

# **COMPANY SAFETY PROGRAM**

## **CORPORATE SAFETY PROGRAM – RULES AND REGULATIONS**

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The health and well being of every employee is a vital importance. The active participation of the Company and all of its employees is necessary to ensure occupational health and safety. Company policy in this area is aimed at preventing employees from being subjected to any unusual health or safety risk. In an effort to maintain a safe environment in which to work, the Company shall abide by following:

- 1) The maintenance of an ongoing program to control and reduce employee exposure to all known or clearly suspected occupational health and safety risks. This includes the responsibility of every employee to correct, if authorized to do so, or notify the proper person of any unsafe condition and/or to report such condition immediately to the appropriate person.
- 2) The establishment of supervisory responsibility for training and implementing all rules and regulations.
- 3) The establishment of a Safety Board once the amount of employees exceeds 25 persons.
- 4) Disciplinary action will be taken for anyone found to be in violation of any rules and regulations put forth in this Safety Program.

Above all, employees must recognize that despite every effort the Company makes, the basic responsibility for employee health and safety rests with you, the individual employee. It is a condition of employment for you to conduct your work in a safe and healthful manner.

In addition to the above-mentioned policies, the Company expects and will enforce adherence to the following safety rules and regulations.

### **OSHA AND EPA COMPLIANCE**

The Company will comply with all Occupational Safety and Health Administration (OHSAs) and Environmental Protection Agency (EPA) requirements. Because such rules and regulations are so extensive, each employee, Supervisor, and Manager, is strongly advised to consult with the Safety Coordinator on any safety issue.

The Company will cooperate with all reasonable OSHA or EPA inspections and compliance reviews. The Safety Coordinator will be present at such inspections or reviews, along with other appropriate supervisory personnel.

Effective January 1, 2010 all onsite construction employees must have an OSHA-10 card and all supervisors must have an OSHA-30 card. The Company by law must receive a copy of each onsite construction employees OSHA card 15 days after being hired. If these cards are not produced within that time period, the Company must suspend that employee until the card is produced. If it is not produced after a period of 30 days that employee will be terminated.

### **SECURITY**

we want to maintain an honest, open relationship with our employees that are based on mutual respect and trust. Any activities taking place on Company property at anytime that may be considered either unauthorized or illegal will result in disciplinary action or immediate termination. Please report to any such activity to a Supervisor or Manager immediately.

### **COMPANY VEHICLES**

Company vehicles may be driven only by designated licensed employee. No employee is permitted to lend any Company owned vehicle to anyone, this is a restriction put forth by our insurance carrier. Any employee found having loaned a company vehicle to another person not authorized by our insurance carrier will be immediately terminated. Any mechanical defects should be reported to a Supervisor or Manager for appropriate action prior to operation of a vehicle.

### **DRIVERS LICENSES/DRIVING RECORD**

All employees authorized to drive Company vehicles, for any purpose, must possess a valid Nevada Drivers License and have a driving record which is acceptable to the Company's insurance carrier. Employees hired or placed into positions requiring the use of Company vehicles will have their Department of Motor Vehicles (DMV) records checked by the Company's insurance carrier at the time of employment or placement into these positions and then regularly thereafter, normally every six months. Employees in this position who are uninsurable or who become uninsurable (based on the standards of the Company's insurance carrier) due to an unsatisfactory DMV record will be removed from the driver position and/or subject to termination.

### **PROTECTIVE EQUIPMENT AND CLOTHING**

Employees are required to wear all appropriate protective equipment and clothing at the proper times and in the proper manner. (Please see the Safety Rules for specific examples). Failure to wear required protective equipment is cause for disciplinary action up to possible termination. The Company is legally and morally bound to make sure each employee complies with this policy. The Company will furnish the necessary safety devices and safe guards required to protect from accident and injury. Employees may supply their own safety equipment as long as it meets with company standard.

### **REPORTING ON-THE-JOB ACCIDENTS AND INJURIES**

If an employee incurs an injury on the job or involved in an accident on the job (whether or not you are injured) they are required to immediately report it, no matter how minor it may seem, to their Supervisor or Manager and the appropriate office personnel.

The office must keep a written record of all on the job accidents and injuries as required by state law, federal law and the Company's workers compensation carrier. It is the responsibility of each Supervisor or Manager to provide the Safety Coordinator with all the information required to facilitate proper record keeping and accident investigation. All accidents must be investigated by the employee's immediate Supervisor or Manager. The Supervisor or Manager must also prepare a written report of the accident or injury. Regardless of whether or not an accident requires medical attention, an employee must report it so that corrective action can be taken to prevent further accidents of the same kind. If the accident

involved safety procedure that are already in place, work shall not resume until that safety procedure has been refined to prevent a future accident.

