

RIVERSIDE CONTRACTING INC.

Employee Handbook

01/01/2014

Table of Contents

EEO Policy	2
Employee Safety Representative	10
Orientation Procedure	12
Company Training Policy	17
Job Hazard Analysis (JHA)	21
Employee Safety Manual	25
Company Policies & Procedures	72
Early Return-To-Work	92

SECTION 1

EEO POLICY

01/01/2014



Montana Department of Transportation

2701 Prospect
PO box 201001
Helena MT 59620-1001

Mike Looley, Director
Steve Bullock, Governor

January 7, 2014

Riverside Contracting Inc
Attention: Mary Jo Jackson, EEOO
5571 Alloy South
Missoula MT 59808

Email: mjjackson@riversidecontracting.com

Your 2014 Annual EEO Submission has been received and approved. Please make sure that your project-site bulletin boards have been updated with the 2014 information.

As a reminder these Bulletin Boards must be available 24/7 and not located inside a building. The materials for the Bulletin Board can be found at:
<http://www.mdt.mt.gov/publications/forms.shtml#eoo>.

Should you have any questions, feel free to contact me at the number or email below.

Thank you.

Kathy Terrio
Contractor Compliance Specialist
Montana Department of Transportation, Civil Rights Bureau
PO Box 201001
Helena, Mt 59620-1001
(406) 444-9270
(406) 444-7696(TTY)
(406) 444-7243 Fax
kterrio@mt.gov



Montana Department of Transportation
Civil Rights Bureau

PO Box 201001
Helena, MT 59620-1001
Phone: (406) 444-6331 Fax: (406) 444-7243 TTY: (406) 444-7696
www.mdt.mt.gov

Annual Equal Employment Submission: Valid January 1, 2014 – December 31, 2014

Company Name: RIVERSIDE CONTRACTING, INC.		Email: mijackson@riversidecontracting.com	
Physical Address: 5571 Alloy South	City: Missoula	State: MT	Zip: 59808
Address 2:	Phone: (406) 721-9267	Fax: (406) 721-9394	

POLICY STATEMENT

It is the policy of this company, RIVERSIDE CONTRACTING, INC. , to assure that applicants are employed, and that employees are treated during employment, without regard to their age, marital status, sex (includes gender, maternity and sexual harassment), race, national origin, color, disability (mental or physical), creed, religion or genetic information. Such action shall include: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship, pre-apprenticeship and/or on-the-job training.

By my signature/typewritten name below: I certify that all information on this submission form is true, correct, and complete to the best of my knowledge and contains no willful falsifications or misrepresentations.

Dwayne Rehbein, President

Company Officer and Title

12/12/2013

Current Date

*The company officer must be someone who is an executive of the company and who shares legal liability for the company's actions including complying with EEO obligations.



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Annual Equal Employment Submission: Valid January 1, 2014 – December 31, 2014

Company Name: RIVERSIDE CONTRACTING, INC.		Email: mjjackson@riversidecontracting.com	
Physical Address: 5571 Alloy South	City: Missoula	State: MT	Zip: 59808
Address 2:	Phone: (406) 721-9267	Fax: (406) 721-9394	

The Company EEO Officer for RIVERSIDE CONTRACTING, INC. is MARY JO JACKSON

He/she will effectively establish and administer the Company's Affirmative Action Program.

He/she will have the meaningful backing and cooperation of Company management in order to effectuate a civil rights program. Open communication with minority group and female organizations will be established and maintained. **He/she** will provide training to project supervisory personnel relative to their EEO responsibilities and will perform complaint investigations as the need arises.

By my signature/typewritten name below: I certify that all information on this submission form is true, correct, and complete to the best of my knowledge and contains no willful falsifications or misrepresentations.

Dwayne Rehbein, President

Company Officer and Title

12/12/2013

Current Date

mjjackson@riversidecontracting.com

Email address of EEO Officer

*The company officer must be someone who is an executive of the company and who shares legal liability for the company's actions including complying with EEO obligations.



