

Employee Handbook

Startley General Contractors, Inc.



Latest Revision
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This manual and the policies contained herein are for informational purposes and do not, in any way constitute, and should not be construed as a contract of employment, express or implied, between the employer and employee nor should it be construed that there is a promise of employment for any specific duration or for any particular terms or conditions of employment. This manual and the policies contained herein also does not alter, in any way, the at-will employment status of employees. Startley reserves the right to amend, modify or rescind any provision included in this employee manual at any time with or without notice at its sole discretion. Furthermore, Startley remains free to change an employee's wages and all other working conditions at its sole discretion. This manual supersedes all prior and existing manual versions, manuals, policies and procedures.

WELCOME TO STARTLEY GENERAL CONTRACTORS, INC.

SECTION 1

1.1 History and Goals

Startley General Contractors, Inc. is a family owned and operated utility construction company that was officially started November of 2002. Of course, there was a lot of planning involved in getting the business ready for incorporation and initiation. Many hours of work have gone into developing a company that is diversifying and ever expanding. As a company we started out with only 5 employees and have grown to over 25 employees and plan to continue to grow. Our goals are to continue in our current business of utility work specializing in water projects, with branches into other areas of utility work being incorporated into our contract system. We currently hold an Alabama General Contractors license with classifications for MU-S: Water Projects; MU- Municipal and Utility Contractor. We are a company that maintains projects through competitive bid and as such may have multiple contracts in several different locations in the state of Alabama. These may all be in progress concurrently which may require a variety skill sets and different working time requirements.

1.2 Mission Statement

The mission of Startley General Contractors, Inc. is to continually improve our services to meet our customer's requirements, allowing us to prosper as a business and to produce a reasonable return on our capital investment. Startley General Contractors, Inc will provide quality for a broad range of services thru honesty and integrity in a timely, efficient manner. Our goal is to create long lasting relationships with our customers by exceeding their expectations and gaining their trust through exceptional performance by every member of our construction team.

1.3 Purpose this Manual

This manual has been prepared to inform new employees of the policies and procedures of this company and to establish the company's expectations. It is not all-inclusive or intended to provide strict interpretations of our policies; rather, it offers an overview of the work environment. This manual is not a contract, expressed or implied, guaranteeing employment for any length of time and is not intended to induce an employee to accept employment with the company.

The company reserves the right to unilaterally revise, suspend, revoke, terminate or change any of its policies, in whole or in part, whether described within this manual and the employee handbook or elsewhere, in its sole discretion. If any discrepancy arises, conform to current company policy. Every effort will be made to keep you informed of the company's policies; however, we cannot guarantee that notice of revisions will be provided. Feel free to ask questions about any of the information within this manual and the employee handbook.

This manual supersedes and replaces any and all personnel policies and documents previously distributed, made available or applicable to employees.

COMPANY POLICIES

WORKPLACE COMMITMENTS

SECTION 2

2.1 At-Will Employment

Employment at this company is at-will. An at-will relationship can be terminated at any time, with or without reason or notice by either the employer or the employee. This at-will employment relationship exists regardless of any statements by office personnel to the contrary. Only Donna Startley is authorized to modify the at-will nature of the employment relationship, and the modification must be in writing.

2.2 Equal opportunity Employment

This company is an equal opportunity employer and does not unlawfully discriminate against employees or applicants for employment on the basis of an individual's race, color, religion, creed, sex, national origin, age, disability, marital status, veteran status or any other status protected by applicable law. This policy applies to all terms, conditions, and privileges of employment, including recruitment, hiring, placement, compensation, promotion, discipline, and termination.

Whenever possible, the company makes reasonable accommodations for qualified individuals with disabilities to the extent required by law. Employees who would like to request a reasonable accommodation should contact Donna Startley.

2.3 Non-Harassment Policy/Non-Discrimination Policy

This company prohibits discrimination or harassment based on race, color, religion, creed, sex, national origin, age, disability, marital status, veteran status or any other status protected by applicable laws. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and is free from discriminatory practices, including without limitation harassment. Consistent with its workplace policy of equal employment opportunity, the company prohibits and will not tolerate harassment on the basis of race, color, religion, creed, sex, national origin, age, disability, marital status, veteran status or any other status protected by applicable law. Violations of this policy will not be tolerated.

Discrimination includes but is not limited to: making any employment decision or employment-related action on the basis of race, color, religion, creed, age, sex, disability, national origin, marital or veteran status, or any other status protected by applicable law.

Harassment is generally defined as unwelcome verbal or nonverbal conduct, based upon a person's protected characteristic, that denigrates or shows hostility or aversion toward the person because of the characteristic, and which affects the person's employment opportunities or benefits, has the purpose or effect of unreasonably interfering with the person's work performance, or has the purpose or effect of creating an intimidating, hostile or offensive working environment. Harassing conduct includes but is not limited to: epithets; slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes and display or circulation in the workplace of written or graphic material that denigrates or shows hostility or aversion toward an individual or group based on their protected characteristic.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal, visual or physical conduct of a sexual nature, when:

1. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment
2. submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
3. such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Examples of sexual harassment include: unwelcome or unsolicited sexual advances; displaying sexually suggestive material; unwelcome sexual flirtations, advances or propositions; suggestive comments; verbal abuse of a sexual nature; sexually oriented jokes; crude or vulgar language or gestures; graphic or verbal commentaries about an individual's body; display or distribution of obscene materials; physical contact such as patting, pinching, or brushing against someone's body; or physical assault of a sexual nature.

REPORTING:

Any company employee who feels that he or she has been harassed or discriminated against, or has witnessed or become aware of discrimination or harassment in violation of these policies, should bring the matter to the immediate attention of his or her supervisor or Donna Startley. The company will promptly investigate all allegations of discrimination and harassment and take action as appropriate based on the outcome of the investigation. An investigation and its results will be treated as confidential to the extent feasible, and the company will take appropriate action based on the outcome of the investigation.

No employee will be retaliated against for making a complaint in good faith regarding a violation of these policies, or for participating in good faith in an investigation pursuant to these policies. If an employee feels he/she has been retaliated against, the employee should file a complaint using the procedures.

2.4 Drug-free/ Alcohol-Free Environment

Employees are prohibited from unlawfully consuming, distributing, possessing, selling, or using controlled substances while on duty. In addition, employees may not be under the influence of any controlled substance, such as drugs or alcohol, while at work, on company premises or engaged in company business. Prescription drugs or over-the-counter medications, taken as prescribed, are an exception to this policy.

Employees who are applying for a position with our company should be aware that they will be subjected to a pre-employment drug screen. The company reserves the right to offer a probationary period if an employee fails to pass a drug screen. This probationary period will extend to six (6) months. During this period the employee will be required to submit to random drug screens which will be at the employee's expense and deducted from paycheck under a miscellaneous heading at the cost of the drug screen. This employee is also ineligible to drive or operate any company automobile or equipment. If an employee tests positive a second time for any type of drug or alcohol without a prescription for such drug or alcohol product then they will be automatically terminated. If after six (6) months the employee is negative on any random test performed they will then only be tested randomly as per the company policy. This option in no way changes or negates the company's at-will employment relationship with any employee.

Anyone violating this policy may be subject to disciplinary action, up to and including termination.

2.5 Open Door Policy

The company has an open-door policy and takes employees concerns and problems seriously. The company values each employee and strives to provide a positive work experience. Employees are encouraged to bring any workplace concerns or problems they might have or know about to their supervisor or some other member of management.

STANDARDS OF CONDUCT

Section 3

This company expects its employees to adhere to a standard of professional conduct and integrity. This ensures that the work environment is safe, comfortable, and productive. Employees should be respectful, courteous, and mindful of others' feelings and needs. General cooperation between coworkers and supervisors is expected. Individuals who act in an unprofessional manner may be subject to disciplinary action.

3.1 Dress Code

An employee's personal appearance and hygiene is a reflection on the company's character. Employees are expected to dress appropriately for their individual work responsibilities and position. The company policy is no earrings or other bulky jewelry to be worn by field personnel. All employees are to follow the guidelines set forth by the company's workman's compensation policy. Shirts must have four-inch sleeves; safety vests with reflective material; long pants, leather work boots with hard soles. The employee must utilize personal protective equipment including hard hats, safety goggles, and face, respiratory mask as required per job situation. Clothing and employee protective equipment shall be in good condition. Synthetic clothing that may catch fire, melt or otherwise compound a burn type injury, will not be worn around hot work such as welding, brazing, burning, etc. Failure to follow this policy is grounds for disciplinary action. All OSHA guidelines apply.

3.2 Company Property

Company property such as equipment, vehicles, telephones, computers, and software, is not for private use. These devices are to be used strictly for company business unless authorized. Company property must be used in the manner for which it was intended. Upon termination, employees are required to surrender any company property they possess.

Company computers, Internet and e-mails are a privileged resource, and must be used only to complete essential job-related functions. Employees are not permitted to download any "pirated" software, files or programs and must receive permission from a supervisor before installing any new software on a company computer. Files or programs stored on company computers may not be copied for personal use.

Phones are provided for business use. The company requests that employees not receive personal calls while on duty. If urgent, please keep personal calls to a minimum and conversations brief. If an employee is on their phone beyond what is deemed for urgent need, the supervisor can instruct the employee to give the supervisor's phone number and request the employee to place the phone in a secure location so as not to be a distraction to the employee while on duty. If a Supervisor is found to be on the phone excessively then he or she may be instructed to leave their phone in their truck and use only the company phone for which a record is kept of incoming and outgoing calls. Inappropriate phone use cuts down on productivity and disrupts job progress. Employees may

receive disciplinary action for inappropriate telephone use. Employees are reminded that they should have no expectation of privacy in their use of company computers or other electronic equipment. Violations of these policies could result in disciplinary action.

3.3 Privacy

Employees and employers share a relationship based on trust and mutual respect. However, the company retains the right to access all company property including but not limited to computers, desks, file cabinets, storage facilities, and files and folders, electronic or otherwise, at any time. Employees should not entertain any expectations of privacy when on company grounds or while using company property.

All documents, files, voicemails, and electronic information, including e-mails and other communications, created, received or maintained on or through company property are the property of the company, not the employee. Therefore, employees should have no expectation of privacy over those files or documents.

The company maintains a security system which may at any given time in the office, warehouse, and on outside company grounds provide both video and audio files to storage devices.

3.4 Personnel Files

The company maintains a personnel file on each employee. These files are kept confidential to the extent possible. Employees may review their personnel file by appointment.

It is important that personnel files accurately reflect each employee's personal information. Employees are expected to inform the company of any change in name, address, home phone number, cell phone numbers if applicable to job, home address, marital status, number of dependents or emergency contact information.

3.5 Conflicts of Interest

The employee should avoid external business, financial, or employment interests that conflict with the company's business interest or with your ability to perform your job duties. This applies to your possible relationships with other employers, consultants, contractors, customers, or suppliers.

Violations of this rule may lead to disciplinary action, up to and including termination.

EMPLOYMENT CLASSIFICATION SECTION 4

This company assigns positions, determines wages and compensates employees for overtime in accordance with state and local laws and the Fair Labor Standards Act. The company determines beginning wages on initial interviews and stated job skills.

4.1 Exempt Employees

Exempt employees are those that are excluded from the overtime pay requirements of the Fair Labor Standards Act. Exempt employees are paid a salary and are expected to work beyond their normal work hours whenever necessary to accomplish the work of the company. Exempt employees are not eligible to receive overtime compensation. Employees should consult with an administrator if they have questions regarding their classification as an exempt employee.

4.2 Non-Exempt Employees

Non-exempt employees are those eligible for overtime pay of 1.5 times the regular hourly rate of pay for all hours worked over 40 per work week. Employees should consult with an administrator if they have questions regarding their classification as a non-exempt employee.

4.3 Part-Time, Full-Time or Temporary Status

Part-time or full-time status depends on the number of hours per week an employee work. Regular employees who work fewer than 32 hours receive part-time classification. Part-time employees are not eligible for employee benefits as described in this handbook. Regular employees who work at least 33 hours receive full-time classification.

From time to time the company may hire employees for specific projects or periods of time. Temporary employees may work either part-time or full-time, but generally are scheduled to terminate by a certain date. Temporary employees who remain on duty past the scheduled termination remain classified as temporary. Only Donna Startley may change an employee's temporary status. Temporary employees are not eligible for employment benefits.

COMPENSATION SECTION 5

5.1 Pay Period

Paychecks are distributed every Friday after 2 pm unless otherwise notified by someone in management. If the date lands on a holiday paycheck will be distributed on the closest business day before the holiday as notified by the company.

The paycheck will reflect work performed for the work week from Friday thru Thursday with payroll time stopping at midnight Thursday night for Friday payroll. Paychecks include salary or wages earned less any mandatory and elected deductions. Mandatory deductions include federal or state withholding tax, and other withholdings. Elected deductions are deductions authorized by the employee, and may include, for example, uniforms. Employees may contact Donna Startley to obtain the necessary authorization forms or information for requesting additional deductions from their paychecks.

Notify a supervisor if the paycheck appears to be inaccurate or if it has been misplaced. The company reserves the right to charge a replacement fee for any lost paychecks and also charge up to and equal to the rate charged by banks for stop payment fees. In the event of a possible error, the employee is required to allow the company sufficient time to research, verify, and correct the error. Information regarding final paychecks can be found under the termination section of the handbook.

Any changes in name, address, telephone number, marital status or number of exemptions claimed by an employee must be reported to Donna Startley immediately.

Employee loans are discouraged and are made only at discretion of the company. The employee is responsible for repayment of any and all loans made by the company in a timely manner by either payroll deduction or other method. If the employee chooses to leave the company or is terminated for any reason, then the company has the

right to withhold any monies owed to the company out of any compensation due to the employee. A fee will be charged for any loan that is contracted with the company.

In the event of a paycheck error and the office staff has left for the day, the employee should hold the paycheck until the next working day and submit it to the main office for correction. Corrections for payroll errors are made as soon as possible.

5.2 Overtime

On occasion, workload or emergency may necessitate employees to work overtime. Overtime is defined work performed by non-exempt employees in excess of 40 hours per week. Refusal to work overtime when required is grounds for disciplinary action up to and including termination. Employees working out of regularly scheduled working hours of 7:00 am to 3:00 p.m. only receive overtime when their 40 hours for the work week has been reached.

In the event the employee eligible for overtime is still working on a job after 12 p.m. midnight Thursday night and 12:01 a.m. Friday morning, the time will be placed on the timesheet for the following week's pay period at the regular time or overtime rate as applicable. If the employee time is at an overtime rate at such time it will be so noted on the timesheet and paid as overtime regardless of reaching 40 hours for the next pay cycle. However, this time will not be used toward 40 hours on the current pay period, 40 regular time hours must be reached to gain additional overtime.

5.3 Payroll Deductions

All standard deductions such as federal, state, and local taxes, FICA (Social Security) and other authorized deductions should be itemized on the paycheck stubs. Only benefit deductions authorized in writing should be deducted. Only court-ordered wage assignments (including garnishments) are honored by the Company. Other deductions including uniforms shall be at the election of the employee and deducted from the employee paycheck and not paid by the Company. It is the responsibility of the employee to notify the Company of any requested deduction changes. Questions regarding these deductions on the calculation of gross or net pay should be directed to the Supervisor or Donna Startley.

5.4 Direct Deposit

The company does offer direct deposit. Any changes that need to be made to any employee's direct deposit information will need to be submitted to the office at least forty-eight hours prior to the payroll ending date. Any changes submitted less than forty-eight hours before a payroll ending date will be processed by the next payroll ending date.

EMPLOYEE BENEFITS SECTION 6

6.1 Vacation

The company does not provide a paid vacation benefit. The company may designate a period as a scheduled vacation for which employees are paid for a full week (40 hours/ salary). For applicable employees who are on a call rotation, they receive the paid time off in addition they will be paid at the regular hourly rate/ salary rate as applicable for time worked while on scheduled company vacation. Remember whenever the company holds an on-call contract that everyone is on-call including all Holidays.

6.2 Holidays

The company recognizes holidays for which full time non-exempt employees are required to miss a day of work due to the holiday and are entitled to eight (8) hours of pay. The employee is eligible for this pay after ninety (90) days of employment. This includes the following holidays as they fall on regularly scheduled workdays only:

- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day
- New Year's Day
 - ***The above Holidays are normally taken off by the company with the exception of any crew currently on a call rotation and are called out.

Any employee eligible for holiday pay must work both the regularly scheduled day prior to and immediately after the paid holiday in order to receive the paid holiday benefit. Only an approved absence or a doctor's excuse for an illness are exceptions to this policy.

It is at the discretion of the company to provide holiday pay for any other holiday requiring the employee to miss a day of work due to the holiday.

6.2.1 Holiday Pay Bonus or Any Bonus Given by the Company

Any employee who receives a holiday pay bonus or a bonus of any kind must work for the company for ninety (90) consecutive days prior to receiving the bonus and must work for ninety (90) consecutive days after receiving the bonus. If the employee should quit or be terminated for any reason prior to completing the ninety (90) days after receiving the bonus, the amount received will be deducted from the employee's final paycheck.

6.3 Health and Dental Insurance

At this time the company **DOES** offer health or dental insurance.

6.4 Supplemental Insurance

At this time the company **DOES** offer supplemental insurance.

6.5 401(k) Plan

At this time the company does not provide a 401(k) program.

6.6 Worker's Compensation

As required by law, the company provides worker's compensation benefits for the protection of employees with work-related injuries or illnesses.

Worker's compensation insurance provides to employees who receive work-related injuries or illnesses. If an employee is injured or becomes ill as a result of his/her job, it is the employee's responsibility to immediately notify a supervisor of their injury in order to receive benefits. Report every illness or injury to a supervisor, regardless of how minor it appears. The company will advise the employee of the procedure for submitting a worker's compensation claim. If necessary, injured employees will be referred to a medical care facility. Employees should retain all paperwork provided to them by the medical facility. Failure to report a work-related illness or injury promptly could result in denial of benefits. An employee's report should contain as many details as possible, including the date, time, description of the illness or injury, and the names of any witnesses.