#### **ACCIDENT AND INJURY REPORTING PROCEDURE**

- 1) Notify the job site supervisor and the Company's Human Resource department immediately.
- 2) Seek medical attention.
- 3) After release from the doctor contact the Human Resource department again for the location of the drug and alcohol testing facility. A DRUG AND ALCOHOL TEST MUST BE COMPLETED IMMEDIATELY AFTER MEDICAL TREATMENT. If this test is not done the Company's insurance carrier has the right to deny the claim.
- 4) Upon completion of drug and alcohol test return all forms, C-3 & C-4, and all medical records from the injury to the Human Resources department. If this paperwork and notification of the injury are not reported to the Company's insurance carrier within 24hrs, the carrier has the right to deny any claim.

#### **TAILGATE MEETINGS**

Tailgate meetings will take place at each job site at least once per week. These meeting will be held at a time deemed by the supervisor for that particular job. If the supervisor feels it necessary, he may hold multiple tailgate meeting during the week.

These meetings will discuss onsite job safety, as well as safety concerns by the employees. All employees of the onsite crew are required to be present for all tailgate meetings unless specifically told otherwise by the onsite supervisor. If an employee misses a meeting for any reason than those approved by the supervisor are subject to disciplinary actions.

#### **SAFETY RULES AND REGULATIONS FOR FIELD EMPLOYEES**

- 1) Follow instructions and don't take chances. If you don't know, ask!
- 2) Report any unsafe acts, equipment, or conditions immediately to a supervisor before moving forward.
- 3) All accidents or injuries, regardless of how minor, must be **REPORTED IMMEDIATELY** to your Supervisor or Manager and them immediately to the correct office personnel in order to comply with the reporting requirements of accidents and injuries.
- 4) ALCOHOL AND NARCOTICS are strictly forbidden. Anyone who reports to work under the influence of or uses a controlled substance at work is subject to disciplinary action and/or may include termination.
- 5) Remove rings or jewelry before working.
- 6) Gloves must be worn when handling sharp metal materials.
- 7) Work boots/shoes, steel-toed boots/shoes are recommended to be worn always, especially on construction and maintenance projects. Steel toed boots **MUST** be worn when operating mowers, edgers, or concrete breaking or compacting equipment. **NO TENNIS SHOES.**

- 8) Eye protection: Safety glasses or a face shield must be worn when operating edgers and weed eaters, driving tree stakes, breaking concrete or operating power equipment. Safety glasses with top and bottom shields must be worn while working with any type of metal.
- 9) Hard hats must be worn when required by job rules or conditions.
- 10) Safety vests must be worn when working near traffic.
- 11) **EQUIPMENT SAFETY DEVICES** are meant to be used. Check to see that all guards and other protective devices are in place and adjusted.
- 12) Never pick up, clean, adjust or service any piece of power equipment without unplugging it, disconnecting the spark plug, or removing the key.
- 13) Never leave running equipment unattended for any amount of time.
- 14) Place cones or barricades around large excavations. Barricade or “tape off” work areas that are hazardous to workers or to the public.
- 15) Be sure tools and materials are secure before driving. Use red flags if materials extend beyond the truck or trailer.
- 16) EACH EMPLOYEES COPORATION is required. Everyone must work together to make our job site a safe and productive place to work.
- 17) No employee shall remove, displace, damage, destroy or carry off any safety device or safeguard furnished by the Company and may not interfere in any way with the use of safeguards by another employee.
- 18) No employee shall interfere with the use of any procedure or process adopted by the Company for the protection of any employee including oneself.
- 19) Each employee must comply with OSHA standards and all rules which are applicable to one’s own actions and conduct. As well all other rules and regulations of the City, Count, State and Federal Government must be obeyed at all times.

### **OFFICE RULES AND PROCEDURES**

- 1) Employees shall report all unsafe conditions and equipment to the supervisor or safety coordinator.
- 2) Employees shall immediately report all accidents, injuries and illnesses to the supervisor and/or safety coordinator, no matter how small.
- 3) Familiarize yourself with all exits in case of emergency.
- 4) In the event of fire, sound the alarm and evacuate.
- 5) Upon hearing a fire alarm, stop work and proceed to the nearest clear exit. Gather at the designated location.
- 6) Only workers trained for it may attempt to respond to a fire or other emergency.