**Montana Department of Transportation
Civil Rights Bureau**

PO Box 201001
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www.mdt.mt.gov

EMPLOYEE DISCRIMINATION COMPLAINT PROCEDURE

Company Name: RIVERSIDE CONTRACTING, INC.		Email: mjjackson@riversidecontracting.com	
Physical Address: 5571 Alloy South	City: Missoula	State: MT	Zip: 59808
Address 2:	Phone: (406) 721-9267	Fax: (406) 721-9394	

The purpose of this procedure is to resolve issues at the lowest possible level. The failure of a complainant to report the alleged incident within ten (10) working days in no way precludes filing with other agencies within specified times, normally 180 days. Early reporting is encouraged, because management's ability to investigate and act on reports diminishes with time.

It is the policy of RIVERSIDE CONTRACTING, INC. to provide a complete and impartial system of investigation and corrective action concerning any and all alleged discrimination complaints against employees or applicants of this company. The following procedure will be made available to and discussed with all employees:

- STEP 1:** Any employee or applicant of RIVERSIDE CONTRACTING, INC. who feels he/she has been discriminated against may file a written or verbal complaint. The complaint may be communicated to any company supervisor or to the company EEO Officer. This communication should be made within ten (10) working days of the alleged incident. Complaint forms can be found on the company bulletin board.
- STEP 2:** For federal-aid highway projects, the firm's EEO Officer will forward a copy of the complaint report to the Montana Department of Transportation's Civil Rights Bureau within seven (7) days of the complaint's receipt by the company.
- STEP 3:** Within seven (7) days of the receipt of the complaint, the Company EEO Officer will meet with the affected persons in order to try and resolve the complaint. A conciliation conference will be held. Attendees at this conference should include, at a minimum, the complainant, the person against whom the complaint is filed and the Company EEO Officer.
- STEP 4:** If the complaint is resolved at the conciliation conference, a "Statement of Resolution" will be prepared and signed by the Company EEO Officer, the complainant and the person(s) against whom the complaint was filed. The "Statement of Resolution" will be specific in detailing any mutual agreement made by the respective parties involved.
- STEP 5:** For federal-aid highway projects, the Company EEO Officer will prepare a "Report of Investigation" at the conciliation conference which will be specific in detailing each step of his/her investigation. This report must include, but not be limited to: (a) a listing of all persons interviewed and results of those reviews; (b) minutes and results of the conciliation conference; (c) if appropriate, the signed Statement of Resolution. This Report of Investigation will be forwarded to the Montana Department of Transportation's Civil Rights Bureau, within fifteen (15) days from the date of the conciliation conference.

Notice should be given to other contracting agencies as appropriate.

For federal-aid highway projects, if the complaint cannot be resolved at the contractor level, the complainant or respondent (contractor) may request that the Civil Rights Bureau investigate the complaint. The Civil Rights Bureau will conduct its investigation and make recommendations to both parties within sixty (60) days after being asked to do so.

The complainant will be advised of his/her other avenues of complaint or appeal which are:

- **Montana Human Rights Bureau**
P.O. Box 1728
Helena, MT 59624-1728
1-406-444-2884
1-800-542-0807
TDD at (406) 444-9696

- **U. S. Equal Employment Opportunity Commission (EEOC)**
Seattle Field Office-Federal Office Building
909 First Avenue, Suite 400
Seattle, WA 98104-1061
1-800-669-4000
FAX: 206-220-6911
TTY: 1-800-669-6820

- **State or Federal Courts**

The anti-discrimination laws give you a limited amount of time to file a charge of discrimination. In general, you need to file a charge within 180 calendar days from the day the discrimination took place.

Should the complaint not be on a Federal-aid highway project, the company EEO Officer shall inform the complainant of other proper avenues of appeal.

By my signature/typewritten name below: I certify that all information on this submission form is true, correct, and complete to the best of my knowledge and contains no willful falsifications or misrepresentations.

Dwayne Rehbein, President

Company Officer and Title

12/12/2013

Current Date

*The company officer must be someone who is an executive of the company and who shares legal liability for the company's actions including complying with EEO obligations.