A separate insurance company administers the workers' compensation insurance. Representatives of this company may contact injured employees regarding their benefits under the plan.

All Workers' Compensation forms as supplied in the employment application are applicable. Refusal of a drug screen following any injury or illness acquired at work may result in immediate termination as stated in the documents provided by the Worker's compensation carrier.

See additional information regarding workman's compensation policy included in the policy and procedure manual. Employees are required to sign the provided workman's compensation forms as provided by the workman's compensation carrier.

6.6.1 On-the Job Accident Reporting

In the event that an employee experiences a work -related injury or illness, the incident must be reported immediately to his/her supervisor who then must immediately report the injury or illness to main office. Failure to report an injury before the end of the day could mean no worker's compensation benefits for the injured employee. If the injury or illness requires outside medical attention (other than local first aid measures), the company will direct the employee to the appropriate health care provider. The employee will be required to submit to a drug and/or alcohol screen if medical attention is necessary to ensure that controlled substances were not a contributing factor to the accident. All motor vehicle accidents involving an employee require the employee to submit to a drug and/or alcohol screen at the appropriate health care provider. It is the employee's responsibility to report accidents and the need for testing to his/her supervisor and the main office. Failure to submit and/or cooperate with the post-accident alcohol and drug testing procedures will result in the loss of worker's compensation benefits (Alabama Code 25-5-51) for the injured employee. A failure to cooperate or a positive result will result in disciplinary action up to and including termination. Any employee who is offered a physician approved, modified duty job will be required to accept the offer.

6.7 Unemployment Compensation

The company pays the cost of unemployment benefits. Eligibility and the number of benefits is determined by the appropriate state government agency.

WORK PERFORMANCE SECTION 7

7.1 Expectations

The company expects every employee to act in a professional manner. Satisfactory performance of job duties and responsibilities is key to this expectation. Employees should attempt to achieve their job objectives, and act

with diligence and consideration at all times. Poor job performance can result in disciplinary action, up to and including termination.

7.2 Attendance

The company maintains normal working hours of 6:00 am to 5:00 pm. Hours may vary depending on work location and job responsibilities. Supervisors will provide employees with their work schedule. Should the employee have any questions regarding his/her work schedule, the employee should contact the supervisor. In the event of the company holding an on-call type contract, employees should be aware that any employee may be requested to work out of regularly scheduled normal working hours.

The company does not tolerate absenteeism without excuse. Employees who will be late or absent from work should notify a supervisor in advance, or as soon as practicable in the event of an emergency. Chronic absenteeism may result in disciplinary action, up to and including termination.

Employees, who leave early for illness or otherwise, should inform a supervisor before departure, failure to do so may result in disciplinary action. Unauthorized departures may result in disciplinary action.

Employees are expected to arrive on time and ready for work. An employee who arrives at 7:01a.m. will be considered tardy. The company recognizes that situations arise which hinder punctuality; regardless, excessive tardiness is prohibited, and may be subject to disciplinary action.

7.3 Personal Time Off/ Personal Leave/ Sick days

The company may, at its discretion, grant an employee a personal day without pay for which the employee is required to present a reasonable request for the time off. When employees request time off for a court date or appointment with a parole officer, the employee is required to bring documentation signed or stamped by the appropriate authority to the office demonstrating that they did in fact have an appointment.

The company may, at its discretion grant an employee a leave of absence without pay when sufficient personal reasons necessitate such a leave. The company may require an employee to provide documentation, such as a doctor's certification of illness or disability, supporting the employee's need for a leave of absence, and the company may periodically require the employee to provide such supporting documentation on basis during the leave of absence. Prior to or upon an employee's return to work from a leave of absence, the company may also require the employee to provide documentation establishing the employee's ability to return to work.

Because operations sometimes require that vacant positions be filled, a leave of absence does not guarantee that the job will be available when the employee returns from a leave.

Employees should notify their supervisor and the main office in the event of an illness requiring absence from work at least 1 hour prior to shift start. In the event of call off for illness, when being called out for out of shift work the company may require documentation of illness from a medical facility. The company may require documentation of illness from a medical facility if the employee has multiple call offs due to illness.

7.4 Call Rotation

The company bids competitively for public contracts to maintain work. Some of these contracts may be on-call in nature. Employees should be aware that they are on-call for this contract and if contacted to work should be available. The company may designate a rotation schedule for which any employee on a call rotation will be

counted as absent if not available to work and may be subject to disciplinary action. Employees should be aware that despite possible designated call rotations that from time to time there may be situations that call for additional employees to work and the company may call anyone who works for the company at any time 24 hours per day, 7 days per week when such contract is held by the company.

7.5 *Reviews*

The company may periodically evaluate an employee's performance. The goal of a performance review is to identify areas where an employee excels and areas that need improvement. The company uses performance reviews as a tool to determine pay increases, promotions and/or terminations.

All performance reviews are based on merit, achievement and other factors may include but are not limited to:

- Quality of work
- Attitude
- Knowledge of work
- Job skills
- Attendance and punctuality
- Teamwork and cooperation
- Compliance and company policy
- Part performance reviews
- Improvement
- Acceptance of responsibility and constructive feedback

Employees should note that a performance review does not guarantee a pay increase or promotion. Written performance evaluations may be made at any time to advise employees of unacceptable performance. Evaluations or any subsequent change in employment status, position or pay does not alter the employee's at-will relationship with the company.

Forward any questions about performance expectation or evaluation to the supervisor conducting the evaluation.

7.6 *Military Leave*

The company will grant employees called into military service an unpaid leave of absence and reemployment rights as provided by the laws of the United States.

DISCIPLINE SECTION 8

8.1 *Procedures*

The company reserves the right to discipline and/or terminate any employee who violates company policies, practices or rules of conduct. Poor performance and misconduct are also grounds for discipline and termination.

The following actions are unacceptable and considered grounds for disciplinary action. This list is not comprehensive; rather, it is meant as an example of the types of conduct that this company does not tolerate. These actions include, *but are not limited to*:

- Engaging in acts of discrimination or harassment in the workplace;
- Possessing, distributing or being under the influence of illicit controlled substances;

- Being under the influence of a controlled substance or alcohol at work, on company premises, or while engaged in company business;
- Unauthorized use of company property, equipment, devices or assets;
- Damage, destruction or theft of company property, equipment, devices, or assets;
- Removing company property without prior authorization or disseminating company information without authorization;
- Insubordination or refusal to comply with directives;
- Falsification, misrepresentation or omission of information, documents or records;
- Lying;
- Failing to adequately perform job responsibilities;
- Excessive or unexcused absenteeism or tardiness;
- Disclosing confidential or proprietary company information without permission;
- Illegal or violet activity;
- Falsifying injury reports or reasons for leave;
- Possessing unauthorized weapons on premises;
- Disregard for safety and security procedures;
- Any conflict of interest with the company;
- Any breach of confidentiality of any company documents, files, electronic records, and information;
- Disparaging or disrespecting supervisors and/or co-workers; and
- Any other action or conduct that is inconsistent with company policies, procedures, standards or expectations.

This list exhibits the types of actions or events that are subject to disciplinary action. It is not intended to indicate every act that could lead to disciplinary action. The company reserves the right to determine the severity and extent of any disciplinary action based on the circumstances of each case.

8.2 Insubordination

Supervisors and employees should interact with mutual respect and common courtesy. Employees are expected to take instruction from supervisors or other persons of authority. Failure to comply with instructions or unreasonably delaying compliance is considered insubordination. Acts of insubordination are subject to disciplinary action, up to and including termination.

If an employee disagrees with a supervisor, the employee should first try to mediate the situation by explaining their position. If possible, a compromise might be met and accusations of insubordination avoided.

8.3 Termination

A. Voluntary Termination

The company recognizes that personal situations may arise which require a voluntary termination of employment. Should this occur, the company requests that the employee provide two weeks advance notice in writing. This request does not alter the employee's at-will relationship with the company.

All rights and privileges of employment with the company terminate upon the date of separation. As previously discussed, terminating employees are required to return all company property assigned to them. Failure to do so may result in the withholding of their final paycheck.

B. Involuntary Termination

The company's employment of any employee is at-will and may terminate any employee at any time. If any employee performs an action requiring disciplinary action, that disciplinary act may result in termination. If the company terminates an employee, that employee is to return any property of the company as previously stated and should then leave the premises.

C. Final Paycheck

If the employee's final paycheck has been processed and is ready it will be given to the employee a designated time for pick up will be given. In the event the employee is unable to pick up check at the designated time then the paycheck will be mailed to the address on file. **FINAL CHECK SUBJECT TO DEDUCTIONS FOR DAMAGE CAUSED, LOST ITEMS, LOANS, ETC.**

EMPLOYEE HEALTH AND SAFETY SECTION 9

9.1 Workplace Safety

The company takes every reasonable precaution that employees have a safe working environment. Safety measures and rules are in place for the protection of all employees. Ultimately, it is the responsibility of each employee to help prevent accidents. To ensure the continuation of a safe workplace, all employees should review and understand all provisions of the company's workplace safety policy. Employees should use all safety and protective equipment provided to them and maintain work areas in a safe and orderly manner, free from hazardous conditions. Employees who observe an unsafe practice or condition should report it to a supervisor or Donna Startley immediately. Employees are prohibited from making threats against anyone in connection with his/her work or engaging in violent activities while in the employ of the company. Any questions regarding safety and safe practices should be directed to Tim Kiley or Ott Startley.

In the event of an accident, employees must notify a supervisor immediately. Report every injury, regardless of how minor, to a supervisor immediately. Physical discomfort caused by repetitive tasks must also be reported. For more information regarding on-the-job injuries, refer to the worker's compensation section of this handbook.

9.2 Workplace Security

Employees must be alert and aware of any potential dangers to themselves or their coworkers. Take every precaution to ensure that your surroundings are safe and secure. Guard personal belongings and company property. Visitors should be escorted at all times. Report any suspicious activity to a supervisor immediately.

In the event of an emergency call 911 immediately.

The goal of the company is to provide the safest workplace possible. This means zero accidents. Providing and maintaining a safe and healthful working environment for all employees and the surrounding community makes the company more secure in its attempt to keep everyone safe. Accomplishing this is everyone's responsibility and requires each individual's personal commitment.

9.3 Accident Reporting

All accidents no matter how small are to be reported to the main office. The company workman's compensation carrier sets forth guidelines that are to be followed for all accidents.

MISCELLANEOUS POLICIES

SECTION 10

10.1 Smoking

The company's policy is to provide smoke-free environments for our employees, customers, and the general public. Smoking of any kind is prohibited inside our office. There is absolutely no smoking inside the building. There is no smoking inside any company vehicle. All smoking is to be done outside the building and vehicles with care taken to place and remains of all tobacco products into the garbage outside. Failure to comply with this policy may result in disciplinary action.

10.2 Bulletin Board; Solicitation and Distribution

Company bulletin boards are for company communications only. No one is to post any type of solicitation on the company bulletin board. Employees should review the bulletin board daily for any notices, policy changes, or other postings. Anyone found to be posting any type of solicitation on the company bulletin board will be subject to disciplinary action.

For the safety, convenience, and protection of all employees, the company has adopted the following rules concerning solicitation and the distribution of materials:

- The company prohibits solicitation and distribution of non-company materials on Company property or at Company jobsites at all times.

10.3 Staff Meetings

Employees are required to report to all staff meetings. Staff meeting notices will be posted on the company bulletin boards and employees will be notified both verbally and when time permits in writing.

Employees are responsible for any information imparted at staff meetings and if for some excused reason are not able to attend should ask their supervisor what was discussed and sign the meeting sheet in the main office.

10.4 Hire/ Rehire Policy

The Company is an at-will institution and any part of the hire/rehire process does not guarantee a job or continued employment.

The company has the following hire/rehire process. This process may be performed in any sequence as requested by administration.

- Pre-employment Interview to be conducted by Tim Kiley/ Ott Startley, Jobsite coordinators. During this interview the company representative will discuss the goals of the company and discuss the potential employee's goals regarding employment with our company.
- Job Application to be completed at the office. Applications can't be picked up and taken home for completion. Potential employees are to make certain signatures in all accurate blanks. The application is to be reviewed by office staff prior to a potential employee leaving to verify that all signature lines have been signed appropriately.

- Office staff will review the application and file as appropriate for further review as needed when openings become available.
- Notify and/or call potential employees for a second interview. During this interview, a potential employee may be made an offer.
- Upon acceptance of an offer, potential employees' will be notified that they are then required to report to the main office to be carried to the company drug testing facility and submit to a pre-employment drug screen. Notify the employee that they must have appropriate I-9 documents to be submitted the first day of work. Without the appropriate documents the employee will not be allowed to work. If an employee doesn't submit the correct documents after a second attempt, then their offer of employment is removed, and another potential employee will be contacted for the position.
- Upon passing the drug test, the employee should then return to the main office to complete the I-9 documentation allowing the office staff to copy the appropriate submitted documents.
- Orientation to company benefits and policies will be scheduled within the first week of employment. During this brief orientation the employee should learn about the health, dental and supplemental insurance offered.
- The health and dental insurance plan offered currently Blue Cross and Blue Shield of Alabama and is offered as a package plan only. Plan premiums are strictly payroll deduction with the company not paying any of the premiums. Current premiums are Single plan \$425.00 and Family plan \$1,101.00 per month. These are broken down and deducted on a weekly basis. In the event you leave the company for any reason this coverage terminates through the company at the time that you leave the company.
- The supplemental insurance offered by the company is through Liberty National Life Insurance Company. This benefit is only offered to employees who have been with the company for six (6) months as per Liberty National Life Insurance Company policy. The open enrollment periods designated for our company are January and July. The employee must have been with the company the appropriate time period prior to either of these dates at which time a Liberty National representative will be present to enroll employees who choose to select insurance from them. These policies are portable should the employee leave the company for any reason. These policies are employee elected payroll deductions and are in no part paid by the company. In the event that you leave the company for any reason your coverage through the company terminates the month that you leave the company.
- Discuss any garnishments and deductions that may be required to make on behalf of the employee for example child support or other court appointed deduction.
- Uniforms are at the discretion of the employee. The company doesn't require the employee to obtain uniforms or use any offered uniform service. The uniform service is an elected deduction and is not paid by the company. If an employee elects to take uniforms they are to notify the front office in writing of their election at which time it will be entered as an elected payroll deduction.
- Any questions concerning Policies and Procedures should be asked during this orientation period. If any other questions arise at any time please ask your Supervisor or the main office. Every effort will be made to answer your questions.

Every employee must have a signed receipt page in their company file stating that they have read and understand the employee handbook and the policies and procedures discussed within the handbook. Refusal to sign the handbook is a refusal of your job offer and or continued employment. If there are any questions regarding the handbook they should be asked prior to signing the document.

Employees who are rehired within one year of leaving employment with the company and are eligible for rehire may be allowed to re-enter their job through an abbreviated hire process but

will be required to submit new I-9 documents and allow another drug screen with rehire contingent on passing the drug screen.

**10.5 SAFETY CONTROL POLICY (SEE ATTACHED)
HAZARDOUS COMMUNICATION POLICY (SEE ATTACHED)
RISK MANAGEMENT/QUALITY CONTROL POLICY (SEE ATTACHED)**

10.6 SOCIAL MEDIA POLICY (added 08/2020)

This policy provides guidance for employee use of social media, which should be broadly understood for purposes of this policy to include blogs, wikis, microblogs, message boards, chat rooms, electronic newsletters, online forums, social networking sites (including but not limited to Facebook, SnapChat, Instagram, Twitter, Reddit, LinkedIn), and other sites and services that permit users to share information with others in a contemporaneous manner.

PROCEDURES

The following principles apply to professional use of social media on behalf of Startley General Contractors, Inc. as well as personal use of social media when referencing Startley General Contractors, Inc.

- Employees need to know and adhere to the Startley General Contractors, Inc.'s Employee Handbook, and other company policies when using social media in reference to Startley General Contractors, Inc.
- Employees should be aware of the effect their actions may have on their images, as well as Startley General Contractors, Inc.'s image. The information that employees post or publish may be public information for a long time.
- Employees should be aware that Startley General Contractors, Inc. may observe content and information made available by employees through social media. Employees should use their best judgment in posting material that is neither inappropriate nor harmful to Startley General Contractors, Inc., its employees, or customers.
- Although not an exclusive list, some specific examples of prohibited social media conduct include posting commentary, content, or images that are defamatory, pornographic, proprietary, harassing, libelous, or that can create a hostile work environment.
- Employees are not to publish, post or release any information that is considered confidential or not public. If there are questions about what is considered confidential, employees should check with the Human Resources Department and/or supervisor.
- Social media networks, blogs and other types of online content sometimes generate press and media attention or legal questions. Employees should refer these inquiries to authorized Startley General Contractors, Inc. spokespersons.
- If employees encounter a situation while using social media that threatens to become antagonistic, employees should disengage from the dialogue in a polite manner and seek the advice of a supervisor.
- Employees should get appropriate permission before you refer to or post images of current or former employees, members, vendors or suppliers. Additionally, employees should get appropriate permission to use a third party's copyrights, copyrighted material, trademarks, service marks or other intellectual property.
- Social media use shouldn't interfere with employee's responsibilities at Startley General Contractors, Inc.. Startley General Contractors, Inc.'s computer systems are to be used for business purposes only. When using Startley General Contractors, Inc.'s computer systems, use of social media for business purposes is allowed (ex: Facebook, Twitter, blogs and LinkedIn), but personal use of social media networks or personal blogging of online content is discouraged and could result in disciplinary action.