- 7) Do not store materials and equipment against doors or exits, fire ladders or fire extinguisher stations.
- 8) Keep aisles clear at all times.
- 9) Maintain work areas in a neat, orderly manner. Throw trash and refuse into proper waste containers.
- 10) Wipe all spills promptly.
- 11) Exit doors must comply with fire safety regulations during business hours.
- 12) Store files and supplies in a manner that prevents damage to supplies or injury to personnel when they are moved. Store the heaviest items closest to the floor and lightweight items above.
- 13) All cords running into walk areas must be taped down or inserted through rubber protectors to prevent tripping hazards.
- 14) Never stack material precariously on top of lockers, file cabinets or other high prices.
- 15) Never leave lower desk or cabinet drawers open, this creates a tripping hazard. Use care when opening and closing drawers to avoid pinching fingers.
- 16) Do not open more than one upper drawer at a time, particularly the top two drawers on tall file cabinets.
- 17) Always use the correct lifting technique. Never attempt to lift or push an object that is too heavy. Contact the supervisor when help is needed to move a heavy-object.
- 18) When carrying objects, use caution in watching for and avoiding obstructions or loose material.
- 19) Plug all electrical equipment into appropriate wall receptacles, or into an extension of only one cord of similar size and capacity. Three pronged plugs should be used to ensure continuity of ground.
- 20) Keep appliances such as coffee pots or microwave ovens in working order and inspect them for signs of wear, heat or frayed cords.
- 21) Use equipment such as scissors or staplers for their intended purposes only, and do not use them as hammers, pry bars, screwdrivers. Misuse can cause damage to the equipment and possible injury to the user.
- 22) Store cleaning supplies away from edible items or kitchen shelves.
- 23) Store cleaning solvents and flammable liquids in appropriate containers.
- 24) Keep solutions that may be poisonous or are not intended for consumption in well labeled containers.
- 25) Do not climb on chairs to reach anything, if you cannot reach something, ask for help.
- 26) Do not attempt to lift anything too heavy, ask for help.
- 27) ALCOHOL AND NARCOTICS are strictly forbidden. Anyone who reports to work under the influence of or uses a controlled substance at work is subject to disciplinary action and/or may include termination.

**DISCIPLINARY ACTION PLAN**

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It is the policy of the Company that all employees are expected to comply with the company's Safety Program and its enforcement. Any non-compliance with regards to this policy must be remedied and will be subject to progressive discipline.

The following progressive disciplinary procedures have been established by the Company:

- 1) Verbal counseling with documentation to the personnel file.
- 2) Written warning with documentation to the personnel file.
- 3) Final written warning with documentation to the personnel file.
- 4) Termination of employment.

In serious cases of violation of rules, the Company reserves the right to utilize any of these steps on a "first time" basis.

Four safety violations or failure to enforce safety regulations in a six-month period will result in termination. More than six in a year will constitute immediate termination.

If an injury occurs as a direct result of a violation of the Safety Procedures of this Company and it is found that the supervisor or foreman failed to enforce the applicable rule or procedure, the Company reserves the right to terminate that person immediately depending on the severity of the injury and direct disregard for the safety procedure.

## **SAFETY PROCEDURE**

### **LOADING BURLAP BAGS**

- 1) Limit the load in the burlap bag to 80 lbs. Check with your supervisor on how to determine this weight.
- 2) When possible, pull the truck or trailer adjacent to the pile of debris (i.e. grass clipping) and prepare to load the debris.
- 3) Use a dolly or wheel barrow to transport the bags that are not close to the truck.
- 4) Two trained loaders are required for lifting all filled burlap bags/
- 5) "Loaders" are required to wear an approved safety belt.
- 6) Do not throw burlap bags. Do not handle above shoulder level.
- 7) Remove the appropriate gates on stake bed trucks prior to loading.
- 8) The technique for lifting filled burlap bags shall be:
  - A) Position feet alongside, one behind the load.
  - B) Squat close to the load with your back upright.
  - C) Grasp the load firmly.
  - D) Keep the load close to your body with your chin tucked in.
  - E) Lift with your legs.

- F) Keep elbows and arms close to your body.
  - G) Coordinate the lift and release with your elbows.
- 9) Do not place more than 80lbs. of weight in burlap bags.