**Montana Department of Transportation
Civil Rights Bureau**

PO Box 201001 Helena, MT 59620-1001
Phone: (406) 444-6331 Fax: (406) 444-7243 TTY: (800) 335-7592
www.mdt.mt.gov

EMPLOYEE DISCRIMINATION CLAIM FORM

Company Name: RIVERSIDE CONTRACTING, INC.		Email: mjjackson@riversidecontracting.com	
Physical Address: 5571 Alloy South	City: Missoula	State: MT	Zip: 59808
Address 2:	Phone: (406) 721-9267	Fax: (406) 721-9394	
Employee Information:			
Name:		Phone:	
Address:	City:	State:	Zip:
The person/employer whom I believe has discriminated against me is:			
Name:		Phone:	
Address:	City:	State:	Zip:
Dates, location and/or project number of construction site where I believe the discrimination took place:			
Cause of Discrimination:			
<input type="checkbox"/> Age	<input type="checkbox"/> Marital Status	<input type="checkbox"/> Disability (physical or mental)	
<input type="checkbox"/> Creed or Religion	<input type="checkbox"/> Genetic Information	<input type="checkbox"/> Equal Pay/Compensation	
<input type="checkbox"/> Retaliation	<input type="checkbox"/> Race, National Origin or Color		
<input type="checkbox"/> Sex (including gender, maternity and sexual harassment)			
Use this space to briefly write the details of what happened. Be specific regarding names and dates:			

By my signature/typewritten name below: I certify that all information on this submission form is true, correct, and complete to the best of my knowledge and contains no willful falsifications or misrepresentations.

Signature of Complainant

Date

SECTION 2

EMPLOYEE

SAFETY

REPRESENTATIVE

01/01/2014

Employee Safety Representative

Safety in the workplace should be the main focus and concern of every employee. To achieve a good Safety & Health program it takes the participation from everyone, both employees and management. The lines of communication between the employee and management are a vital link in creating a strong safety culture. It is important that the employee feel comfortable bringing concerns, unsafe conditions, possible hazards or suggestions concerning safety to management.

To facilitate this vital link between the employees and management, the company would like to have an employee safety representative on each crew. The representative would be the liaison for the employees to bring safety concerns and unsafe conditions to management. This will allow the employees to voice their concerns, identify and bring to the attention of management any safety issues anonymously. The representative will take the information from the employee and present it to the project supervisor and/or the company safety manager.

The Employee Safety Representative will,

1. be the representative of the employees in safety related issues.
2. be a liaison for the employees to management concerning safety related issues.
3. report employee safety concerns and safety suggestions if the employee does not feel comfortable going to the supervisor or safety manager on their own.
4. help to bridge the gap between employees and management concerning safety related issues.

The Employee Safety Representative will have no authority to make changes or stop work on the construction project. The Employee Safety Representative will have no authority to disciplining employees. The Employee Safety Representative is strictly a go-between for the employees and management to help bring attention to hazards, unsafe conditions, unsafe acts and safety concerns.

Riverside Contracting is committed to creating a “zero Injury” workplace. Taking some simple step to get everyone to participate and take an active role in the Safety and Health program will move us one step closer to that goal. Get involved in your safety program and make a difference in keeping every safe and free of injuries.

Riverside Contracting, Inc. Management

SECTION 3

ORIENTATION

POLICY

01/01/2014

Orientation Policy

New-Hire Orientation & Documents

All newly hired employees will be required to sit through an orientation prior to entering the workplace and performing any job related functions. This is a basic overview of the company and the company policies. This initial orientation will not cover all of the company policies and procedures. You will be required to review all of the company policies and procedures as a condition of your employment with the company within a certain period of time. All of the material that you will be required to cover is in the Employee Handbook and on the company website. You will be required to complete a quiz(s) to ensure that you understand the information. The following is an overview of the orientation.

1. All new hire that are applying to be a truck driver, will be given a driving test. **This will be conducted prior to any further orientation or any training being conducted.**
2. Every new hire will be given an Employee Handbook.
3. The Safety Policy of the company will be reviewed.
4. General Rules will be reviewed.
5. The new employee will watch all of the related videos for the job they were hired for.
6. All newly hired employees will be required to complete the quiz for videos online. If access to the internet is not available hard copies can be obtained.
7. Fill out the orientation form. Check “yes” or “no” for the items that are covered. Sign and date the form.
8. General and specific hazards for the jobsite will be reviewed (i.e. traffic, moving equipment, excavation, pit traffic, etc.)
9. A review of the following company polices will be conducted (cellphone policy, texting policy, DVIR policy **truck driver**)

The newly hired employee will sign and date the orientation form.