- Subject to applicable law, after-hours online activity that violates Startley General Contractors, Inc.'s employee handbook, this social media policy or any other company policy may subject an employee to disciplinary action or termination.
- If employees publish content after-hours that involves work or subjects associated with Startley General Contractors, Inc., a disclaimer should be used, such as this: “The postings on this site are my own and may not represent Startley General Contractors, Inc. positions, strategies or opinions.”
- It is highly recommended that employees keep Startley General Contractors, Inc. related social media accounts separate from personal accounts, if practical.

10.7 Employee Cell Phone Policy

Policy brief & purpose

Our employee cell phone policy outlines our guidelines for using cell phones at work.

We recognize that cell phones (and smartphones especially) have become an integral part of everyday life. They may be a great asset if used correctly (for productivity apps, calendars, business calls etc.)

But, cell phones may also cause problems when used imprudently or excessively.

Scope

This policy applies to all our employees with the exception of owners, supervisors and other designated personnel as determined by management.

Policy elements

Despite their benefits, personal cell phones may cause problems in the workplace. Employees who use their cell phones excessively may:

- Get distracted from their work.
- Disturb colleagues by speaking on their phones.
- Cause security issues from inappropriate use of company-issued equipment or misuse of our company’s internet connection.
- Cause accidents when they illegally use their phones inside company vehicles or near areas where using phones is prohibited.

Our company expects employees to use their cellphones prudently during working hours.

We advise our employees to:

- Use company-issued phones for business purposes only and preserve them in perfect condition. (when issued to employees as determined by management)
- Surf the internet, text and talk on the phone only for a few minutes per day while on breaks or lunch.
- Turn off or silence their phones when asked.
- Leave personal cell phones in company vehicles or in secure places while on jobsite.

We won’t allow employees to:

- Play games on the cell phone during working hours.

- Use their phones for any reason while driving a company vehicle.
- Use their cell phone's camera or microphone to record confidential information (including but not limited to jobsite, equipment, other employees, foreman, inspectors, owners, work area, etc.).
- Use their phones in areas where cell use is explicitly prohibited (e.g. trench.)
- Speak on their phones within earshot of colleagues' working space during working hours.
- Download or upload inappropriate, illegal or obscene material on a company cell phone using a corporate internet connection.

***Use of employee cell phone microphone and/or camera is not prohibited when instructed to record certain events by management. ***

How to properly use cell phones in the workplace

Employees can benefit from using cell phones. They're allowed to use their phones:

- To make business calls.
- To use productivity apps.
- To check important messages.
- To make brief personal calls away from the working space of colleagues.

Employees can use their phones during breaks or at lunch hour and while not on duty.

Disciplinary Consequences

Our company retains the right to monitor employees for excessive or inappropriate use of their cell phones. If an employee's phone usage causes a decline in productivity or interferes with our operations, we'll ban that employee from using their cell phones.

Employees may face severe disciplinary action up to and including termination, in cases when they:

- Cause a security breach.
- Violate our confidentiality policy.
- Cause an accident by recklessly using their phones.
- Interferes with job performance.

In Case of Emergency

If someone needs to contact, you in case of an emergency they may contact the office at 205-363-2789 and speak with Donna or you may provide your family with your supervisor/foreman's phone number for emergency calls.

10.8 DAMAGED OR LOST EQUIPMENT/PROPERTY POLICY

STARTLEY GENERAL CONTRACTORS, INC. ADMINISTRATIVE POLICIES AND PROCEDURES

DAMAGED OR LOST EQUIPMENT/PROPERTY POLICY

I. PURPOSE

To ensure proper care and accountability in handling Startley General Contractors, Inc.

equipment and property.

II. APPLICABILITY

This Policy applies to all full-time, hourly/part-time Startley General Contractors, Inc. employees.

III. POLICY

Employees who are issued/use Startley General Contractors, Inc. equipment and/or property shall be responsible for the safekeeping, serviceable condition, proper care, use and obtaining a replacement of Startley General Contractors, Inc. property assigned or entrusted to them. Startley General Contractors, Inc. equipment and/or property shall only be used by those to whom it was assigned. Use should be limited to official purposes and in the capacity for which it was assigned, except when otherwise directed by appropriate supervisor or required by exigent circumstances. Damaged or unserviceable Startley General Contractors, Inc. equipment and/or property shall not be thrown away, sold, traded, donated, destroyed, or otherwise disposed of without proper authority. In the event that any Startley General Contractors, Inc. equipment and/or property become damaged or unserviceable, no employee shall attempt to repair the equipment and/or property without prior approval of a supervisor (unless it is part of his/her job). An employee's intentional or negligent abuse or misuse of Startley General Contractors, Inc. equipment and/or property may lead to appropriate disciplinary action which may include, but may not be limited to, a verbal counseling, verbal reprimand, written reprimand, suspension, demotion, or termination of employment. An employee may voluntarily reimburse the Startley General Contractors, Inc. for the loss, which may be considered a mitigating factor in determining the level of discipline. In the event an employee damages equipment or property, said employee will be responsible for reimbursement of cost of obtaining a replacement at fair market value of said damaged equipment or property.

IV. DEFINITION OF TERMS

"Startley General Contractors, Inc. equipment and/or property" includes, but is not limited to: Startley General Contractors, Inc. security access cards, lap top computers, cellular phones, cameras, keys, tools, uniforms, vehicles, capital equipment used in the regular course of employment such as lawn mowers, large power tools, back hoes, etc.

"Negligence" is defined as the damage or loss of Startley General Contractors, Inc. equipment and/or property due to the employee's dishonesty, willful misconduct, or gross negligence.

"Employee" is defined as any person holding a regularly compensated position with the Startley General Contractors, Inc., including regular full-time, part-time, temporary, seasonal, or any other classification of employee.

V. PROCEDURE

- A. **Damaged or Lost Startley General Contractors, Inc. Equipment/Property Policy** - Upon hire, the Human Resources Department will provide a copy of the "Damaged or Lost Startley General Contractors, Inc. Equipment/Property Policy" to the employee. The employee must acknowledge receipt of the Policy.
- B. Employees shall promptly report to their supervisor, any loss, damage to, or unserviceable condition of any equipment and/or property assigned for their use.
- C. The use of damaged or unserviceable equipment and/or property should be discontinued as soon as practical and replaced with comparable, serviceable equipment and/or property as soon as available and following notification of the employee's supervisor.
- D. **Damaged or Lost Property Report** - When Startley General Contractors, Inc. equipment and/or property is reported to be damaged or lost according to this Policy, a "Damaged or Lost Property Report" (attached) must be completed by the supervisor and:
 1. A thorough investigation will be conducted by the supervisor/designee regarding the loss/damage.
 2. Startley General Contractors, Inc. may impose appropriate disciplinary action, if an employee is found to be negligent. Disciplinary action may

include, but may not be limited to, a verbal counseling, verbal reprimand, written reprimand, suspension, demotion, or termination of employment.

3. If the actions of the employee result in disciplinary action, any mitigating circumstances may be considered in the course of due process.

VI. ACTION

This Policy is effective this date.

STARTLEY GENERAL CONTRACTORS, INC.

DAMAGED OR LOST EQUIPMENT/PROPERTY REPORT

This is to certify that _____ (supervisor's name) has thoroughly investigated the report of damaged or lost Startley General Contractors, Inc. equipment and/or property reported by _____ (employee's name) on _____ (date) at _____ a.m./p.m.

The following records the specific facts that the above-named employee reported:

After a thorough investigation of the reported facts, it has been determined that:

- The employee **IS NOT** responsible for the damaged or lost Startley General Contractors, Inc. equipment/ property.
- The employee **IS** responsible for the damage or loss of City equipment/ property. The following appropriate disciplinary action has been recommended _____ (attach original disciplinary action).

Comments:

Supervisor's Signature

Date

FOR OFFICE USE ONLY

Startley General Contractors, Inc. Equipment Damaged or Lost Replacement Cost

- Startley has been reimbursed on _____
 Cost has not been reimbursed, small claim Date: _____

Agent's Signature: _____

10.9 ADDITIONAL POLICIES AND FORMS TO BE ADDED AS NEEDED

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COMPLAINT POLICY AND PROCEDURE

ALL COMPLAINTS, ISSUES, PROBLEMS, IDEAS, OR SUGGESTIONS ARE TO BE MADE IN WRITING AND PLACED IN WIRE BOX OUTSIDE OF DONNA'S OFFICE AND VERBALLY REPORTED.

IF ANYONE IS DOING ANYTHING THAT COULD BE CONSIDERED AS DANGEROUS THEN THE MAIN OFFICE SHOULD BE NOTIFIED IMMEDIATELY. EVERY EMPLOYEE SHOULD BE AWARE IF THEIR BEHAVIOR CAN BE VERIFIED AS BEING CONSIDERED AS ENDANGERING TO OTHERS THEN IT WILL RESULT IN AUTOMATIC TERMINATION.

FOREMAN:

IF A FOREMAN HAS AN ISSUE WITH DONNA, OTT, OR ANOTHER MEMBER OF MANAGEMENT PERSONELL THEN GO TO ONE OF THE OTHERS AND, EVEN IF PROBLEM IS WITH DONNA, STILL WRITE IT OUT AND PLACE PROBLEM IN BOX OUTSIDE OF DONNA'S DOOR.

IF FOREMAN HAS AN ISSUE WITH ANOTHER FOREMAN (OURS OR OTHER) THEN REPORT IT IN WRITING TO DONNA AND VERBALLY TO EITHER DONNA, OTT, OR ANOTHER MEMBER OF MANAGEMENT.

IF FOREMAN HAS AN ISSUE WITH AN OTHER EMPLOYEE THEN FIRST SHOULD TRY TO RESOLVE THE ISSUE WITH THAT EMPLOYEE, IF NOT ABLE TO RESOLVE THEN TRY TO RESOLVE UNTIL SHIFT IS OVER AND SETUP MEETING WITH DONNA, OTT OR ANOTHER MEMBER OF MANAGEMENT ASAP WITH EMPLOYEE FOR RESOLUTION. HOWEVER IF PROBLEM IS IRRECONCILIBLE THEN NOTIFY MAIN OFFICE FOR FURTHER INSTRUCTIONS.

EMPLOYEES:

IF ANY EMPLOYEE HAS A COMPLAINT, ISSUE, OR PROBLEM WITH ANOTHER EMPLOYEE THEN NOTIFY THEIR SUPERVISOR OF THE PROBLEM FOR RESOLUTION. IF SUPERVISOR/FOREMAN UNABLE TO RESOLVE OR THE PROBLEM IS WITH THE FOREMAN/SUPERVISOR THEN THE EMPLOYEE SHOULD NOTIFY DONNA IN WRITING AND VERBALLY NOTIFY DONNA, OTT OR ANOTHER MEMBER OF MANAGEMENT OF THE PROBLEM AND EVERY EFFORT WILL BE MADE TO ATTEMPT TO RESOLVE THE ISSUE. PLEASE BE AWARE THAT SOME THING MAY TAKE TIME TO RESOLVE, AND SOME THINGS MAY NOT HAVE A SOLUTION.

EVERYONE IS RESPONSIBLE FOR THEMSELVES AND THEIR OWN BEHAVIOR OR MISBEHAVIOR.

INCIDENT/DISCIPLINARY ACTION FORM **DATE OF ACTION :** _____

EMPLOYEE NAME: _____

DISCIPLINARY ACTION BY: _____

WITNESSED BY: _____

TYPE: ____ **VERBAL** ____ **WRITTEN** ____ **WRITTEN NOTICE WITH 3 DAY**
SUSPENSION ____ **TERMINATION NOTICE**

____ **NUMBER OF/ AND REASON FOR ACTION:** _____

DESCRIPTION OF INCIDENT:

DISCUSSION INCLUDED:

EMPLOYEE RESPONSE:

EMPLOYEE SIGNATURE: _____

DATE: _____

EMPLOYEE LOAN AGREEMENT

I, _____ AGREE TO PAY BACK TO Startley General Contractors, Inc., the sum of \$_____ which was loaned to me on _____, thru payroll deduction. Deduction will be made in ____ equal amount deduction over _____ consecutive weeks.

I will be charged \$_____ as a fee for the handling of the transaction.

If for some reason my employment terminates with or without cause prior to my paying off loan, I understand that any outstanding balance will be deducted from my final paycheck.

The first deduction will be made the week following the loan.

DATE OF LOAN: _____

AMOUNT OF LOAN: _____

EMPLOYEE SIGNATURE: _____

WITNESS: _____

DATE: _____

Date _____

Documentation by _____

Employee Name _____

Title _____

Incident Description:

Witnesses:

Discuss with employee _____

Action:

To employee file _____

Complete Employee Incident report _____



This page is left blank for future insertions as needed for updates and additions.

**ACKNOWLEDGMENT OF RECEIPT FOR EMPLOYEE HANDBOOK
(EMPLOYEE COPY—KEEP WITH HANDBOOK)**

I acknowledge that I have received a copy of the Employee Handbook. I understood that I am responsible for reading the information contained in the Handbook.

I understand that the Handbook is intended to provide me with a general overview of the company's policies and procedures. I acknowledge that nothing in the Handbook is to be interpreted as a contract, expressed or implied, or an inducement for employment, nor does it guarantee my employment for any period of time.

I understand and accept that my employment with the company is at-will. I have the right to resign at any time with or without cause, just as the company may terminate my employment at any time with or without cause or notice, subject to applicable laws. I understand that nothing in the Handbook or in any oral or written statement alters the at-will relationship, except by written agreement signed by the employee and Donna Startley.

I acknowledge that the company may revise, suspend, revoke, terminate, change or remove, prospectively or retroactively, any of the policies or procedures outlined in this handbook or elsewhere, in whole or in part, with or without notice at any time, at the company's sole discretion.

(Signature of the Employee)

(Date)

(Startley General Contractors, Inc. Representative)

Job Descriptions

JOB DESCRIPTIONS AND DUTIES POLICY (PG 1 OF 2)

Each employee understand that Startley General Contractors, Inc. is an on-call Contractor with a 24/7 contract and that he/she **can & will** be called out to work at **any** time of the day or night and that he/she is expected to **make every reasonable** effort be available to go to work when needed baring any emergency or request preapproved with Donna, Ott or any another employee that has agreed to take his/her place at which time that employee then assumes call rotation for the agreed upon time. (Different circumstances if on out of town job. Hours will be coordinated by the jobsite supervisor.) Each employee understands that Startley General Contractors, Inc. job description/ duties are variable and any description of the job for which he/she is hired to perform is not all inclusive for what he/she may or may not do on any given day. Company job description/duties includes but are not limited to the following: office/computer work, sweeping, mopping, cleaning, moving furniture, mowing, weed eating, weed killing, shoveling, jack hammering, operating heavy equipment, driving company trucks(if insurance approved), CDL drivers to operator required vehicles as needed, loading and unloading equipment and materials as needed, completing paperwork if so instructed. Fill positions for jobsite foreman, pipe layers, skilled laborers, flagmen, CDL drivers, truck drivers, equipment operators as needed and instructed. **NO ONE IS EXCLUDED FROM ANY JOB DUTY IF THEY ARE QUALIFIED AND ABLE TO COMPLETE SAID DUTY.** (Wage determinations are made based on the employee's initial interview and their stated experience and abilities. This is a verbal process and the employee agrees that the information discussed in the interview is private and any wage discussion, benefits offered, etc. are at the discretion of the Employer. Each employee understands that he/she is required to be at the home office in a timely manner so that job assignments can be made based on the available staff prior to job start time. Each employee understands that regular job start time is 7:00am, unless otherwise stated the prior day, or he/she is called out for job duty.

BASIC GENERAL DESCRIPTIONS (NOT ALL INCLUSIVE)

- 1) FOREMAN/SUPERVISOR: complete paperwork as needed, operate heavy equipment, call locates for jobsites, transfer locate numbers to Startley, coordinate materials loaded and unloaded to trucks and jobsites, staff assignments as needed, coordinate and cooperate with BWB personnel at jobsites and while receiving job assignments, Safety documentation and site visitation requirements, maintain a detailed journal, maintain discipline of crew.
- 2) CDL drivers: complete required Federal DOT documentation, maintain CDL license and physical records as required, truck and trailer daily maintenance checks(report in writing any problems to Mechanic), must be able to operate equipment well enough to load trucks at yard, ensure proper hookup, tie down, etc of trucks, trailers and any equipment being hauled, maintain proper weights for hauling of materials and equipment to prevent overweight tickets, maintain safety at all times, report any incident to foreman and Donna immediately. May be asked to perform general hauling to yard, dump from stockpile lot, or for other Foreman as needed.
- 3) Mechanic: maintain service trucks, dump trucks, heavy equipment including repairs and general maintenance as needed, repairs as reported by drivers and operators, DOT vehicle inspections, records of maintenance, offsite repairs if needed, emergency repairs if needed.
- 4) Shop Liaison(s): on-call to open shop as needed, maintain security of codes and keys, liaison between Donna, OTT or any other management personnel as needed when offsite, in emergency can make job assignments and coordinate with BWB Foremen as needed to facilitate job start and completion , ensure staff availability for call if requested to do so, close up and secure shop following job completion.
- 5) Laborers: load and unload materials to and from trucks and at jobsite, operate small equipment as requested by Foreman, maintain cleanliness of trucks and equipment, report and/or replace any tools or equipment in need of repair or replacement, follow safety protocol at all times uses eye and ear protection, safety vests and hard hats as indicated(refusal to follow OSHA safety guidelines can lead to termination), follow directives of Foreman in a timely manner(only reason to not follow directions would be if ENDANGERING to self or others at which time this needs to be reported to Donna, Ott or any other management personnel immediately).

Each employee understands that this list includes all areas that are applicable to him/her personally and their job description at hire time or pay change negotiation time(ie foreman, CDL driver (if license), mechanic(if able), Shop liaison(if assigned),laborer) ETC. It does not change my at-will relationship with the company.