### **WARNING CONES IN TRUCK**

One warning cone shall be placed behind the rear bumper of the truck whenever you are stopped. This cone will serve as a traffic warning device and it will cause the driver to check behind the truck before he leaves.

Additional cones, delineators, signs and other warning devices shall be placed when required by traffic conditions and/or governing laws and regulations.

### **STORING MATERIAL AND TOOLS IN TRUCKS**

When storing material and tools in trucks the following procedures will be used:

- 1) Store all small hand tools in tool boxes.
- 2) Pipe, stakes and lumber shall be properly secured on pipe rack trucks (when provided) or secured to the bed of the truck.
- 3) All chemicals and fuel cans shall be securely stored to avoid spoilage or puncture.
- 4) All materials or tools shall be secured in the bed of the truck in a safe manner.
- 5) Tie down or cover all loads.
- 6) All gasoline/fuel cans, shall be closed always.

### **WHEEL CHOCKS**

- 1) Any time a trailer is parked un-hitched it shall be chocked with wheel chocks.
- 2) Any time a trailer is parked on an incline (regardless if it is hitched to a truck or not) it shall be chocked with wheel chocks.

### **GLUING PIPE**

When gluing pipe, the following safety procedure shall be followed:

- 1) Wear cotton, leather or neoprene gloves when applying glue or primer to pipe.
- 2) Store all glue and primer in storage bins that are labeled solely for glue and glue primer.

### **PULLING WEEDS**

When pulling weeds, the following safety procedure shall be followed:

- 1) Survey the area prior to beginning work.



- 2) Employees must wear gloves when working with rough materials or plants with thorns.
- 3) Employees must avoid areas where bees and wasp nests are present and report them to your supervisor immediately.
- 4) Employees must wear goggles to protect their eyes from any flying debris.

#### **LEAVING OPEN HOLES/TRENCHES UNATTENDED**

When leaving open holes or trenches unattended the following safety procedure shall be followed:

- 1) Never leave open holes or trenches unattended unless it is necessary.
- 2) Never leave open holes or trenches unattended unless they are properly barricaded.
- 3) Holes in traffic areas must be barricaded always.
- 4) Report any open holes/trenches that do not have barricades to you supervisor immediately.
- 5) If you are unsure of proper procedure for barricading excavations, ask your supervisor.

#### **DRIVING EQUIPMENT WITHOUT WINDSHIELDS**

- 1) Use of eye protection is mandatory when using equipment without windshields to prevent debris from hitting you in the eye.
- 2) Never drive faster than conditions allow.

#### **TRANSPORTING MATERIAL LONGER THAN OVERALL VEHICLE LENGTH**

When transporting material which extends past the end of your vehicle, to and from the jobsite, the following procedure will be followed:

- 1) When transporting material which extends four feet past the end of your vehicle, a red flag must be attached in an area visible to people coming from behind you.
- 2) No employee will operate any vehicle, trailer or piece of equipment with material extending more than 4 feet past the rear of the vehicle.
- 3) If you have material that is more than 4 feet longer than your vehicle, notify your supervisor immediately so he may provide a vehicle that is suitable for hauling the over-length material.
- 4) Observe all motor vehicle laws covering transporting material on the highway.

#### **FUELING WITH GAS CANS**

- 1) Stop engine before fueling.

- 2) All gas cans are to remain securely closed with a cap at all times except when they are being filled or are actually dispensing gasoline. Nozzles are not to be considered caps.
- 3) Gas cans shall be closed and removed from the vicinity before starting any motorized equipment.

#### **TRAFFIC – PARKING LANE CLOSURES**

- 1) Once reaching the closure location, turn on warning flashers and gradually reduce speed.
- 2) Pull vehicle to side of road desired or pull off onto shoulder.
- 3) Before exiting vehicle check to make sure there is no on-coming traffic.
- 4) Have one person flagging traffic to slow down any on-coming cars.
- 5) Place traffic cones a minimum of 3 vehicle lengths in both directions; allow room for work to be performed.
- 6) Vehicles shall be parked in such a way that they protect the crew from on-coming traffic.
- 7) Reverse procedure for departure.
- 8) This procedure is for parking lanes only. Traffic lanes shall be closed per the WATCH handbook or prevailing public agency requirements.

