. As such, the Company endorses all applicable state motor vehicle regulations relating to driver responsibility. The Company expects each driver to drive in a safe and courteous manner pursuant to the following safety rules. The attitude you take when behind the wheel is the single most important factor in driving safely.

____
President

Driver Eligibility

- Company vehicles are to be driven by authorized employees only, except in emergencies, or in case of repair testing by a mechanic. Spouses and other family members are not authorized to drive the Company vehicle.
- Any employee who has a driver's license revoked or suspended shall immediately notify - ____________________, and discontinue operation of the company vehicle. Failure to do so may result in disciplinary action, including dismissal.
- All accidents, regardless of severity, must be reported to the police and to ______________. Failing to stop after an accident and/or failure to report an accident may result in disciplinary action, including dismissal.
- Drivers must immediately report all summonses received for moving violations during the operation of a company vehicle to _______________.
- All CDL drivers must comply with all applicable D.O.T. regulations, including successful completion on medical drug, and alcohol evaluations.
- Motor Vehicle Records will be ordered periodically to assess employees' driving records. An unfavorable record will result in a loss of the privilege of driving a Company Vehicle. The following system will be used to determine the eligibility to operate a Company vehicle.

  - **ALL TYPE 'A' VIOLATIONS (as defined below) WILL RESULT IN TERMINATION OF DRIVING PRIVILEGES FOR EMPLOYEES, WILL DISQUALIFY ANY POTENTIAL DRIVER EMPLOYEES, AND ARE POSSIBLE GROUNDS FOR TERMINATION DUE TO LIABILITY ISSUES.**

  - **ANY DRIVERS (EMPLOYEES OR APPLICANTS) SHOWING ONE OF THE FOLLOWING WILL BE RESTRICTED FROM DRIVING COMPANY VEHICLES. THESE ARE POSSIBLE GROUNDS FOR TERMINATION DUE TO LIABILITY ISSUES.**
    - **One (1) or more type 'A' Violations in the last 3 years.**
    - **Three (3) or more accidents (regardless of fault) in the last 3 years.**
    - **Three (3) or more type 'B' violations in the last 3 years.**
    - **Any combination of accidents and type 'B' violations which equal four (4) or more in the last 3 years.**

    Type 'A' Violations:

    - Driving While Intoxicated
    - Driving While Under the Influence of Drugs
    - Negligent Homicide Arising out of the use of a Motor Vehicle (gross negligence)
    - Operating During a period of Suspension or Revocation
    - Using a Motor Vehicle for the commission of a Felony.

- Aggravated Assault with a Motor Vehicle
- Operating a Motor Vehicle without the Owner's Authority (grand theft)
- Permitting an Unlicensed Person to Drive
- Reckless Driving
- Speed Contest (racing)
- Hit and Run (Bodily Injury or Property Damage)

Type 'B' Violations
- All Moving Violations not listed as type 'A' violations.

Driver Safety Rules

- The use of a company vehicle while under the influence of intoxicants and other drugs is forbidden and is sufficient cause for discipline, including dismissal.
- No driver shall operate a company vehicle when his/her ability to do so safely has been impaired by illness, fatigue, injury, or prescription medication.
- All drivers and passengers operating or riding in company vehicles must wear seat belts, even if air bags are available.
- No unauthorized personnel (e.g. Hitch-hikers) are allowed to ride in company vehicles.
- Drivers are responsible for the security of Company vehicles assigned to them. The vehicle engine must be shut off, ignition keys removed, and vehicle doors locked whenever the vehicle is left unattended. If the vehicle is left wit a parking attendant, only the ignition key is to be left.
- Head lights shall be used ½ hour after sunset and ½ before sunrise, or during inclement weather or at any time when a distance of 500 feet ahead of the vehicle cannot be seen clearly.
- All other state laws, local laws, or D.O.T. Motor Carrier Safety Regulations must be obeyed.

Defensive Driving Rules

- Drivers are required to maintain a safe following distance at all times. To estimate your following distance, pick a stationary object ahead of you. As the vehicle in front of you passes the object, begin counting 1001, 1002, 1003, etc. until you reach the same object. This counts the number of seconds between you and the vehicle ahead of you.
    - Drivers of passenger vehicles should keep a two-second interval between their vehicle and the vehicle immediately ahead. During slippery road conditions, the following distance should be increased to at least four seconds.
    - Drivers of heavy trucks should keep a minimum of a three second interval when not carrying cargo; and at least four-seconds when fully loaded. Following distance should also be increased when adverse conditions exist.
- Drivers must yield the right of way at all traffic control signals and signs requiring them to do so. Drivers should also be prepared to yield for safety's sake at any time. Pedestrians and bicycles in the roadway always have the right of way.
- Avoid driving in other driver's blind spots; attempt to maintain eye contact with the other driver, either directly or through mirrors.
- Drivers must honor posted speed limits. In adverse driving conditions, reduce speed to a safe operating speed that is consistent with the conditions of the road, weather, lighting, and volume of traffic. Tires can hydroplane on wet pavement at speeds as low as 40 MPH.
- Turn signals must be used to show where you are heading; while going into traffic and before every turn or lane change.
- When passing or changing lanes, view the entire vehicle in your rear view mirror before pulling back into that lane.