JOB DESCRIPTION AND DUTIES POLICY (PG 2 OF 2)

JOB DESCRIPTION/DUTIES ARE VARIABLE, INCLUDING BUT NOT LIMITED TO: SWEEPING, MOPPING, CLEANING, MOVING FURNITURE, MOWING, WEDEATING, SHOVELLING, JACKHAMMERING, OPERATING HEAVY EQUIPMENT, DRIVING COMPANY TRUCKS IF INSURANCE APPROVED, CDL DRIVERS TO DRIVE REQUIRED VEHICLES, LOADING AND UNLOADING EQUIPMENT AND MATERIALS AS NEEDED, TRENCHWORK WITH TRENCH BOXES, SETTING UP TRENCH BOXES, WORK WITH ANY ASPECT OF PIPE AS NEEDED TO COMPLETE A SET TASK, COMPLETING PAPERWORK IF SO INSTRUCTED, FILL POSITIONS OF PIPELAYERS, OPERATORS, AND LABORERS AS NEEDED. **NO ONE IS EXCLUDED FROM ANY JOB DUTY IF THEY ARE QUALIFIED TO COMPLETE SAID DUTY.** (WAGE DETERMINATIONS ARE MADE BASED ON THE EMPLOYEES INITIAL INTERVIEW AND THEIR STATED EXPERIENCE AND ABILITIES. THIS IS A VERBAL PROCESS AND THE EMPLOYEE AGREES THAT THE INFORMATION DISCUSSED IN THE INTERVIEW IS PRIVATE AND ANY WAGE DISCUSSION, BENEFITS OFFERED ETC. ARE NOT TO BE DISCUSSED OUTSIDE THE INITIAL INTERVIEW AND IF THE EMPLOYEE IS FOUND TO HAVE DISCUSSED HIS/HER HIRE PACKAGE THEN DISCIPLINARY ACTION WILL BE TAKEN UP TO TERMINATION).

SUPERVISOR/FOREMAN DUTIES INCLUDE BUT ARE NOT LIMITED TO: OVERSEEING EMPLOYEES, SAFETY MEETINGS AND DOCUMENTATION, JOBSITE SAFETY CHECKS AND DOCUMENTATION, EDUCATION AND TRAINING OF PERSONNEL WHO WORK WITH CREW, AS WELL AS ANY OTHER JOB ABLE TO PERFORM FROM THE FOLLOWING;

OPERATOR DUTIES INCLUDE BUT ARE NOT LIMITED TO: OPERATING ANY HEAVY MACHINE AND OR EQUIPMENT NECESSARY TO COMPLETE THE ASSIGNED TASK, AS WELL AS ANY OTHER JOB ABLE TO PERFORM FROM THE FOLLOWING;

CDL DRIVER DUTIES INCLUDE BUT ARE NOT LIMITED TO: PERFORMING DAILY VEHICLE/TRAILER CHECKS AS REQUIRED AND DOCUMENTING ON CHECKLIST, MAINTAINING THE PROPER DOCUMENTS REQUIRED FOR LICENSURE, HAULING ANY EQUIPMENT AND MATERIALS NEED TO AND FROM THE JOBSITE AS REQUIRED AND DIRECTED BY ANY OVERSEER ON THE JOBSITE, AS WELL AS ANY OTHER JOB ABLE TO PERFORM FROM THE FOLLOWING;

PIPELAYERS, SKILLED LABOR, UNSKILLED LABOR, FLAGMAN LABOR DUTIES INCLUDE BUT ARE NOT LIMITED TO: OPERATING VARIOUS TYPES OF EQUIPMENT, HAND TOOLS, SAWS, HAMMERS, ETC. AS REQUIRED PER JOBSITE, FOLLOWING THE INSTRUCTIONS OF JOBSITE FOREMAN AND COMPLETING TASKS AS REQUIRED TO FACILITATE JOB COMPLETION INCLUDING TRENCH PREPARATION, TRENCH WORK, INSTALLATION OF PIPING MATERIALS, TRENCH COVER, AS WELL AS ANY OTHER JOB ABLE TO PERFORM.

ANY QUESTIONS REGARDING ANY ASSIGNED TASK SHOULD BE DIRECTED TO YOUR FOREMAN/SUPERVISOR.

Startley General Contracting, Inc.

Vehicle safety program

for small businesses in the construction industry



Latest Revision
05/21/2017

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Startley General Contracting, Inc. vehicle safety policy

Summary

It is the policy of **Startley General Contracting, Inc.** that our passenger vehicles (including vans and light-duty trucks) will be used only for Startley General Contracting, Inc. business and will be operated only by authorized persons who meet the driver criteria in our vehicle safety program.

This policy applies to our Startley General Contracting, Inc.-owned vehicles and private or rental vehicles authorized for use on Startley General Contracting, Inc. business.

All employees must comply with federal, state and local laws and policies and be “job-ready” when they are on Startley General Contracting, Inc. business. Job-ready means that employees must be physically and mentally able to do their jobs. Employees must not use intoxicants, drugs or medications that could impair their judgment or ability to drive. Managers and supervisors have the right to determine an employee’s job readiness.

Employees who drive on Startley General Contracting, Inc. business must have a valid drivers license and a satisfactory driving record.

Violations of this policy may result in revocation or restriction of employee authorization to drive a Startley General Contracting, Inc.-owned or private vehicle on Startley General Contracting, Inc. business, reassignment, demotion, suspension or dismissal.

All employees must sign a statement stating that they have read and understand this policy and the consequences for violating it.

Employee responsibilities

Supervisors are responsible for ensuring that employees under their direction comply with all elements of this policy.

The **Donna or James (Ott) Startley** must verify, in writing, that employees have valid drivers’ licenses and are qualified to operate Startley General Contracting, Inc. vehicles before they begin driving on Startley General Contracting, Inc. business.

Employees who drive on Startley General Contracting, Inc. business must follow all parts of this policy. They must do a walk around inspection of any vehicle before driving it and they must not use a Startley General Contracting, Inc. vehicle for personal business unless it is approved, in writing by the **Donna or James (Ott) Startley**.

When operating Startley General Contracting, Inc. vehicles, employees should remember that their driving habits reflect on all Startley General Contracting, Inc. employees. Startley General Contracting, Inc. vehicles must be used legally, courteously and safely.

Employees are strongly encouraged to plan mini-breaks every two hours during long periods of driving and to allow for no more than 10 hours driving per day in good driving conditions.

Employees must use and require seat belts to be worn by their passengers.

Smoking is not permitted in Startley General Contracting, Inc. vehicles.

Employees are responsible for the care of vehicles assigned to them and may be held liable for

improper care and abuse of the vehicle. Misconduct could lead to withdrawal of driving privileges and/or disciplinary actions, up to and including dismissal.

Safety committee responsibility

The Startley General Contracting, Inc. safety committee must investigate any incident that involves a Startley General Contracting, Inc. vehicle. The purpose of the investigation is to identify the cause of an incident and to determine how it could have been prevented – not to assess fault.

Requirements for new employees

New employees who drive on Startley General Contracting, Inc. business must read and sign an *MVR consent form* that permits **Startley General Contracting, Inc.** to complete a motor vehicle background check.

Donna or James (Ott) Startley will review this vehicle safety policy with each new employee who drives on Startley General Contracting, Inc. business. The employee must watch a vehicle safety video and complete a written test and score at least 80 percent.

Requirements for drivers under 21

Drivers under the age of 21 are prohibited from operating vehicles or trucks that transport hazardous materials.

Licensing

Employees who drive on Startley General Contracting, Inc. business must have a current, valid license for the vehicles they drive. Licenses will be photocopied and kept in employees' files.

Use of personal vehicles for Startley General Contracting, Inc. business

Donna or James (Ott) Startley must review and approve use of a personal vehicle for Startley General Contracting, Inc. business.

Employees who drive personal vehicles on Startley General Contracting, Inc. business must provide evidence of automobile liability insurance as required by the state of Alabama. A current certificate or proof of insurance must be kept in the employee's file.

Startley General Contracting, Inc. does not provide liability insurance for employees who use their own vehicles on Startley General Contracting, Inc. business. Employees who use their personal vehicles on Startley General Contracting, Inc. business are responsible for all liability resulting from use of their vehicles.

Any employee who drives a personal vehicle on Startley General Contracting, Inc. business and who does not maintain insurance coverage on that vehicle will be reassigned to a non-driving position or, if a non-driving position is not available, will be terminated.

Motor vehicle record (MVR) review

Donna or James (Ott) Startley will review the driver's MVR annually and score it using the Startley General Contracting, Inc.-developed point classification system for vehicle incidents and violations.

Reporting incidents involving motor vehicles

An incident report packet is located in the glove box of each Startley General Contracting, Inc. vehicle. The packet contains instructions on what to do in case of an incident. Drivers should become familiar with the instructions before using vehicles.

Employees or their supervisors are responsible for completing and filing all necessary reports within the time periods required by this policy. Failure to file a report may cause the loss of the employee's license, driving privileges, and liability insurance coverage.

Employees must immediately notify their supervisor of any accident, collision or vandalism.

Employees or their supervisors must immediately report to **Donna or James (Ott) Startley** all collisions, accidents, or vandalism involving vehicles they use on Startley General Contracting, Inc. business.

If the incident results in injuries or fatalities, employees or their supervisors must report them to **Donna or James (Ott) Startley** immediately after ensuring the injured have or will receive necessary medical treatment.

Employees or their supervisors, must forward copies of all vehicle accident forms to **Donna or James (Ott) Startley**.

Employees involved in vehicle crashes should discuss details of the incident *only* with police officers, appropriate state officials, or representative of the Startley General Contracting, Inc. insurance carrier. Drivers are prohibited from signing or making any statements regarding responsibility for vehicle crashes.

Department of Transportation (DOT) regulated vehicles

Any vehicle traveling across state lines with a gross vehicle weight rating over 10,000 lbs (including any towed items or actual weight of vehicle and any tows) is subject to DOT regulations. Each driver must have a DOT compliant Driver File maintained in the **Safety Department** before being allowed to drive vehicles within this classification.

In addition to a DOT compliant driver file, any driver of a vehicle with a gross vehicle weight rating (including tows) over 26,000 lbs. (or actual weight of vehicle and any tows) must possess a valid commercial driver's license and be in compliance with DOT regulations.

Any vehicle carrying hazard materials at a level to which placarding is required under DOT regulations (regardless of the vehicle's gross vehicle weight rating or actual weight) must possess a valid CDL license with hazardous materials endorsement.

The **Safety Department** will be responsible for evaluating the applicability of DOT regulations to Startley General Contracting, Inc.'s operations and ensure compliance with those regulations. All drivers of DOT regulated vehicles will have responsibilities beyond those outlined in this policy and will receive additional training and information.

Drug testing and MVR checks after incidents involving vehicles

After each incident, regardless of who is at fault, **Donna or James (Ott) Startley** will require a drug test within eight hours and obtain the driver's motor vehicle record (MVR) within three business days.

Point system for screening employees who have poor driving records

Startley General Contracting, Inc. uses a point system to screen employees who have poor driving records.

- **3-5 points:** Employee will receive a letter of reprimand.
- **6-8 points:** Employee will receive a letter of reprimand and be suspended without pay for one day and must successfully complete a driver improvement course.
- **9-11 points:** Employee will receive a letter of reprimand and be suspended without pay for two days and must successfully complete a driver improvement course.
- **12 or more points:** Employee will either be reassigned to a non-driving position if available, or, if a non-driving position is not available, the driver will be terminated. Before reinstatement to a driving position, the employee will be required to successfully complete a driver improvement course and follow the procedures as outlined in the *Re-qualification section* of this policy.

Employees who have 6 or more points in 36 months must successfully complete a driver improvement course within 60 days of notification by **Donna or James (Ott) Startley** and provide a written certificate of completion to the **safety committee**.

Points for vehicle incidents and violations are determined from the **point classification table** below.

Point classification table	
Incident	Points
Incident was beyond the driver's control	0
Driving aggressively or discourteously	1
Failing to make allowance for adverse light, road, weather, vehicle load or traffic conditions.	1
Operating a vehicle with defective equipment.	1
Failing to properly adjust vehicle mirrors, seat, headrest or sun visor.	1
Failing to secure loose objects inside the vehicle.	1
Failing to heed warning labels of medications.	1
Fatigue, falling asleep at the wheel.	2
Exceeding posted speed limit.	2
Lack of proper type or valid license, or failing to comply with license restriction.	2
Failing to maintain sufficient clearance when operating vehicle.	2
Following too closely (tailgating).	2
Failing to signal intentions.	2
Overloading vehicle or not following operating manual.	2
Operating vehicle in an unsafe manner.	2
Improperly backing the vehicle.	2

Disregarding stop signs or signals.	3
Making an improper turn, lane change or other movement errors.	3
Driving on the wrong side of the road.	3
Failing to yield the right-of-way or other failure to yield error.	3
Committing involuntary manslaughter or criminally negligent homicide.	12
Attempting to elude a law officer, or hit/run.	12
Operating a vehicle while operator's license is suspended or revoked.	12
Operating vehicles under the influence of alcohol or drugs.	12
Total points	

Re-qualification for employees who have poor driving records

Employees who have been reassigned to non-driving positions for poor driving records may re-qualify after 6 months under the following conditions:

- Employees must send a written request to **Donna or James (Ott) Startley** stating why they should be re-qualified. Re-qualification requires **Donna or James (Ott) Startley**'s approval.
- Employees must also complete a driver improvement class which may include remedial and behind-the-wheel training before resuming their driving duties.

Pre-trip walk-around inspections

Employees are responsible for conducting walk-around inspections of their vehicles before driving each day or shift and note any defects or damage. Employees must also note defects or damage to seats, seat belts, interior lights, engine warning lights, rearview mirrors, and emergency equipment.

Employees must report defects or damage to **Donna or James (Ott) Startley** immediately. **Donna or James (Ott) Startley** will evaluate the report and ensure that all hazards are repaired promptly. Vehicles that are unsafe to drive must be placed out of service immediately.

Vehicle service and maintenance intervals

Vehicle service and maintenance intervals are determined by the vehicle manufacturer. Maintenance will be performed by a qualified auto or truck mechanic. A signed and dated record of all maintenance work must be kept in the vehicle file. Vehicles that are unsafe to drive must be placed out of service until repairs are completed.

Records kept on Startley General Contracting, Inc. vehicles

Startley General Contracting, Inc. keeps the following records on each Startley General Contracting, Inc.-owned vehicle:

- *Monthly vehicle inspection report.* Identifies damage or defective equipment.
- *Vehicle history report.* Provides a complete history of the costs of maintenance, parts, and labor associated with the vehicles.

All Startley General Contracting, Inc. reports and records are confidential and must not be released to third parties without the consent of the **Startley General Contracting, Inc. president** and the Startley General Contracting, Inc.'s attorney.

Definitions of terms used in this policy

Accident. An unplanned or unintended incident involving a motor vehicle that results in injury, death, or damage.

Collision. An unplanned or unintended incident in which a motor vehicle contacts another vehicle, person, or object.

Crash. An incident involving one or more vehicles in motion.

Incident. An event that resulted – or could have resulted – in personal harm or property damage.

Injury. Physical harm or damage to a person.

Motor vehicle. Any licensed mechanically or electrically powered device designed to be operated on public roads and streets.

Passenger. Any person in a vehicle other than the driver.

Preventable incident. One in which the driver failed to do everything that could have been done to avoid it.

Remedial training. Training required following an incident to upgrade and renew skills and demonstrate proficiency.

Vehicle use agreement

Employee Name:

License number:

State issued:

Using Startley General Contracting, Inc.-owned vehicles

- Employees and passengers must wear seat belts while the vehicle is in motion.
- The vehicle must be maintained in accord with **Startley General Contracting, Inc.'s** maintenance requirements. Employees must report all mechanical problems to their supervisors immediately.
- Employees must report any motor vehicle incident that results in damage, injury, or a citation to their supervisors immediately.
- Employees must have a valid driver's license for the vehicles they will operate, must follow all license restrictions, and must have their license in their possession when they are driving. A driver whose license is suspended, revoked or terminated will notify the Startley General Contracting, Inc. immediately.
- Employees' spouses and children are not allowed to operate Startley General Contracting, Inc. vehicles.
- Hitchhikers are not permitted in Startley General Contracting, Inc. vehicles.
- Employees are responsible for all traffic and parking violations they receive when using Startley General Contracting, Inc. vehicles.
- Modifying or adding accessories to a Startley General Contracting, Inc. vehicle is prohibited.
- Radar detectors are prohibited.
- Employees are not allowed to operate vehicles at any time while under the influence of alcohol or drugs.

Using personal vehicles for Startley General Contracting, Inc. business

Authorization to use a personally owned vehicle for Startley General Contracting, Inc. business is permitted under the following conditions:

- Employees and passengers must wear seat belts while the vehicle is in motion.
- Employees must have the appropriate license to operate their vehicles.
- Employees must provide proof of insurance upon hire and each time their policy is renewed or updated.
- Employees must provide a copy of their insurance certificates to their supervisors.

- Employees must notify Startley General Contracting, Inc. of all vehicle accidents or violations involving vehicles driven on Startley General Contracting, Inc. business.
- Startley General Contracting, Inc. is authorized to review the driver's MVR annually as long as the driver is a Startley General Contracting, Inc. employee.
- The vehicle owner is responsible for mechanical repairs.
- Employees are not allowed to operate vehicles while under the influence of alcohol, drugs, or other medications that could impair their ability to drive safely.
- Employees must comply with all state and federal laws and regulations at all times.

I have read, understand, and agree to comply with this Vehicle Use agreement.

Employee's signature and date:

Vehicle accident report

This report must be completed by a supervisor or manager.