#### **USE OF FITTING BOXES ON TRUCKS/TRAILERS**

When using trucks or trailers with fitting boxes the following safety procedure will be followed:

- 1) Fitting compartments are to be kept organized at all times.
- 2) Never leave sharp objects in fitting boxes, i.e. hacksaw blades, pruning shears, wire cutters, pipe cutters, etc.
- 3) Do not leave open cans of glue or primer in boxes.
- 4) Tools should be stored in fitting boxes.
- 5) Glass containers may not be stored in fitting boxes.
- 6) Lunches may not be stored in fitting boxes.
- 7) Fitting boxes should be inspected daily to ensure that no problem exist, such as improperly stored materials, exposed nails, splintered wood, etc.
- 8) Report any unsafe condition to your supervisor immediately.

#### **EQUIPMENT**

##### General

- 1) Only trained personnel can operate trucks or tractors.

- 2) No employee shall climb on top of the truck pipe racks.
- 3) All equipment and trucks should be used in a safe manner always.

#### 10 Point Air Systems Check

- 1) MAX AIR
  - A. Build air pressure to max PSI. Should be 120 to 130.
  - B. Properly place shift lever in low gear and shut off engine.
- 2) 3/60 STATIC TEST – Check for air leaks, not checking brake
  - A. Release all brakes: TPV (red), Parking Spring Brake (yellow) – Push – in
  - B. Wait a few seconds for air pressure to stabilize, then check gauge
  - C. Time air loss by watching, air pressure needle; it should not drop more than 3 PSI in 60 seconds. (Emergency Side)
- 3) 4/60 APPLIED TEST – Check for air leaks, not checking brake
  - A. Apply moderate amount of pressure to foot brake and hold. Air loss should not More than 4 PSI in 60 seconds. (Service Side)
- 4) LOW AIR WARNING
  - A. Turn on key. (No less than 60 PSI)
  - B. Pump air pressure down until low air warning device come on. Low air warning light or buzzer should come on before air pressure drops to no less than 60 PSI.
- 5) POP OUT
  - A. Continue to pump foot pedal between 45 and no less than 20 PSI. Both (red), (yellow) push/pull valve should pop out.
- 6) AIR RECOVERY – COMPRESSOR
  - A. Start engine and build air pressure to 85 PSI, with engine runs approx. 1000-1200 RPM's. Within 45 seconds pressure should reach 100 PSI. You may be assured that air compressor is building air at normal rate.
- 7) CUT OUT – When needles stop rising – Compressor Governor
  - A. Continue to build air to max. When air pressure cuts out between 120-130 PSI's you may be assured you've reached max. governed pressure for that vehicle
- 8) TUG TEST – Check each brake valve.
  - A. Pump foot valve to approx. 85-90 PSI and watch for governor cut in.
  - B. Pump foot valve to build air pressure to max. PSI (approx.85-90). Watch for the governor cut in and be sure (red) TPV is applied and release all other brakes.
  - C. Put transmission in low gear and gently tug to see if trailer brakes are hold.
  - D. Apply park brake (yellow) and release TPV and gently tug to see if tractor brakes are holding.
  - E. Apply trolley (hand valve) and release parking brake (yellow) and gently tug to see if trailer brakes are holding. (TRAILER, PARKING, HAND)
- 9) SERVICE BRAKE OPERATION AND EQUALIZATION
  - A. Brake seat belt.
  - B. Gently cover foot brake.
  - C. Release all other brakes.
  - D. Lift and up from steering wheel.

- E. Move forward slowly and apply front brake (service brake), sharply to test both Tractor and trailer brakes and note equal adjustment to checking any pull to left or right.

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**MEDICAL CARE WAIVER**  
(DECLINACION DE CUIDADOS MEDICOS)

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Print Name

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Employee Number

I have declined the opportunity to receive medical attention for a job-related injury. I know that upon signing this I waive all rights to have this job-related injury covered under workman's compensation insurance carrier. I also understand that I will not be able to come back at a future time to receive coverage of the injury or any related medical issues due to that injury.

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Print Name:

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Signature:

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Date:

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Date of Injury:

\_\_\_\_\_  
Witness Print Name:

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Date:

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**EMPLOYEE SAFETY PROCEDURE ACKNOWLEDGEMENT**

I \_\_\_\_\_ Have received and read the Safety Manual and agree to abide by the safety regulations and company's. I am aware that Drug testing is mandatory. I am aware that any violations of company's safety policies or company policies can result in immediate termination

\_\_\_\_\_  
Print Name:

\_\_\_\_\_  
Signature:

\_\_\_\_\_  
Date:

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Witness Print Name:

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Witness Signature

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