Safety Policy

The personal safety and health of each employee of this company is of primary importance. The prevention of occupationally induced injuries and illnesses is of such consequence that it will be given priority over operating productivity where necessary. To the greatest degree possible, management will provide all mechanical and physical facilities required for personal safety and health, in keeping with the highest standards.

We will maintain a Safety and Health Program conforming to the best practices of organizations of this type. To be successful, such a program must start with proper attitudes toward injury and illness prevention on the part of both supervisors and employees. It also requires cooperation in all safety and health matters, not only between supervisor and employee, but also between each employee and his or her co-workers. Only through such a cooperative effort can a safety program for all employees be established and preserved in their best interests.

Our objective is a Safety and Health Program that will reduce the number of injuries and illnesses to an absolute minimum, not merely in keeping with, but surpassing, the best experience of operations similar to ours. Our goal is zero accidents and injuries.

Our Safety and Health Program will involve:

- Providing mechanical and physical safeguards to the maximum extent possible.
- Conducting a program of safety and health inspections to find and eliminate unsafe working conditions and practices, to control health hazards, and to comply fully with the safety and health standards of every job.
- Training all employees in good safety and health practices.
- Providing necessary personal protective equipment and instruction for its use and care.
- Developing and enforcing safety and health rules and requiring that employees cooperate with these rules as a condition of employment.
- Investigating every accident, promptly and thoroughly, to find out what caused it and correct the problem so that it will not happen again.

We recognize that the responsibilities for safety and health are shared:

- The employer accepts the responsibility for leadership of the safety and health program, for its effectiveness and improvement, and for providing the safeguards required to ensure safe conditions.
- Supervisors are responsible for developing the proper attitudes toward safety and health in themselves and in those they supervise, and for ensuring that all operations are performed with the utmost regard for the safety and health of all personnel involved.

Employees are responsible for wholehearted, genuine cooperation with all aspects of the Safety and Health Program, including compliance with all rules and regulations. Employees are responsible for continually practicing safety while performing their duties and reporting unsafe acts of other employees.

The safety information in this policy does not take precedence over applicable government legislation with which all employees should be familiar.

Signature: Dwayne Rehbein	Date: 1/12/2014
----------------------------------	------------------------

General Rules

Date: 1/1/2014

1. All employees shall follow the safety policies and appropriate safe work practices at the supervisor's direction as a condition of employment.
2. All unsafe acts and conditions, including "near miss" incidents, are to be reported to appropriate supervision promptly.
3. All incidents that result in damage or injury are to be reported to a supervisor immediately.
4. First aid treatment is to be obtained promptly for any injury.
5. All workers shall keep his/her work area neat, clean and orderly. All garbage shall be removed from you company vehicle after every shift. Pack it in, pack it out.
6. Hard hats, safety boots and safety glasses are to be worn at all times on all job sites. Special PPE shall be worn when applicable.
7. Lockout/Tagout procedures shall be used on all jobsites.
8. Only those tools that are in good repair, with all guards and safety devices in place, shall be used.
9. Personal cellphone are prohibited in the workplace (the company reserves right for special circumstances).
10. Fighting, horseplay, practical jokes or otherwise interfering with other workers is prohibited.
11. Theft, vandalism or any other abuse or misuse of company property is prohibited.
12. Consuming or being in possession of alcohol or illegal drugs on company premises, or on any company job site, is strictly prohibited.

Refer to employee handbook for a more in depth description of the policies and procedures of the company.