Startley General Contracting, Inc. name:

Today's

Date:

Driver Information:

Driver's name:

License number:

Date of birth:

Length of employment:

Address:

City: State: Zip: County:

Phone: Cell:

Job title:

Reason vehicle was used:

Used with permission from:

Vehicle 1 Information (Insured Driver)

VIN: Year: Make: Model:

Insurance Startley General Contracting, Inc.: Policy number:

Does the vehicle require towing? Yes No

Description of damage:

Vehicle 2 Information

VIN: Year: Make: Model:

Insurance Startley General Contracting, Inc.: Policy number:

Does the vehicle require towing? Yes No

Description of damage:

Vehicle 3 Information

VIN: Year: Make: Model:

Insurance Startley General Contracting, Inc.: Policy number:

Does the vehicle require towing? Yes No

Description of damage:

Vehicle 4 Information

VIN: Year: Make: Model:

Insurance Startley General Contracting, Inc.: Policy number:

Does the vehicle require towing? Yes No

Description of damage:

Accident Information

Accident Date (MM/DD/YY): _____ Time of accident: AM PM

Accident location: _____ City: _____ State: _____ Zip: _____ County: _____

Purpose of trip

- Pick-up:
- Driving to job site:
- Returning from job site:
- Delivery:
- Personal Time:
- Other, please explain: _____

Weather

- Clear:
- Cloudy:
- Rain:
- Snow:
- Fog:
- Sleet:
- Other: _____

Condition of road surface

- Wet:
- Dry:
- Ice:
- Concrete:
- Asphalt:
- Gravel:
- Uneven:
- Other: _____

Lanes divided? Yes: No:

Traffic control device? Yes: No:

Number of hours on duty at time of accident: _____

Number of driving hours: _____

Describe how the accident happened:

Use a separate page if you need to draw a diagram of accident.

Were there any injuries? Yes: No:

1. Name of first injured party: _____ Telephone Number: _____

Were injuries fatal? Yes: No:

Do injuries require treatment away from accident scene? Yes: No:

Injured party's address: City: State: Zip: County:

What vehicle was injured person in?

Vehicle 1:

Vehicle 2:

Vehicle 3:

Vehicle 4:

Other: :

If other, please explain:

Was injured party taken to the hospital? Yes: No:

Name of hospital:

Give brief description of injuries:

2. Name of second injured party:

Telephone Number:

Were injuries fatal? Yes: No:

Do injuries require treatment away from accident scene? Yes: No:

Injured party's address: City: State: Zip: County:

What vehicle was injured person in?

Vehicle 1:

Vehicle 2:

Vehicle 3:

Vehicle 4:

Other: :

If other, please explain:

Was injured party taken to the hospital? Yes: No:

Name of hospital:

Give brief description of injuries:

3. Name of third injured party:

Telephone Number:

Were injuries fatal? Yes: No:

Do injuries require treatment away from accident scene? Yes: No:

Injured party's address: City: State: Zip: County:

What vehicle was injured person in?

Vehicle 1:

Vehicle 2:

Vehicle 3:

Vehicle 4:

Other: :

If other, please explain:

Was injured party taken to the hospital? Yes: No:

Name of hospital:

Give brief description of injuries:

Other Information

Was there any property damage? Yes: No: If yes, give brief description:

Property damage address: City: State: Zip: County:

Were the police called? Yes: No: Did the police respond? Yes: No:

Police report #: Officer:

Was a citation issued? Yes: No: If yes, to whom?

Citation Description:

Was drug testing administered? Yes: No: Was alcohol testing administered? Yes: No:

Chain of Custody No.:

Witnesses

1. First witness name:

Address: City: State: Zip: County:

Home Phone: Work Phone: Cell Phone:

2. Second witness name:

Address: City: State: Zip: County:

Home Phone: Work Phone: Cell Phone:

3. Third witness name:

Address: City: State: Zip: County:

Home Phone: Work Phone: Cell Phone:

Person completing form

Name:

Date:

Code of Safe Practices

CODE OF SAFE PRACTICES

GENERAL RULES

All Employees

Ergonomics and Video Display Terminals

1. Take periodic rest breaks from repetitive or prolonged activities by standing up and stretching.
2. Use a chair that is padded, is stable, mobile, swivels, and allows operator movement.
3. Sit straight up in your chair, and when needed use a footrest that has an adjustable height and is large enough to allow operator movement.
4. Adjust your computer screen and keyboard so that they are directly in front of you. Use a table large enough to hold keyboard, the display screen and all necessary documents.
5. Place the keyboard low enough so that the operator is not required to reach up or out to the keys.
6. Keep wrists and hands in a straight position while key stroking by keeping forearms parallel to the floor and elbows at your sides.

Housekeeping

1. Do not place materials such as boxes or trash in walkways and passageways.
2. Sweep up shavings from around equipment such as drill presses, lathes, or planers by using a broom and a dustpan.
3. Mop up water around drinking fountains and drink dispensing machines immediately.
4. Do not store or leave items on stairways.
5. Do not block or obstruct stairwells, exits, or accesses to safety and emergency equipment such as fire extinguishers or fire alarms.
6. Do not block the walking surfaces of elevated working platforms with tools or materials that are not being used.
7. Straighten or remove rugs and mats that do not lie flat on the floor.
8. Remove protruding nails or bend them down into the lumber by using a claw hammer.
9. Return tools to their storage places after using them.
10. Use caution signs or cones to barricade slippery areas such as freshly mopped floors.

Ladders and Step Ladders

1. Read and follow the manufacturer's instruction label affixed to the ladder.
2. Do not use ladders that have loose rungs, cracked, or split side rails, missing rubber footpads, or are otherwise visibly damaged.
3. Keep ladder rungs clean and free of grease. Remove buildup of material such as dirt or mud.
4. Do not place ladders in a passageway or doorway without posting warning signs or cones that detour pedestrian traffic away from the ladder. Lock the doorway that you are blocking with the ladder and post signs that will detour traffic away from your work.
5. Do not place a ladder at a blind corner or doorway without diverting foot traffic by blocking or roping off the area.
6. Allow only one person on the ladder at a time.
7. Face the ladder when climbing up or down it.

8. Maintain a three-point contact by keeping both hands and one foot or both feet and one hand on the ladder at all times when climbing up or down the ladder.
9. When performing work from a ladder, face the ladder and do not lean backward or sideways from the ladder.
10. Do not stand on tables, chairs, boxes or other improvised climbing devices to reach high places. Use the ladder or stepstool.
11. Do not stand on the top two rungs of any ladder.
12. Do not stand on a ladder that wobbles, or that leans to the left or right of center.
13. When using a straight or extension ladder, extend the top of the ladder at least 3 feet above the edge of the landing.
14. Secure the ladder in place by having another employee hold it if it cannot be tied to the structure.
15. Do not move a rolling ladder while someone is on it.
16. Do not place ladders on barrels, boxes, loose bricks, pails, concrete blocks, or other unstable bases.
17. Do not carry items in your hands while climbing up or down a ladder.
18. Do not try to "walk" a ladder by rocking it. Climb down the ladder, and then move it.
19. Do not use a ladder as a horizontal platform.

Lifting Procedures

1. Plan the move before lifting; ensure that you have an unobstructed pathway.
2. Test the weight of the load before lifting by pushing the load along its resting surface.
3. If the load is too heavy or bulky, use lifting and carrying aids such as hand trucks, dollies, pallet jacks and carts, or get assistance from a co-worker.
4. If assistance is required to perform a lift, coordinate and communicate your movements with those of your co-worker.
5. Position your feet 6 to 12 inches apart with one foot slightly in front of the other.
6. Face the load.
7. Bend at the knees, not at the back.
8. Keep your back straight.
9. Get a firm grip on the object using your hands and fingers. Use handles when they are present.
10. Hold the object as close to your body as possible.
11. While keeping the weight of the load in your legs, stand to an erect position.
12. Perform lifting movements smoothly and gradually; do not jerk the load.
13. If you must change direction while lifting or carrying the load, pivot your feet and turn your entire body. Do not twist at the waist.
14. Set down objects in the same manner as you picked them up, except in reverse.
15. Do not lift an object from the floor to a level above your waist in one motion. Set the load down on a table or bench and then adjust your grip before lifting it higher.
16. Never lift anything if your hands are greasy or wet.
17. Wear protective gloves when lifting objects that have sharp corners or jagged edges.

OFFICE SAFETY

General Rules

1. Do not stand on furniture to reach high places.
2. Do not kick objects out of your pathway; pick them up or push them out of the way.
3. Do not jump from ladders or step stools.
4. Do not block your view by carrying large or bulky items; use the dolly or hand truck or get assistance from a fellow employee.
5. Do not throw matches, cigarettes or other smoking materials into trash baskets.
6. Do not tilt the chair you are sitting in. Keep all chair legs on the floor.

7. Use the ladder or step stool to retrieve or store items that are located above your head.

Doors

1. Keep doors in hallways fully open or fully closed.
2. Use the handle when closing doors.

Files

1. Open only one file cabinet drawer at a time. Close the filing cabinet drawer you are working in before opening another filing drawer in the same cabinet.
2. Put heavy files in the bottom drawers of file cabinets.
3. Use the handle when closing drawers and files.

Sharp Objects

1. Store sharp objects, such as pens, pencils, letter openers or scissors in drawers or with the tips pointing down in a container.
2. Carry pencils, scissors, and other sharp objects with the tips pointing down.

Paper Cutter/Shredder

1. Position hands and fingers on the handle of the paper cutter before pressing down on the blade.
2. Keep the paper cutter handle in the closed or locked position when it is not being used.
3. Do not use paper-cutting devices if the finger guard is missing.
4. Do not place your fingers in or near the feed of a paper shredder.

Staplers

1. Point the ejector slot away from yourself and bystanders when refilling staplers.
2. Keep fingers away from the ejector slot when loading or testing stapling devices.
Use a staple remover, not your fingers, for removing staples.

Electrical

1. Do not use frayed, cut, or cracked electrical cords.
2. Do not plug multiple electrical cords into a single outlet.
3. Do not use extension or power cords that have the ground prong removed or broken off.
4. Use a cord cover or tape the cord down when running electrical cords across aisles, between desks or across entrances or exits.
5. Turn the power switch to "Off" and unplug office machines before adjusting, lubricating or cleaning them.

Fans

1. Do not use fans that have excessive vibration or missing guards.
2. Do not place floor type fans in walkways, aisles, or doorways.

Stairs

1. Use the handrails when ascending or descending stairs or ramps.
2. Do not run on stairs or take more than one-step at a time.

Phone Use

1. Sit up straight in your chair.
2. Keep your feet on floor.
3. If the chair height is too high, use a book or other object as a footrest.
4. If you use a traditional handset, do not hold the receiver by bending your neck to trap the receiver between your head and shoulder. Hold the receiver with your hand.

5. Use your headset for extended phone use.
6. For additional lower back support, place a pillow or bundled clothing in the chair at the small of your back.

Carts

1. Do not exceed the rated load capacity noted on the manufacturer's label on the cart.
2. Ask a spotter to help guide carts around corners and through narrow aisles.
3. Do not stand on a cart or float or use it as a work platform.

Hand Truck Operations

1. When loading hand trucks, keep your feet clear of the wheels.
2. Do not exceed the manufacturer's load rated capacity. Read the capacity plate on the hand truck if you are unsure.
3. Place the load so that it will not slip, shift, or fall. Use the straps, if they are provided, to secure the load.
4. For extremely bulky or pressurized items such as gas cylinders, strap or chain the items to the hand truck.
5. Tip the load slightly forward so that the tongue of the hand truck goes under the load.
6. Push the tongue of the hand truck all the way under the load that is to be moved.
7. Keep the center of gravity of the load as low as possible by placing heavier objects below the lighter objects.
8. Push the load so that the weight will be carried by the axle and not the handles.
9. If your view is obstructed, ask a spotter to assist in guiding the load.
10. Do not walk backward with the hand truck, unless going up stairs or ramps.
11. When going down an incline, keep the hand truck in front of you so that it can be controlled at all times.
12. Move hand trucks at a walking pace.
13. Store hand trucks with the tongue under a pallet, shelf, or table.

Hazardous Materials

1. Follow the instructions on the label and in the corresponding Material Safety Data Sheet (MSDS) for each chemical product you will be using in your workplace.
2. Use personal protective clothing or equipment such as goggles, face shield, neoprene gloves, rubber boots, shoe covers, and rubber aprons, when using chemicals labeled "Flammable", "Corrosive", and "Caustic" or "Poisonous".
3. Do not use protective clothing or equipment that has split seams, pinholes, cuts, tears, or other visible signs of damage.
4. Do not use chemicals from unlabeled containers or unmarked cylinders.
5. Do not drag containers labeled "Flammable."
6. Do not store chemical containers labeled "Oxidizer" with containers labeled "Corrosive" or "Caustic".

Storeroom/Stockroom:

1. Use long handled snips when cutting strapping bands away from a shipping container.
2. Wear your safety glasses when cutting strapping bands, uncrating materials, and driving nails.
3. Stand to the side of the strapping band when cutting it. Use extreme care when removing bands from pipe on round stock loads. Chock or block loads before removing band to prevent a load shift.
4. Do not use pallets or skids that are cracked or split or have other visible damage.
5. Stack heavy or bulky storage containers on middle and lower shelves of the storage rack.
6. Do not run on stairs or take more than one-step of a staircase at a time.

7. Do not jump from elevated places such as truck beds, platforms, or ladders.
8. Do not lift slippery or wet objects; use a hand truck.
9. Follow the safe handling instructions listed on the label of the container or listed on the corresponding Material Safety Data Sheet when handling each chemical stored in the stockroom.
10. Do not handle or load any containers of chemicals if their containers are cracked or leaking.

CARPENTRY

ELECTRICAL POWERED TOOLS

1. Do not use power equipment or tools on which you have not been trained.
2. Keep power cords away from the path of drills, saws, vacuum cleaners, floor polishers, mowers, slicers, knives, grinders, irons, and presses.
3. Do not carry plugged-in equipment or tools with your finger on the switch.
4. Do not carry equipment or tools by the cord.
5. Disconnect the tool from the outlet by pulling on the plug, not the cord.
6. Turn the tool off before plugging or unplugging it.
7. Do not leave tools that are "On" unattended.
8. Do not handle or operate electrical tools when your hands are wet or when you are standing on wet floors.
9. Do not operate spark inducing tools such as grinders, drills, or saws near containers labeled "Flammable" or in an explosive atmosphere such as a paint spray booth.
10. Turn off electrical tools and disconnect the power source from the outlet before attempting repairs or service work. Tag the tool "Out of Service."
11. Do not connect multiple electrical tools into a single outlet.
12. Do not run extension cords through doorways, through holes in ceilings, walls, or floors.
13. Do not drive over, drag, step on or place objects on a cord.
14. Do not operate a power hand tool or portable appliance with a two-pronged adapter or a two-conductor extension cord.
15. Do not use a power hand tool while wearing wet cotton gloves or wet leather gloves.
16. Never operate electrical equipment barefooted. Wear rubber-soled or insulated work boots.
17. Do not operate a power hand tool or portable appliance while holding a part of the metal casing or holding the extension cord in your hand. Hold all portable power tools by the plastic handgrips or other nonconductive areas designed for gripping purposes.
18. Do not operate a power hand tool or portable appliance that has a frayed, worn, cut, improperly spliced, or damaged power cord.
19. Do not operate a power hand tool or portable appliance if the ground pin from the three-pronged power plug is missing or has been removed.

GARAGE DOORS

1. Do not use undersized rods or other improvised tools to wind garage door springs.
2. Engage garage door lock in the "locked" position before winding the springs.
3. Do not attempt to adjust winding cones or bars when the garage door is in the full open position.

HAND TOOLS

1. Use tied-off containers to keep tools from falling off scaffolds and other elevated work platforms.
2. Keep the blades of all cutting tools sharp.
3. Carry all sharp tools in sheaths or holsters.
4. Tag worn, damaged, or defective tools "Out of Service" and do not use them.
5. Do not use a tool if its handle has splinters, burrs, cracks, splits or if the head of the tool is

- loose.
6. Do not use impact tools such as hammers, chisels, punches, or steel stakes that have mushroomed heads.
 7. When handing a tool to another person, direct sharp points and cutting edges away from yourself and the other person.
 8. Do not chop at heights above your head when working with a hand axe.
 9. Do not carry sharp or pointed hand tools such as screwdrivers, scribes, aviation snips, scrapers, chisels or files in your pocket unless the tool or pocket is sheathed.
 10. Do not perform "make-shift" repairs to tools.
 11. Do not use "cheaters" on load binders or "boomers."
 12. Do not carry tools in your hand when climbing. Carry tools in tool belts or hoist the tools to the work area with a hand line.
 13. Do not throw tools from one location to another, from one employee to another, from scaffolds or other elevated platforms.

Chisels

1. Keep the cutting edge of the chisel sharp.
2. Do not use chisels with damaged striking ferrules.
3. Hold a chisel with a tool holder if possible.
4. Clamp a small work piece in a vise and chip towards the stationary jaw when working with a chisel.

Clamps

1. Do not use the C-clamp for hoisting materials.
2. Do not use the C-clamp as a permanent fastening device.

Files/Rasps

1. Do not use a file as a pry bar, hammer, screwdriver, or chisel.
2. When using a file or a rasp, grasp the handle in one hand and the toe of the file in the other.
3. Do not hammer on a file.

Hammers

1. Use a claw hammer for pulling nails and driving nails.
2. Do not strike nails or other objects with the cheek of the hammer.
3. Do not strike a hardened steel surface, such as a cold chisel, with a claw hammer.
4. Do not strike one hammer against another hammer.
5. Do not use a hammer if your hands are oily, greasy, or wet.
6. Do not use a hammer as a wedge, a pry bar or for pulling large spikes.
7. Use only a sledge-type hammer on a striking face wrench.