- Be alert of other vehicles, pedestrians, and bicyclists when approaching intersections. Never speed through an intersection on a caution light. Approach a stale green light when your foot poised over the brake to reduce your reaction time should it be necessary to stop. When the traffic light turns green, look both ways for oncoming traffic before proceeding.
- When waiting to make left turns, keep your wheels facing straight ahead. If rear-ended, you will not be pushed into the lane of oncoming traffic.
- When stopping behind another vehicle, leave enough space so you can see the rear wheels of the car in front. This allows room to go around the vehicle if necessary, and may prevent you from being pushed into the car in front of you if you are rear-ended.
- Avoid backing where possible, but when necessary, keep the distance traveled to a minimum and be particularly careful.
    - Check behind your vehicle. Operators of heavy trucks should walk around their vehicle before backing and/or have someone guide you.
    - Back to the driver's side. Do not back around a corner or into an area of no visibility.

What To Do In Case of An Accident

In an attempt to minimize the results of an accident, the driver must prevent further damages or injuries and obtain all pertinent information and report it accurately.

- Call for medical aid if necessary.
- Secure accident scene – pull onto shoulder or side of road, redirect traffic, set up road flares/reflectors, etc.
- Call the police. All accidents, regardless of severity, must be reported to the police. If the driver cannot get to a phone, he should write a note giving location to a reliable appearing motorist and ask him to notify the notify the police.
- Record names and addresses of driver, witnesses, and occupants of the other vehicles and any medical personnel who may arrive at the scene.
- Complete the accident report form. Pertinent information to obtain includes:
    - License number of other drivers
    - Insurance company names and policy numbers of other vehicles
    - Make, year, model of other vehicles
    - Date and time of accident
    - Overall road and weather conditions
- Draw a diagram of the accident scene and note the street names and locations of traffic signs, signals, etc.
- Do not discuss the accident with anyone at the scene except the police. Do NOT accept any responsibility for the accident. DON'T argue with anyone.
- Provide the other party with your name, address, phone number, drivers license number, and insurance information.
- Immediately report the accident to ________________. Provide a copy of the accident record and/or your written description of the accident to _____________ASAP.
- Cooperate fully with any follow-up from Claims personnel.

Vehicle Maintenance

Proper vehicle maintenance is a basic element of any fleet safety program, not only to ensure a safe, road worthy vehicle, but also to avoid costly repair expenses and unexpected breakdowns.

- Registration and Inspection is the responsibility of the assigned driver.
    - Drivers of D.O.T. regulated vehicles are required to inspect their vehicle prior to usage, documenting and notifying the company mechanic of deficiencies found.

- In addition to inspections required by law for passenger vehicles, routine inspections of critical items, such as brakes, lights, tires, wipers, etc., must also be completed by drivers of passenger vehicles.

- The vehicle should be cleaned (interior & exterior) regularly to help maintain its good appearance for you and the Company. A clean vehicle makes a good impression on customers.
- The vehicle manufacturer's maintenance schedule should be reference and closely following regarding recommended maintenance intervals.

I acknowledge that the information contained in the Company's Vehicle Fleet Safety Policy has been reviewed with me and a copy of the policy and driver rules have been furnished to me. As a driver of a company vehicle, I understand that it is my responsibility to operate the vehicle in a safe manner and to drive defensively to prevent injuries and property damage.

____

PRINT – EMPLOYEE'S NAME

____ _________________________

EMPLOYEE'S SIGNATURE DATE

_______________________________________ __________________________

REVIEWER'S SIGNATURE DATE

Sign and retain the original copy in the employee's file)

New Driver Orientation

Within the first 30 days of employment, a new driver may receive the following:

1. Safe vehicle operating skills training.
2. Vehicle safety orientation.

Note: It is the employee's supervisor who is responsible for ensuring completion of this training. Consider a policy which states that: No individual will be allowed to operate a company vehicle alone unless they have successfully completed the above requirements.

Should a driver upgrade to a larger or different type of vehicle, that driver will need to be re-certified to operate that vehicle.

ORIENTATION IS THE FIRST STPE IN A SUCCESSFUL DRIVER TRAINING PROGRAM.
The objectives of the driver orientation procedure are:

- To make the new employee productive quickly.
- To avoid accidents which injure employees.
- To avoid damage to cargo or equipment.
- To avoid accidents or errors which have a negative impact on customer relations.

Driver orientation covers all aspects of the driving job. Even when a company hires an experienced driver from another company or from a driver training school, that employee still needs to learn company policies, procedures, and safety regulations.

The new employee is anxious to feel at home, to meet other workers and to learn the job routine. They are interested in becoming a part of things and being receptive. It is at this stage that they can be trained to be a productive, loyal employee. If such training is not provided, the new employee will either turn to the company's "GRAPEVINE" as a source of information or will learn through a potentially costly process of trial and error.