Knives/Sharp instruments

1. When handling knife blades and other cutting tools, direct sharp points and edges away from you.
2. Store knives in knife blocks or in sheaths after use.
3. Do not use knives with dull blades.
4. Do not use honing steels that do not have disc guards.
5. Do not attempt to catch a falling knife.
6. Use knives for the operation for which they are named.
7. Do not use knives with broken or loose handles.
8. Do not use knives as screwdrivers, pry bars, can openers or ice picks.
9. Do not pick up knives by their blades.

10. Carry knives with their tips pointed towards the floor.

Pliers

1. Do not attempt to force pliers by using a hammer on them.
2. Do not slip a pipe over the handles of pliers to increase leverage.
3. Use pliers with insulated handles for electrical work.
4. Do not use pliers that are cracked, broken, or sprung.
5. When using diagonal cutting pliers, shield the loose pieces of cut material from flying into the air by using a cloth or your gloved hand.

Saws

1. Do not use an adjustable blade saw such as a hacksaw, coping saw, keyhole saw, or bow saw, if the blade is not taut.
2. Do not use a saw that has dull saw blades.
3. Keep hands and fingers away from the saw blade while using the saw.
4. Do not carry a saw by the blade.
5. When using a handsaw, hold the work piece firmly against the worktable.
6. Do not use woodworking equipment such as circular saws, radial saws, or jointers if they do not have guards on the saw blade.
7. Keep control of saws by decreasing downward pressure at the end of the stroke.
8. When operating scroll saws, stop the machine before removing scrap pieces from the table.
9. Clamp work when using a hole saw.

Screwdrivers

1. Always match the size and type of screwdriver blade to fit the head of the screw.
2. Do not hold the work piece against your body while using a screwdriver.
3. Do not put your fingers near the blade of the screwdriver when tightening a screw.
4. Use an awl, drill or a nail to make a starting hole for screws.
5. Do not force a screwdriver by using a hammer or pliers on it.
6. Do not use a screwdriver as a punch, chisel, pry bar or nail puller.
7. Use a screwdriver that has an insulated handle for electrical work.
8. Do not use a screwdriver if your hands are wet, oily, or greasy.
9. Do not use a screwdriver to test the charge of a battery.
10. When using a spiral ratchet screwdriver, push down firmly and slowly.

Snips

1. Wear safety glasses or safety goggles when using snips to cut materials.
2. Wear work gloves when cutting materials with snips.
3. Do not use straight cut snips to cut curves.
4. Keep the blade aligned by tightening the nut and bolt on the snips.
5. Do not use snips as a hammer, screwdriver, or pry bar.
6. Use the locking clip on the snips after use.

Vises

1. When clamping a long work piece in a vise, support the far end of the work piece by using an adjustable pipe stand, sawhorse, or box.
2. Position the work piece in the vise so that the entire face of the jaw supports the work piece.
3. Do not use a vise that has worn or broken jaw inserts, or has cracks or fractures in the body of the vise.
4. Do not slip a pipe over the handle of a vise to gain extra leverage.

HAZARDOUS MATERIALS

1. Follow the instructions on the label and in the corresponding Material Safety Data Sheet (MSDS) for each chemical product used in your workplace.
2. Do not use chemicals from unlabeled containers and unmarked cylinders.

HOUSEKEEPING

1. Do not place material such as boxes or trash in walkways and passageways.
2. Sweep up shavings from around equipment such as drill presses, lathes, or planers by using a broom and a dustpan.
3. Do not block or obstruct stairwells, exits or accesses to safety and emergency equipment such as fire extinguishers or fire alarms.
4. Keep walking surfaces of elevated working platforms, such as scaffolds, clear of tools and materials that are not being used.
5. Remove protruding nails or bend them down into the lumber by using a claw hammer.
6. Return tools to their storage places after use.
7. Do not use gasoline for cleaning purposes.

LADDERS AND STEP LADDERS

1. Read and follow the manufacturer's instructions label affixed to the ladder if you are unsure how to use the ladder.
2. Do not use ladders that have loose rungs, cracked or split side rails, missing rubber footpads, or are otherwise visibly damaged.
3. Keep ladder rungs clean and free of grease. Remove material buildup such as dirt or mud.
4. Do not use a metal ladder on rooftops or within 50 feet of electrical power lines.
5. Allow only one person on the ladder at a time.
6. Face the ladder when climbing up or down.
7. Maintain a three-point contact by keeping both hands and one foot or both feet and one hand on the ladder at all times when climbing up or down.
8. When performing work from a ladder, face the ladder and do not lean backward or sideways from the ladder.
9. Do not stand on the top two rungs of any ladder.
10. Do not stand on a ladder that wobbles, or that leans to the left or right.
11. When using a straight ladder, extend the top of the ladder at least 3 feet above the edge of the landing.
12. Do not move a rolling ladder while someone is on it.
13. Do not place ladders on barrels, boxes, loose bricks, pails, concrete blocks, or other unstable bases.
14. Do not carry items in your hands while climbing up or down a ladder.
15. Do not try to "walk" a ladder by rocking it. Climb down the ladder, and then move it.
16. Do not use a ladder as a horizontal platform.

LIFTING PROCEDURES

1. Plan the move before lifting; remove obstructions from your chosen pathway.
2. Test the weight of the load before lifting by pushing the load along its resting surface.
3. If the load is too heavy or bulky, use lifting and carrying aids such as hand trucks, dollies, pallet jacks and carts, or get assistance from a co-worker.
4. If assistance is required to perform a lift, coordinate and communicate your movements with those of your co-worker.
5. Position your feet 6 to 12 inches apart with one foot slightly in front of the other.
6. Face the load.
7. Bend at the knees, not at the back.

8. Keep your back straight.
9. Get a firm grip on the object with your hands and fingers. Use handles when present.
10. Never lift anything if your hands are greasy or wet.
11. Wear protective gloves when lifting objects with sharp corners or jagged edges.
12. Hold objects as close to your body as possible.
13. Perform lifting movements smoothly and gradually; do not jerk the load.
14. If you must change direction while lifting or carrying the load, pivot your feet and turn your entire body. Do not twist at the waist.
15. Set down objects in the same manner as you picked them up, except in reverse.
16. Do not lift an object from the floor to a level above your waist in one motion. Set the load down on a table or bench and then adjust your grip before lifting it higher.
17. Slide materials to the end of the tailgate before attempting to lift them off of a pick-up truck. Do not lift over the walls or tailgate of the truck bed.

PERSONAL PROTECTIVE EQUIPMENT

1. Do not paint or drill holes in hard hats.
2. Do not wear hard hats that are dented or cracked.
3. Wear safety glasses, goggles, or face shield when using chippers, grinders, lathes, or sanders.
4. Wear earplugs or earmuffs in areas posted "Hearing Protection Required."

PNEUMATIC TOOLS

1. Do not point a compressed air hose at bystanders or use it to clean your clothing.
2. Do not use tools that have handles with burrs or cracks.
3. Do not use compressors if their belt guards are missing. Replace belt guards before use.
4. Turn the tool "off" and let it come to a complete stop before leaving it unattended.
5. Disconnect the tool from the airline before making any adjustments or repairs to the tool.
6. Engage positive locks on hoses and attachments before use.
7. Shut off pressure valve and disconnect airline when not in use.
8. Tag damaged or defective pneumatic tools "Out of Service" to prevent usage of the tool by other employees.

HEAVY EQUIPMENT OPERATORS

Site Safety

1. Do not start work until barricades, barrier logs, fill or other protection have been installed to isolate the work area from local traffic.
2. Do not work outdoors during lightning storms.
3. Drink plenty of clear liquids during your breaks.
4. Take breaks in shaded areas.

Heavy Equipment Safety

General

1. No passengers are permitted on heavy equipment.
2. Keep windows and windshield clean.
3. Do not use heavy equipment if its horn or backup alarm does not sound.
4. Turn off the engine before leaving heavy equipment unattended.
5. Do not jump off of or onto any heavy equipment.
6. Keep heavy equipment in gear when going down grade. Do not use neutral.
7. Display the "Slow Moving Vehicle" sign when operating heavy equipment on roads.
8. Do not operate backhoes, power shovels and other heavy equipment within two (2) feet from the edge of an excavation.

Backhoe/Power Shovel Operations

1. Do not use a bucket or other attachments for a staging or temporary platform for workers.
2. Do not operate backhoe over or across underground utilities that are marked by paint, flagged, or staked.
3. Set swing brake of the bucket arm when moving the vehicle to and from the digging site.
4. Stay in the compartment during operation of the backhoe or power shovel. Do not reach in or attempt to operate controls from outside the backhoe or power shovel.

Forklifts Pre-Use Inspection

Do not use forklift if any of the following conditions exist:

1. The mast has broken or cracked weld-points.
2. The roller tracks are not greased or the chains are not free to travel.
3. Forks are unequally spaced or cracks exist along the blade or at the heels.
4. Hydraulic fluid levels are low.
5. Hydraulic line and fitting have excessive wear or are crimped.
6. Fluid is leaking from the lift or the tilt cylinders.
7. The hardware on the cylinders is loose.
8. Tires are excessively worn, split, or have missing tire material.
9. Air filled tires are not filled to the operating pressure indicated on the tire.
10. Batteries have cracks or holes, uncapped cells, frayed cables, broken cable insulation, loose connections, or clogged vent caps.

Starting the Forklift

- Apply the foot brake and shift gears to neutral before turning the key.

Picking Up a Load

1. Square up on the center of the load and approach it straight on with the forks in the travel position.
2. Stop when the tips of your forks are about a foot from the load.
3. Level the forks and slowly drive forward until the load is resting against the backrest of the mast.
4. Lift the load high enough to clear whatever is under it.
5. Back up about one foot, then slowly and evenly tilt the mast backwards to stabilize the load.

Putting a Load Down

1. Square up and stop about one foot from desired location.
2. Level the forks and drive to the loading spot.
3. Slowly lower the load to the floor.
4. Tilt the forks slightly forward so that you do not hook the load.
5. When the path behind you is clear of obstructions, back straight out until the forks have cleared the pallet.

Stacking One Load on Top of Another

1. Stop about one foot away from the loading area and lift the mast high enough to clear the top of the stack.
2. Slowly move forward until the load is squarely over the top of the stack.
3. Level the forks and lower the mast until the load is no longer supported by the forks.
4. Look over both shoulders for obstructions and back straight out if the path is clear.

Forklift Safety Rules

1. Do not exceed the lift capacity of the forklift. Read the lift capacity plate on the forklift if you are unsure.
2. Follow the manufacturer's guidelines concerning changes in the lift capacity before adding attachments, such as wedges, to a forklift.
3. Lift the load an inch or two to test for stability: If the rear wheels are not in firm contact with the floor, take a lighter load or use a forklift with a higher lift capacity.
4. Do not raise or lower a load while you are en-route. Wait until you are in the loading area and have stopped before raising or lowering the load.
5. After picking up a load, adjust the forks so that the load is tilted slightly backward for added stability.
6. Drive with the load at a ground clearance height of 4-6 inches at the tips and 2 inches at the heels in order to clear most uneven surfaces and debris.
7. Drive at a walking pace and apply brakes slowly to stop when driving on slippery surfaces such as icy or wet floors.
8. Approach angle. □ railroad tracks at a 45
9. Do not drive over objects in your pathway.
10. Do not drive into an area with a ceiling height that is lower than the height of the mast or overhead guard.
11. Steer wide when making turns.
12. Do not drive up to anyone standing or working in front of a fixed object such as a wall.
13. Do not drive along the edge of an unguarded elevated surface such as a loading dock or staging platform.
14. Obey all traffic rules and signs.
15. Sound horn when approaching blind corners, doorways, or aisles to alert other operators and pedestrians.
16. Do not exceed a safe working speed of five miles per hour. Slow down in congested areas.
17. Stay a minimum distance of three truck lengths from other operating mobile equipment.
18. Drive in reverse and use a signal person when your vision is blocked by the load.
19. Look in the direction that you are driving; proceed when you have a clear path.
20. Do not use bare forks as a man-lift platform.
21. Do not drive the forklift while people are on the attached man-lift platform.
22. Drive loaded forklifts forward up ramps.
23. Raise the forks an additional two inches to avoid hitting or scraping the ramp surface as you approach the ramp.
24. Drive loaded forklifts in reverse when driving down a ramp.
25. Drive unloaded forklifts in reverse going up a ramp and forward going down a ramp.
26. Do not attempt to turn around on a ramp.
27. Do not use "Reverse" to brake.
28. Lower the mast completely, turn off the engine, and set the parking brake before leaving your forklift.

HEAVY EQUIPMENT OPERATORS

Personal Protective Equipment

1. Wear hard hats, hearing protection and safety goggles while operating heavy equipment.
2. Do not wear hard hats that are dented or cracked.
3. Do not continue to work if your safety glasses become fogged. Stop work and clean the glasses until the lenses are clear and defogged.

General Hand Tool Safety

1. Keep the blade of all cutting tools sharp.
2. Do not use a tool if its handle has splinters, burrs, cracks, splits or if the head of the tool is loose.
3. Tag worn, damaged, or defective tools "Out of Service" and do not use them.
4. Do not use impact tools such as hammers or chisels that have mushroomed heads.
5. When handing a tool to another person, direct sharp points, and cutting edges away from yourself and the other person.
6. When using knives, shears or other cutting tools, cut in a direction away from your body.
7. Carry all sharp tools in a sheath or holster.
8. Do not perform "make-shift" repairs to tools.
9. Do not use "cheaters" on load binders or "boomers."
10. Do not carry tools in your hand when climbing. Carry tools in tool belts or hoist the tools to the work area using a hand line.
11. Do not throw tools from one location to another or from one employee to another.

Pneumatic Tools

1. Do not point a charged compressed air hose at bystanders or use it to clean your clothing.
2. Lock and/or tag tools "Out of Service" to prevent usage of the tool.
3. Do not use tools that have handles with burrs or cracks.
4. Do not use compressors if their belt guards are missing. Replace belt guards before using the compressor.
5. Turn the power switch of the tool to "Off" and let it come to a complete stop before leaving it unattended.
6. Disconnect the tool from the airline before making any adjustments or repairs to the tool.

Lifting Equipment

1. Do not use chain slings if links are cracked, twisted, stretched, or bent.
2. Do not shorten slings by using makeshift devices such as knots or bolts.
3. Do not use a kinked chain.
4. Protect slings from the sharp edges of their loads by placing pads over the sharp edges of the items that have been loaded.
5. Wear work gloves when handling rough, sharp-edged, or abrasive chains, cables, ropes, or slings.
6. Do not alter or remove the safety latch on hooks. Do not use a hook that does not have a safety latch, or if the safety latch is bent.

When Lifting

1. Do not place your hands between the sling and its load when the sling is being tightened around the load.
2. Lift the load from the center of hooks, not from the point.

GENERAL LABOR PERSONNEL

Site Safety

1. Do not start work until barricades, barrier logs, fill or other protection have been installed to isolate the work area from local traffic.
2. Reflective warning vests must be worn by traffic flagmen who are assigned to controlling traffic.
3. Do not approach any heavy equipment until the operator has seen you and has signaled to you that it is safe to approach.
4. Walk around or step over holes, rocks, roots, materials or equipment in your pathway.
5. Do not work outdoors during lightning storms.

6. Drink plenty of clear liquids during your breaks.
7. Take breaks in shaded areas.

Knives/Sharp Instruments

1. Use knives for the operation for which they are made.
2. Do not use knives that have broken or loose handles.
3. Do not use knives as screwdrivers, pry bars, can openers or ice picks.
4. When handling knife blades and other cutting tools, direct sharp points and edges away from you.
5. Cut in the direction away from your body when using knives.

Hand Tool Safety

General

1. Keep the blade of all cutting tools sharp.
2. Do not carry sharp or pointed hand tools such as screwdrivers, scribes, chisels or files in your pocket unless the tool or pocket is sheathed.
3. Tag worn, damaged, or defective tools "Out of Service" and do not use them.
4. Do not use a tool if its handle has splinters, burrs, cracks, splits or if the head of the tool is loose.
5. Do not use impact tools such as hammers, steel stakes, or chisels that have mushroomed heads.
6. Do not perform "make-shift" repairs to tools.
7. Do not throw tools from one location to another or from one employee to another.
8. Transport hand tools only in toolboxes or tool belts. Do not carry tools in your clothing.

Hammers

1. Do not use a hammer if your hands are oily, greasy, or wet.
2. Do not strike objects with the cheek of the hammer.
3. Do not strike one hammer against another hammer.

Pliers

1. Do not attempt to force pliers by using a hammer on them.
2. Do not use pliers that are cracked, broken, or sprung.

Saws

1. Keep control of saws by releasing downward pressure at the end of the stroke.
2. Do not use a saw that has dull saw blades.
3. Oil saw blades after each use.
4. Keep hands and fingers away from the saw blade while you are using the saw.
5. Do not carry a saw by the blade.
6. When using a handsaw, hold the work piece firmly against the worktable.

Electrical Powered Tools

1. Do not use power equipment or tools on which you have not been trained.
2. Keep power cords away from path of power saws.
3. Do not use cords that have splices, exposed wires, or cracked or frayed ends.
4. Do not carry plugged in equipment or tools with your finger on the switch.
5. Do not carry equipment or tools by the cord.
6. Turn the tool off before plugging or unplugging it.
7. Do not leave tools that are "On" unattended.

8. Do not handle or operate electrical tools when your hands are wet or when you are standing on wet floors or wet ground.
9. Do not use extension cords or other grounded three pronged power cords that have the ground prong removed or broken off.
10. Do not use an adapter that eliminates the ground such as a cheater plug.
11. Do not drive over, drag, step on or place objects on a cord.

General Power Saw Safety

1. Wear the prescribed personal protective equipment such as goggles, gloves, dust masks, and hearing protection when operating the power saw.
2. Do not use a power saw that has cracked, broken, or loose guards or other visible damage.
3. Turn off the saw before making measurements, adjustments, or repairs.
4. Keep your hands away from the exposed blade.
5. Operate the saw at full cutting speed with a sharp blade to prevent kickbacks.
6. If the saw becomes jammed, turn the power switch of the saw to "OFF" before pulling out the incomplete cut.
7. Do not alter the anti-kickback device or blade guard.
8. When using the power saw, do not reach across the cutting operation.
9. When using the power saw, do not hold the work piece against your body when making the cut.

Pneumatic Tools/Compressed Air

1. Do not point a compressed air hose at bystanders or use it to clean your clothing.
2. Do not use pneumatic tools that have handles with burrs or cracks.
3. Lock and/or tag tools "Out of Service" to prevent usage of the tool.
4. Do not use compressors if their belt guards are missing. Replace the belt guards before using the compressor.
5. Turn the power switch of the tool to "Off" and let it come to a complete stop before leaving it unattended.
6. Disconnect the tool from the airline before making any adjustments or repairs to the tool.

Personal Protective Equipment

1. Do not wear hard hats that are dented or cracked.
2. Do not continue to work if your safety glasses become fogged. Stop work and clean the glasses until the lenses are clear and defogged.
3. Wear your earplugs or earmuffs in areas posted "Hearing Protection Required."
4. Wear heavy leather-faced work gloves when handling wire-mesh.

Hazardous Materials

1. Follow the instructions on the label and in the corresponding Material Safety Data Sheet (MSDS) for each chemical product you will be using in your workplace.
2. Do not use protective clothing or equipment that has split seams, pinholes, cuts, tears, or other visible signs of damage.
3. Each time you use your gloves, wash them, before removing the gloves, using cold tap water and normal hand washing motion. Always wash your hands after removing the gloves.
4. Do not use chemicals from unlabeled containers or unmarked cylinders.
5. Always use chemical goggles and a face shield before handling chemicals labeled "Corrosive" or "Caustic."
6. Do not store chemical containers labeled "Oxidizer" with containers labeled "Corrosive" or "Caustic."
7. Do not smoke while handling chemicals labeled "Flammable".

Vehicle/Trailer Safety

Vehicle Safety

- A. Drive on the graded roadways that have been leveled for this purpose.
- B. Turn on low-beam headlights when driving on the site.
- C. Hold onto vehicle when stepping out of it onto loose ground, holes, or rocks.
- D. Tools and materials shall be secured to prevent movement when transported in the same compartment with employees.
- E. Do not exceed the maximum number of people for which the vehicle is designed to transport.
- F. Do not operate a loaded vehicle or load it, by means of cranes, power shovels, loaders, or similar equipment, if the vehicle does not have a cab shield and/or canopy to protect you from shifting or falling materials.

G. Fueling Vehicles

- Turn the vehicle off before fueling.
 - Do not smoke while fueling a vehicle.
 - Wash hands with soap and water if you spill gasoline on them.
 - Do not carry extra fuel on any vehicle except in a properly mounted fuel tank approved by your employer.
- H. Driving Rules
- Shut all doors and fasten your seat belt before moving the vehicle.
 - Obey all traffic patterns and signs at all times.
 - Maintain a three point contact using both hands and one foot or both feet and one hand when climbing into and out of vehicles.
 - Drive up the slope or down the slope not across the slope.

Trailer Safety

- A. Set the parking brake in the towing vehicle and use wheel blocks to chock the wheels of the trailer before removing the kettle from the trailer.
- B. Permit no one to ride in the trailer.
- C. Use ramps to load and unload kettles and equipment from the trailer.
- D. Take slow, wide turns when towing trailers.
- E. Do not exceed the load capacity as posted on the trailer door of the trailer.
- F. Do not place all the heavy equipment on one side of the trailer.
- G. Secure equipment and fuel tanks to the vehicle with chains or straps to eliminate or minimize shifting of the load.
- H. Do not mount or dismount equipment on the traffic side.

ELECTRICIANS

Hot Line Safety

1. Clean all protective line equipment after each use, prior to storage.
2. Wear rubber gloves or use hot sticks when removing tree branches, limbs, or similar objects from contact with high voltage lines, panels, or equipment.
3. Do not wear rubber protective gloves while climbing or descending a pole.
4. Wear 100% cotton or flame resistant shirts or jumpers (with sleeves rolled down) and protective hats when working on or near live parts, lines, and panels or when climbing poles.
5. Wear body belts with straps or lanyards when working at an elevated position (poles, towers, etc.).
6. Visually inspect body belts and straps before use for defects, wear, and damage.
7. When working with lines of 600 volts or more:

- Wear rubber gloves or use hot sticks when placing protective equipment on/around energized voltage conductors.
 - Do not work on the line that is removed from service until the line is cleared, tagged, tested, and grounded.
 - Treat bare wire communication conductors on structures as energized lines unless they are protected by insulated conductors.
8. Treat bare wire communication conductors on power poles and structures as energized lines (with voltages in excess of 600 volts) unless the conductors are protected by insulating materials.
 9. Do not remove any ground until all employees are clear of the temporary grounded lines or equipment.
 10. After a capacitor has been disconnected from its source of supply, wait five minutes before short-circuiting and grounding it.
 11. Do not contact the terminals, jumpers, or line wires connected directly to capacitors until the capacitors have been short-circuited and/or grounded.
 12. Visually inspect and wipe down all hot line tools each day before use.
 13. Do not wear rubber gloves with protectors while using hot line tools.
 14. Do not use defective hot line tools. Mark them as defective and turn them in for repair or replacement.

Stringing/Removing Deenergized Conductors

1. Keep conductors that are being strung in or removed under positive control to prevent accidental contact with energized circuits.
2. Do not exceed the load rating for stringing lines, pulling lines, sock connections or load-bearing hardware and accessories.
3. Do not use defective pulling lines or defective accessories. Mark the defective items and turn them in for repair or replacement.
4. Do not use conductor grips on wire ropes unless the grips are designed for that particular purpose.
5. If an existing line that crosses over a conductor is to be deenergized, ground the line on both sides of the crossing or treat the conductor being crossed as energized.

Bus/Bus Room Safety

1. Do not enter or work in the bus room alone.
2. Do not leave the bus room doors open.
3. Do not carry any tools or materials above your waist while in the bus room.
4. Do not work on any bus, bus structure, cable, or disconnect switch unless it is grounded.

General Electrical Device/Fixture Installation Safety

1. Assume all electrical wires as live wires.
2. Turn the main switch to "Off" before removing and replacing power fuses.
3. Do not wear watches, rings or other metallic objects that could act as conductors of electricity around electrical circuits.
4. Before leaving the job, test insulators, and equipment to ensure they are free from defects.
5. Do not work near any circuit that is in service without first installing barricades approved by your supervisor.
6. Do not touch field brushes or a synchronous motor until the motor is up to synchronous speed and the field switch is closed.

PLUMBERS

General Installation Rules & Guidelines

1. Do not begin working until barricades, warning signs or other protective devices have been installed to isolate the work area from local traffic.
2. Do not walk under partially demolished walls or floors.
3. Stop working outdoors and seek shelter during lightning storms.
4. When working outside, keep shirts on to avoid dehydration and sunburn.
5. Drink plenty of clear liquids during your breaks.
6. If you discover a wasp nest or bee hive while installing or servicing equipment, use the long distance aerosol insecticide labeled "Wasp and Bee Insecticide" to spray the nest. Test with the stick or pole once again to ensure that all bees/wasps are gone before continuing work.
7. Seek first aid immediately if bitten or stung by wasps or bees. Follow First Aid Procedures.
8. Do not handle caterpillars or other insects with your bare hands.
9. Do not use a metal ladder within 50 feet of electrical power lines.
10. Do not block the walking surfaces of elevated working platforms, such as scaffolds, with tools or materials that are not being used.
11. Do not stand on sinks, toilets, or cabinets; use a stepladder.
12. Do not work on open sided floors, elevated walkways, or elevated platforms if there are no guardrails in place.
13. Do not handle hot items such as hot water heaters or water/steam lines with your bare hands; use cloth gloves.
14. Open the gate valve to release the pressure from the steam lines and turn off the boiler before servicing piping equipment.

Lifting Equipment (chains, cables, ropes, slings, etc.)

1. Do not use chain slings if links are cracked, twisted, stretched, or bent.
2. Fabricate all wire in wire rope slings by using thimbles; do not form eyes by using wire clips or knots.
3. Do not shorten slings by using makeshift devices such as knots or bolts.
4. Do not use a kinked chain.
5. Protect slings from the sharp edges of their loads by placing pads over the sharp edges of the items that have been loaded.
6. Do not place your hands between the sling and its load when the sling is being tightened around the load.
7. Wear work gloves when handling rough, sharp-edged, or abrasive material such as chains, cables, ropes, or slings.
8. Do not alter or remove the safety latch on hooks. Do not use a hook that does not have a safety latch or if the safety latch is bent.
9. Lift the load from the center of the hooks, not from the point.
10. Do not use a ground-operated hoist in which the safety latch on the hook has been removed, is bent, or is otherwise visibly damaged.

Forklift Safety

General

1. Only authorized and trained personnel are allowed to operate the forklifts.
2. Apply the foot brake and shift gears to neutral before turning the key.
3. Do not use bare forks as a man-lift platform.
4. Steer the forklift wide when making turns.
5. Sound the forklift horn when approaching blind corners, doorways, or aisles to alert other operators and pedestrians.

Lifting

1. Do not exceed the lift capacity of the forklift. Read the lift capacity plate on the forklift if you are unsure.
2. Follow the manufacturer's guidelines concerning changes in the lift capacity before adding an attachment to a forklift.
3. Lift the load an inch or two to test for stability; if the rear wheels are not in firm contact with the floor, take a lighter load or use a forklift that has a higher lift capacity.
4. Do not raise or lower a load while you are enroot. Wait until you are in the loading area and have stopped before raising or lowering the load.
5. After picking up a load, adjust the forks so that the load is tilted slightly backward for added stability.
6. Raise the forks an additional two inches to avoid hitting or scraping the ramp surface as you approach the ramp.
7. Do not drive the forklift while people are on the attached man-lift platform.
8. Drive unloaded forklifts in reverse when going up a ramp and forward when going down a ramp.
9. Drive a loaded forklift in a forward gear when going up a ramp. Upon approaching the ramp, raise the forks an additional two inches to avoid hitting or scraping the ramp surface.
10. Do not attempt to turn the forklift around on a ramp.
11. Do not use a gear for the opposite direction of travel as a means to slow down or stop the forklift.
12. Lower the mast completely, turn the engine off, and set the parking brake before leaving your forklift.

Specific Operations

Picking up a Load

1. "Square up" on the center of the load and approach it straight on with the forks in the travel position.
2. Stop when the tips of your forks are about a foot from the load.
3. Level the forks and slowly drive forward until the load is resting against the backrest of the mast.
4. Lift the load high enough to clear whatever is under it.
5. Back up about one foot, and then slowly and evenly tilt the mast backwards to stabilize the load.

Putting a Load Down

1. "Square up" and stop about one foot from the desired location.
2. Level the forks and drive to the loading spot.
3. Slowly lower the load to the floor.
4. Tilt the forks slightly forward so that you do not hook the load.
5. When the path behind you is clear of obstructions, back straight out until the forks have cleared the pallet.

Stacking One Load on Top of Another

1. Stop about one foot away from the loading area and lift the mast high enough to clear the top of the stack.
2. Slowly move forward until the load is squarely over the top of the stack.
3. Level the forks and lower the mast until the forks no longer support the load.
4. Look over both shoulders for obstructions and back straight out if the path is clear.

Job Site Safety

1. Do not walk under partially demolished walls or floors.
2. Stop working outdoors and seek shelter during lightning storms.

3. Do not begin working until barricades, warning signs or other protective devices have been installed to isolate the work area.
4. Do not throw or toss debris outside barricaded areas.
5. Walk around or step over holes, rocks, and roots in your pathway.
6. Stay clear of all trucks, forklifts, cranes, and other heavy equipment when in operation.
7. Do not approach any heavy equipment until the operator has seen you and has signaled to you that it is safe to approach.
8. Walk around or duck under protruding branches and limbs.
9. Do not walk on fallen trees; walk on the ground.
10. Do not clear brush by hand within 100 ft. of heavy equipment operations.
11. Keep combustible liquids stored and covered in approved containers.

Vehicular Safety (trucks and all terrain vehicles).

General

1. Drive on the graded roadways that have been leveled for this purpose.
2. Turn on low-beam headlights when driving on the site.
3. Drive up the slope or down the slope, not across the slope.
4. Hold onto vehicle when stepping out of it onto loose ground, holes, or rocks.
5. Tools and materials shall be secured to prevent movement when transported in the same compartment with employees.
6. Do not exceed the maximum number of people for which the vehicle is designed to transport.
7. Do not operate a loaded vehicle or load it, by means of cranes, power shovels, loaders, or similar equipment, if the vehicle does not have a cab shield and/or canopy to protect you from shifting or falling materials.
8. Do not carry extra fuel on any vehicle except in a properly mounted fuel tank approved by your employer.

Fueling Vehicles

1. Turn the vehicle off before fueling.
2. Do not smoke while fueling a vehicle.
3. Wash hands with soap and water if you spill gasoline on them.

Driving Rules

1. Shut all doors and fasten your seat belt before moving the vehicle.
2. Obey all traffic patterns and signs at all times.
3. Maintain a three point contact using both hands and one foot or both feet and one hand when climbing into and out of vehicles.
4. Drive up the slope or down the slope not across the slope.

Trailer Safety

1. Set the parking brake in the towing vehicle and use wheel blocks to chock the wheels of the trailer before removing the kettle from the trailer.
2. Permit no one to ride in the trailer.
3. Use ramps to load and unload kettles and equipment from the trailer.
4. Take slow, wide turns when towing trailers.
5. Do not exceed the load capacity as posted on the trailer door of the trailer.
6. Do not place all the heavy equipment on one side of the trailer.
7. Secure equipment and fuel tanks to the vehicle with chains or straps to eliminate or minimize shifting of the load.
8. Do not mount or dismount equipment on the traffic side.

Hand/Power Tool Safety

General

1. Use tied off containers to keep tools from falling off scaffolds and other elevated work platforms.
2. Carry all sharp tools in a sheath or holster.
3. Tag worn, damaged, or defective tools "Out of Service" and do not use them.
4. Do not use a tool if its handle has splinters, burrs, cracks, splits or if the head of the tool is loose.
5. Do not use impact tools such as hammers, chisels, punches, or steel stakes that have mushroomed heads.
6. Do not carry sharp or pointed hand tools such as screwdrivers, scribes, aviation snips, scrapers, chisels or files in your pocket unless the tool or your pocket is sheathed.
7. Do not perform "make-shift" repairs to tools.
8. Do not use "cheaters" on load binders or "boomers."
9. Do not carry tools in your hand when you are climbing. Carry tools in tool belts or hoist the tools to the work area using a hand line.
10. Do not throw tools from one location to another, from one employee to another or from scaffolds or other elevated platforms.
11. Only transport hand tools in toolboxes or tool belts. Do not carry tools in your clothing.

Hammers

1. Use a claw hammer for pulling nails.
2. Do not strike nails or other objects with the "cheek" of the hammer.
3. Do not strike a hardened steel surface, such as a cold chisel, with a claw hammer.
4. Do not strike one hammer against another hammer.
5. Do not use a hammer if your hands are oily, greasy, or wet.
6. Do not use a hammer as a wedge, a pry bar or for pulling large spikes.

Snips

1. Wear safety glasses or safety goggles when using snips to cut materials.
2. Wear work gloves when cutting materials with snips.
3. Do not use straight cut snips to cut curves.
4. Keep the blade aligned by tightening the nut and bolt on the snips.
5. Do not use snips as a hammer, screwdriver, or pry bar.
6. Engage the locking clip on the snips after use.

Screwdrivers

1. Always match the size and type of screwdriver blade to fit the head of the screw.
2. Do not hold the work piece against your body while using a screwdriver.
3. Do not put your fingers near the blade of the screwdriver when tightening a screw.
4. Use an awl, drill or a nail to make a starting hole for screws.
5. Do not force a screwdriver by using a hammer or pliers on it.
6. Do not use a screwdriver as a punch, chisel, pry bar or nail puller.
7. Do not carry a screwdriver in your pocket.
8. Do not use a screwdriver if your hands are wet, oily, or greasy.
9. When using a spiral ratchet screwdriver, push down firmly and slowly.

Powder Actuated Tools

1. Wear impact resistant safety goggles or face shields when operating any powder actuated tools.
2. Do not attempt to fasten through a pre-drilled hole unless the powder actuated tool has a hole

locator.

3. Keep your head and body behind the powder-actuated tool when firing it.
4. Before using powder actuated tools do not alter, bypass or remove the shield or guard at the muzzle end of the powder-actuated tool.
5. Do not load a powder-actuated tool until you are ready to fire it.

Hydraulic/Pneumatic Tools

1. Do not point a compressed air hose at bystanders or use it to clean your clothing.
2. Lock and/or tag tools "Out of Service" to prevent usage of the tool.
3. Do not use tools that have handles with burrs or cracks.
4. Do not use compressors if their belt guards are missing. Replace belt guards before use.
5. Turn the tool "off" and let it come to a complete stop before leaving it unattended.
6. Disconnect the tool from the airline before making any adjustments or repairs to the tool.

Heat Exhaustion/Sun Exposure

- Keep shirts on to avoid dehydration and sunburn.