THE ORIENTATION SHOULD BE PLANNED AND COULD INCLUDE:
Introductions: Key management personnel, supervisors, co-workers, company organization and objectives.

<u>Reporting to Work:</u> When, where and to who to report, procedures for signing in or clocking in.
Work Standards: Dates and responsibilities, motor vehicle record review process, performance evaluation, incentive program, benefits disciplinary procedure, vehicle accident reporting and review procedure.

<u>Pre-Trip On the Road and Post Trip Inspections:</u> Making inspections, recording results, and the importance of having defects or other emergency situations.

<u>Emergency Procedures:</u> Vehicle accident handling at the scene and accident reporting procedures, how to handle breakdowns or other emergency situations.

<u>Rules and Regulations:</u> Company safety rules, state and Federal Motor Carrier Safety Regulations.

New Driver Orientation (Page 2)

Routes and Schedules: Road conditions, hazardous and, congested areas, overhead clearances and width restrictions.

Equipment Familiarization: Operator controls, emergency equipment and safety equipment. Handling of Cargo: dealing with shippers and consignees, handling of bills, checking cargo, security and safety precautions.

Special Equipment: Loan tie downs, winches or hoists, pumps and hoses, etc.

Procedures at Completion of Trip: Parking and refueling vehicle, completion of records and reports, post trip inspections.

IT CANNOT BE EXPECTED THAT THE EMPLOYEE WILL REMEMBER ALL OF THE INFORMATION PROVIDED. WRITTEN MATERIALS (FORMS, CHECKLISTS, ETC.) AND REFRESHER TRAINING SHOULD BE PROVIDED AS APPROPRIATE.

Driver Conduct at the Scene Of An Accident

Pre-Requisites
Although the ultimate objective of a Fleet Loss control program is to prevent accidents, the fact remains that they may still occur. You are instructed to follow the proper procedures as noted.

To minimize the results of an accident, you must prevent further damages or injuries and obtain all pertinent information and report it accurately.

The Vehicle Accident Report packet is designed to aid in training drivers in proper conduct at the scene of an accident and provide a record of information at the scene.

This packet contains:

- Driver's Report of Motor Vehicle Accident
- Witness Information Cards
- List of Insurance Claims Offices
- Traffic Accident Exchange Information Forms

WHAT YOU NEED TO DO AFTER AN ACCIDENT
A) Take Immediate Action to Prevent Damage Or Injury At the Scene of the Accident

- Pull onto shoulder or side of road.
- Actuate four-way flashers and place warning signals promptly and properly.
- Assist any injured person, but don't move them unless they are in danger of further injury.

B) Call the Police

- If someone is injured, request medical assistance

If you cannot get to a nearby phone, you should write a note giving location and seriousness of the accident and give it to a reliable-appearing motorist and ask him/her to notify police.
Vehicle should not be left unattended except in extreme emergency.

C) Exchange "traffic accident exchange information" forms with other driver(s). You should give identifying information to the other party involved, but <u>should make no comments about assuming responsibility</u>.

D) Secure names and addresses of all witnesses. Witnesses should be asked to complete a Witness Information Card.

If there are no witnesses, the name and address of the first person to arrive at the scene should be obtained.

Driver Conduct At The Scene Of An Accident (page 2)

E) Complete the "driver's report of motor vehicle accident" form. Drivers should remember the following general rules for filling in the report:

- Print or write legibly.
- Follow instructions to the letter.
- Answer all questions completely. If unable to answer any question, mark "not known."
- Use additional sheets of paper is space is lacking for necessary information.

F) Report the accident. The driver should call the company immediately in the even of any accident.

Do’s and Don’ts In Case You are Involved in an Accident

Don’t “Make a deal” for damages
Don’t leave the scene of even a Minor accident
Don’t accept an offer of cash, check, or “private” settlement.
Don’t disavow injury to you or your passengers.
Don’t offer to pay ANYTHING even if you think you are at fault.
Do (when conditions permit) move to the shoulder or other “safe area” to prevent further damage.
Do ask someone to summon police and seek medical assistance. Repeat at 5-minute intervals.
Do remember the 3 C’s: remain CLAM, COURTEOUS, CONSISTENT in your version of the accident.
Do obtain complete information from those involved.
Do complete the accident report form on the scene – not later.
Do obtain the names of witnesses including addresses and phone numbers.
Do notify your company as soon as possible.

Vehicle Accident Investigation

Accident Investigation is critical to the success of an effective fleet safety program. You must determine the true cause of the accidents. A proper accident investigation will also lead to a proper determination of whether or not the accident was preventable.

A thorough accident investigation should be done by management and:

- Completed promptly after the incident
- Secure facts and information from:
  - Injured employee
  - Witnesses
- Take photographs and/or video of the incident location
- Have driver describe what happened in writing and sign off
- Determine the cause(s) and corrective action necessary to limit reoccurrence.