Knives/Sharp Instruments

1. When handling knife blades and other cutting tools, direct sharp points and edges away from you.
2. Cut in the direction away from your body when using knives.
3. Use the knife that has been sharpened; do not use knives that have dull blades.
4. Use knives for the operations for which they are made.
5. Do not use knives that have broken or loose handles.
6. Do not use knives as screwdrivers, pry bars, or can openers.
7. Do not pick up knives by their blades.
8. Carry knives with their tips pointed towards the ground.
9. Do not carry knives, scissors or other sharp tools in your pockets or an apron unless they are first placed in their sheath or holder.
10. Do not attempt to catch a falling knife.
11. Store knives in knife blocks or in sheaths after using them.

Electrical Safety

1. Do not use power equipment or tools on which you have not been trained.
2. Keep power cords away from the path of drills, metal shears, power presses, grinders, and other tools or equipment that can splice or cut the power cord.
3. Do not use cords that have splices, exposed wires, or cracked or frayed ends.
4. Do not carry plugged in equipment or tools with your finger on the switch.
5. Do not carry equipment or tools by the cord.
6. Disconnect the tool from the outlet by pulling on the plug, not the cord.
7. Turn the tool off before plugging or unplugging it.
8. Do not leave tools that are "On" unattended.
9. Do not handle or operate electrical tools when your hands are wet or when you are standing on wet floors.
10. Do not operate spark inducing tools such as grinders, drills, or saws near containers labeled "Flammable" or in an explosive atmosphere such as a paint spray booth.
11. Turn off the electrical tool and unplug it from the outlet before attempting repairs or service work. Tag the tool "Out of Service."
12. Do not use extension cords or other three pronged power cords that have a missing prong.
13. Do not use an adapter such as a cheater plug that eliminates the ground.
14. Do not plug multiple electrical cords into a single outlet.

15. Do not run extension cords through doorways, through holes in ceilings, walls, or floors.
16. Do not stand in water or on wet surfaces when operating power hand tools or portable electrical appliances.
17. Do not use a power hand tool to cut wet or water soaked building materials.
18. Do not use a power hand tool while wearing wet cotton gloves or wet leather gloves.
19. Never operate electrical equipment barefooted. Wear rubber-soled or insulated work boots.
20. Do not operate a power hand tool or portable appliance that has a frayed, worn, cut, improperly spliced, or damaged power cord.
21. Do not operate a power hand tool or portable appliance if a prong from the three-pronged power plug is missing or has been removed.
22. Do not operate a power hand tool or portable appliance that has a two-pronged adapter or a two-conductor extension cord.
23. Do not operate a power hand tool or portable appliance while holding a part of the metal casing or while holding the extension cord in your hand. Hold all portable power tools by the plastic handgrips or other nonconductive areas designed for gripping purposes.

Hazardous Materials

When Using Chemicals to Seal Metals

1. Wear protective gloves when handling chemicals from containers labeled "Flammable," "Toxic," "Caustic" or "Poisonous" and wash your hands after removing the gloves.
2. Follow the instructions on the label and in the corresponding Material Safety Data Sheet (MSDS) for each chemical product used in your workplace.
3. Each time you use your gloves, wash your gloves before removing them using cold tap water and normal hand washing motion. Always wash your hands after removing the gloves.
4. Do not use chemicals from unlabeled containers and unmarked cylinders.
5. Do not perform "hot work" such as welding, metal grinding, or other spark producing operations within 50 feet of containers labeled "Flammable" or "Combustible."
6. Do not drag containers labeled "Flammable."
7. Do not store chemical containers labeled "Oxidizer" with containers labeled "Corrosive" or "Caustic."
8. Always use chemical goggles and a face shield before handling chemicals labeled "Corrosive" or "Caustic."

Power Hoist Safety

1. Use manufacturer approved counter weights to secure the hoist. Do not use roofing materials such as rolls of felt or bundles of shingles,
2. Do not exceed the manufacturer's recommended load capacity limits.
3. Only trained personnel, approved by the employer, are allowed to operate a power hoist.
4. Use the power hoist in an area that permits the operator to stand clear of the load at all times.
5. Use safety hooks or shackles to attach the load whenever possible.
6. Use 'tag lines' to control the load when necessary.
7. Keep your fingers and clothing clear of hoist machinery.
8. Do not attempt adjustments while the hoist is running.

Portable Welding Equipment

1. Wear a welding helmet or welding goggles during welding operations.
2. Do not use personal or employee-owned power tools and portable appliance while at work.
3. Do not perform welding tasks while wearing wet cotton gloves or wet leather gloves.
4. Insulated work gloves are required for all welders when using welding equipment.
5. Do not use welding apparatus if power plug is cut, frayed, split or otherwise visibly damaged or modified.

6. When replacing power plugs and cords of welding apparatus, always check to ensure that the ground wire is connected and the power plug prongs are not worn off, allowing the plug to be inserted backward.

Compressed Gas Cylinders

Storage and Handling

1. Do not handle oxygen cylinders if your gloves are greasy or oily.
2. Store all cylinders in the upright position.
3. Place valve protection caps on gas cylinders that are in storage or not in use.
4. Do not lift cylinders by the valve protection cap.
5. Do not store compressed gas cylinders in areas where they can come in contact with chemicals labeled "Corrosive."
6. Place cylinders on a cradle, sling board, pallet or cylinder basket to hoist them.
7. Do not place cylinders against electrical panels or live electrical cords where the cylinder can become part of the circuit.
8. Do not use a flame to check for propane cylinder leak, use a leak or monitor detector.

Use of Cylinders

1. Do not use dented, cracked, or other visually damaged cylinders.
2. Use only an open ended or adjustable wrench when connecting or disconnecting regulators and fittings.
3. Do not transport cylinders without first removing regulators and replacing the valve protection caps.
4. Close the cylinder valve when work is finished, when the cylinder is empty or at any time, the cylinder is moved.
5. Do not store oxygen cylinders near fuel gas cylinders such as propane or acetylene or near combustible material such as oil or grease.
6. Stand to the side of the regulator when opening the valve.
7. If a cylinder is leaking around a valve or a fuse plug, move it to an outside area away from where work is performed and tag it to indicate the defect.
8. Do not hoist or transport cylinders by means of magnets or choker slings.
9. Do not use compressed gas to clean the work area, equipment, or yourself.
10. Do not remove the valve wrench from acetylene cylinders while the cylinder is in use.
11. Open compressed gas cylinder valves slowly. Open fully when in use to eliminate possible leakage around the cylinder valve stem.
12. Purge oxygen valves, regulators, and lines before use.

Torch on Applications

1. "Blow Out" hoses before attaching the torch.
2. Inspect hoses and torches before use. Replace damaged, burned, worn, or leaking parts.
3. Use a pressure gauge on every regulator. Do not use an adjustable regulator with a higher-pressure range than the original regulator that came with the torch.
4. Never face the gauge while opening the cylinder valve.
5. Before lighting a torch, purge the hose, adjust the working pressures, then use a friction lighter to ignite the gases. Do not use matches or a cigarette lighter.
6. Do not use oil, grease or other lubricants on the regulator.
7. When shutting off the torch, close the gas cylinder valve first and let the remaining gas burn out of the hose before closing off the torch valve.
8. Never overfill a gas cylinder. It could explode.
9. Use only hoses listed for liquid petroleum (LP) gas.
10. Use soap solution to test for gas leaks before lighting.
11. Visually check and ensure that the flow of gas through the regulator is flowing in the proper

direction. Directional flow is stamped on the regulator.

12. To keep 'frosting' from occurring, increase the size of the bottle or cylinder.
13. Secure propane tanks in an upright position and place them at least 10 feet from the open flame.
14. Keep non-applicators at least 10 feet from the flame.
15. Keep vent in pressure regulator clear at all times.
16. When shutting off the torch, close the propane cylinder valve first and let the remaining gas burn out of the hose.
17. Do not leave a lighted torch unattended.
18. Do not heat a cylinder to increase pressure.
19. Place a fire extinguisher near you, but away from the torch and other parts of LP gas equipment, when performing torch on operations.
20. Do not lay an operating torch over the edge of a roof.
21. Do not use a trowel as a torch stand.
22. Do not lay an operating torch to rest on a gas cylinder. If there is a gas leak in the cylinder area, there could be a fire.

Coal Tar/Asphalt Applications

1. Do not smoke or eat while performing tar-roofing work.
2. Stand clear of hot asphalt when it is being dumped out of the kettle.
3. Do not stand, work, or operate equipment such as felt laying machines or mechanical moppers within three feet of any unprotected roof opening or within five feet of any unprotected roof edge.

JOB-SPECIFIC RULES

Vehicle Loading

1. Plan the move before loading; ensure that you have an unobstructed pathway and that the vehicle is parked as close to the equipment or material as possible.
2. Keep bumpers/tailgates free of grease, water, etc.; remove buildup of material such as dirt, mud, etc.
3. Use lifting aids such as dollies, pallet jack, and forklift or get assistance from a co-worker to place dock plate resting between loading dock and truck surface.
4. If equipment or material that is to be loaded into truck is too heavy or bulky, use lifting aids such as hand trucks, dollies, pallet jacks and carts, or get assistance from co-workers.
5. Secure all equipment and material within the truck to eliminate or reduce movement.

Crane Truck or Boom Conveyor Truck

1. Only trained and employer authorized personnel are permitted to operate the crane truck or boom conveyor.
2. Park on firm level surface, place the vehicle in neutral, and apply the emergency brake.
3. If the truck is equipped with an audible back up warning device, engage the alarm before backing into a location.
4. If the truck is equipped with mechanical, hydraulic, or pneumatic jacks, braces or stabilizers engage such, prior to engaging the swing conveyor.
5. Do not engage the swing conveyor if there are overhead obstructions in the way. Allow sufficient distance for wind gust that would cause the conveyor to contact power lines.
6. Never climb the conveyor to gain access to the roof, use a ladder.
7. Do not load supplies onto a roof if there are unguarded openings such as skylights.

KETTLEMEN

General

1. Do not leave kettles or tankers unattended while they are being fired.
2. Take breaks in shaded areas.
3. Do not smoke or eat while performing asphalt work.
4. Stand clear of hot asphalt when it is being dumped out of the kettle.
5. Do not place a pumper or agitator into kettles or tankers.

Personal Protective Equipment

1. Wear face shields when loading and withdrawing hot liquid asphalt from a kettle or tanker.
2. Wear your personal protective equipment such as goggles, gloves, and respiratory protection when operating the kettle.
3. Do not wear contact lenses when operating the kettle.

Job Site Safety

1. Do not walk under partially demolished walls or floors.
2. Stop working outdoors and seek shelter during lightning storms.
3. Do not begin working until barricades, warning signs or other protective devices have been installed to isolate the work area.
4. Do not throw or toss roofing scraps such as shingles, rubber roofing material, or any other debris outside barricaded areas.
5. Walk around or step over holes, rocks, and roots in your pathway.
6. Stay clear of all trucks, forklifts, cranes, and other heavy equipment when in operation.
7. Do not approach any heavy equipment until the operator has seen you and has signaled to you that it is safe to approach.
8. Walk around or duck under protruding branches and limbs.
9. Do not walk on fallen trees; walk on the ground.
10. Do not clear brush by hand within 100 ft. of heavy equipment operations.
11. Keep combustible liquids stored and covered in approved containers.

Company Vehicle Use Policy

The company has established the following policies pertaining to company vehicles:

1. Personal and off duty use of company vehicles is prohibited.
2. Only authorized employees may drive company vehicles. No other family members may drive company vehicles.
3. Non-employee passengers are not permitted in company vehicles at any time, unless they are business related.
4. Seat belts must be worn in company vehicles at all times.
5. No employee is permitted to drive company vehicles while impaired by alcohol, illegal or prescription drugs, or over the counter medications.
6. All accidents involving company vehicles must be reported to the office immediately.
7. Employees with two or more preventable accidents in a three year period, will be subject to a loss of their driving privileges or have their driving privileges restricted.
8. Absolutely no smoking inside company vehicles at any time.

Hazard Communication Program

Startley General Contractors, Inc.

Revised 05/21/2017



1. Introduction

The management of **Startley General Contractors, Inc.** is committed to preventing accidents and ensuring the safety and health of our employees. We will comply with all applicable federal and state health and safety rules. Under this program employees are informed of the contents of the OSHA Hazard Communications Standard, the hazardous properties of chemicals with which they work, safe handling procedures and measures to take to protect themselves from these chemicals. These chemicals may be physical or health-related. This written hazard communication plan is available at the following location for review by all employees: **The Main Office located at 15369 County Hwy 26, Blountsville, AL 35031**

2. Identifying Hazardous Chemicals

A list is attached to this plan that identifies all hazardous chemicals with a potential for employee exposure at this workplace. Detailed information about the physical, health, and other hazards of each chemical is included in a Safety Data Sheet (SDS); the product identifier for each chemical on the list matches and can be easily cross-referenced with the product identifier on its label and on its Safety Data Sheet.

3. Identifying Containers of Hazardous Chemicals

The labeling system to be used by **Startley General Contractors, Inc.** will follow the requirements in the 2012 revision of the OSHA Hazard Communication Standard to be consistent with the United Nations Globally Harmonized System (GHS) of Classification of Labeling of Chemicals. The label on the chemical is intended to convey information about the hazards posed by the chemical through standardized label elements, including symbols, signal words and hazard statements.

All hazardous chemical containers used at this workplace will have:

1. The original manufacturer's label that includes a product identifier, an appropriate signal word, hazard statement(s), pictogram(s), precautionary statement(s) and the name, address, and telephone number of the chemical manufacturer, importer, or other responsible party
2. A label with the appropriate label elements just described
3. Workplace labeling that includes the product identifier and words, pictures, symbols, or combination that provides at least general information regarding the hazards of the chemicals.

Donna or James (Ott) Startley will ensure that all containers are appropriately labeled. No container will be released for use until this information is verified. Workplace labels must be legible and in English. Information in other languages is available at: **The Main Office located at 15369 County Hwy 26, Blountsville, AL 35031**

Small quantities intended for immediate use may be placed in a container without a label, provided that the individual keeps it in their possession at all times and the product is used up during the work shift or properly disposed of at the end of the work day. However, the container should be marked with its contents.

4. Keeping Safety Data Sheets (previously known as Material Safety Data Sheets)

The manufacturer or importer of a chemical is required by OSHA to develop a Safety Data Sheet (SDS) that contains specific, detailed information about the chemical's hazard using a specified format. The distributor or supplier of the chemical is required to provide this SDS to the purchaser.

SDS's are readily available to all employees during their work shifts. Employees can review SDS for all hazardous chemicals used at this workplace. **The Main Office located at 15369 County Hwy 26, Blountsville, AL 35031**

The SDS's are updated and managed by **Donna or James (Ott) Startley**. If a SDS is not immediately available for a hazardous chemical, employees can obtain the required information by calling **Donna or James (Ott) Startley**.

5. Training Employees about Chemical Hazards

Before they start their jobs or are exposed to new hazardous chemicals, employees must attend a hazard communication training that covers the following topics:

- An overview of the requirements in OSHA's Hazard Communication Standard.
- Hazardous chemicals present in their workplace.
- Any operations in their work area where hazardous chemicals are used.
- The location of the written hazard communication plan and where it may be reviewed.
- How to understand and use the information on labels and in Safety Data Sheets.
- Physical and health hazards of the chemicals in their work areas.
- Methods used to detect the presence or release of hazardous chemicals in the work area.
- Steps we have taken to prevent or reduce exposure to these chemicals.
- How employees can protect themselves from exposure to these hazardous chemicals through use of engineering controls/work practices and personal protective equipment.
- An explanation of any special labeling present in the workplace.
 - What are pictograms?
 - What are the signal words?

- o What are the hazard statements?
 - o What are the precautionary statements?
- Emergency procedures to follow if an employee is exposed to these chemicals.

Donna or James (Ott) Startley is responsible to ensure that employees receive this training. After attending the training, employees will sign a form verifying that they understand the above topics and how the topics are related to our hazard communication plan.

Prior to introducing a new chemical hazard into any department, each employee in that department will be given information and training as outlined above for the new chemical hazard.

6. Informing Employees who do Special Tasks

Before employees perform special (non-routine) tasks that may expose them to hazardous chemicals, their supervisors will inform them about the chemicals' hazards. Their supervisors also will inform them about how to control exposure and what to do in an emergency. The employer will evaluate the hazards of these tasks and provide appropriate controls including Personal Protective Equipment all additional training as required.

Examples of special tasks that may expose employees to hazardous chemicals include the following: **TBD**

7. Informing contractors and other employers about our hazardous chemicals

If employees of other employer(s) may be exposed to hazardous chemicals at our workplace (for example, employees of a construction contractor working on-site) It is the responsibility of **Donna or James (Ott) Startley** to provide contractors and their employees with the following information:

- The identity of the chemicals, how to review our Safety Data Sheets, and an explanation of the container labeling system.
- Safe work practices to prevent exposure.

Donna or James (Ott) Startley will also obtain a Safety Data Sheet for any hazardous chemical a contractor brings into the workplace.

HCS Pictograms and Hazards



- Carcinogen
- Mutagenicity
- Reproductive Toxicity
- Respiratory Sensitizer
- Target Organ Toxicity
- Aspiration Toxicity



- Flammables
- Pyrophorics
- Self-Heating
- Emits Flammable Gas
- Self-Reactives
- Organic Peroxides



- Irritant (skin and eye)
- Skin Sensitizer
- Acute Toxicity
- Narcotic Effects
- Respiratory Tract Irritant
- Hazardous to Ozone Layer (Non-Mandatory)

Gas Cylinder



- Gases Under Pressure

Corrosion



- Skin Corrosion/Burns
- Eye Damage
- Corrosive to Metals

Exploding Bomb



- Explosives
- Self-Reactives
- Organic Peroxides

Flame Over Circle



- Oxidizers

Environment (Non-Mandatory)



- Aquatic Toxicity

Skull and Crossbones



- Acute Toxicity (Fatal or Toxic)