NEW EMPLOYEE ORIENTATION

EMPLOYEE: _____ **DATE:** _____

SUPERVISOR: _____

	Yes	No
1. Company Safety Policy	_____	_____
2. Employee Responsibility for Safety	_____	_____
3. General Safety Rules	_____	_____
- Report unsafe acts & near misses	_____	_____
-Accident/Incident Reporting Procedures	_____	_____
-First Aid Treatment	_____	_____
- Personal Protective Equipment	_____	_____
-Hard Hats, Safety Glasses, Footwear, Reflective Vest	_____	_____
-Lockout/Tagout	_____	_____
-Horseplay/Fighting	_____	_____
-Theft/Vandalism	_____	_____
-Harassment & Violence in the Workplace	_____	_____
-Housekeeping	_____	_____
-Alcohol and Drugs	_____	_____
4. Company Safety Training	_____	_____
-Watch training videos	_____	_____
-Paving video	_____	_____
-Truck driver video	_____	_____
5. Site Specific Hazards	_____	_____
6. Company Policies	_____	_____
-Cellphone policy	_____	_____
-Texting policy	_____	_____
-Driver Vehicle Inspection Report - DVIR (truck drivers)	_____	_____
-Miners rights & responsibilities (crusher)	_____	_____
 I have received a copy of the Company Employee Handbook	 _____	 _____
	_____	_____

This certifies that I have been given the company orientation briefing on the above noted subjects as indicated with an (X) and that I have fully reviewed and understand its contents.

I also acknowledge that I must complete online company training as a condition of my employment. If the training is not completed within 30 days from my date of hire I understand that my employment with the company will be terminated.

Employee Signature: _____ **Date:** _____

Person Giving Orientation: _____ **Signature:** _____

SECTION 4

COMPANY TRAINING POLICY

01/01/2014

Company Training Policy

Training is an essential part of creating a safe workplace and safe work environment. Riverside Contracting has implemented a company training policy that consists of new hire orientation and a web based training program for all employees. This will give the newly hired employee a brief introduction to the policies and operations of the company and allow all employees to access safety information that meets company requirements and the training requirements of the various regulatory agencies. The goal is to provide every employee with the necessary information to help create a safe workplace for everyone and reduce incidents.

As a condition of employment, all newly hired employees shall receive orientation training prior to performing any work or safety sensitive function. After receiving the initial orientation training, the new employee is required to access the company website training module and complete the mandatory training. All current employees shall access the company website training module and complete the mandatory training as required.

Every employee will be required to have an active email address to access the website training module. If you do not have an email address you will be assigned an email address. Every employee will be assigned a password. Your email and password will allow you access to the training module on the company website.

Training will consist of the following elements:

New Hire Orientation Training:

- Truck drivers – Road Test.
- General Company Safety Rules
- Cell Phone and Texting Policies
- Viewing of related video(s) (i.e. paving, truck driver, crusher, dirt, chipping, etc.).
- Initial task training (i.e. position hire for, operating specific equipment, paving labor, truck driver, plant labor, pipe crew labor, etc.).

Initial orientation training will be conducted at the jobsite or office and documented on the Orientation Training form. The Orientation Training forms will sent the main office.

Web Based Training:

- Review of the Employee Safety Manual. (entire manual)
- Review of the Company Policies. (all policies)
- Asphalt Paving Operation video.
- Truck Driver video (hauling asphalt).
- Crusher Operation video. (coming soon)
- Chipping Operation video. (coming soon)
- Dirt Operation. (coming soon)
- Completing the quiz(s) for each element.

Web based training will be recorded on the website to show that the employee has completed the training.

All employees are required to review the Employee Safety Manual and Company Policies. All employees shall watch the all of the training video(s). A quiz for each element must be completed.

New employees shall be required to view the video that is associated with the job they were hired for prior to performing any work on the project. This will be completed in the orientation training. All supervisors will have a tablet or laptop for the new hire to view the video(s). The new employee will be required to access the website to view additional material and complete the quiz(s). The new hire will have 30 days to access the website training module, review the required training and complete all of the quiz(s). If the employee does not complete the required training within the 30 days the employee may be terminated.

All current employees will have 30 days upon returning to work from the previous year seasonal layoff to access the website training module and complete the required mandatory training. If the employee does not

complete the required training within the time allotted the employee will be removed from duty and will not be allowed to return until the training has been completed. If the employee chooses not to complete the mandatory training the employee will be terminated.

The training information will be updated on the website by February 15th of that construction year. The employee can access the training module and complete the training at any time after that date. **All employees will be required to review the training material every new construction season as the material is updated and new material is added each year.**

If the current employee or the new hire does not have access to the internet, all of the information will be available in a hard copy. The quiz(s) can be completed in paper form. This information can be obtained from your supervisor or company safety manager.

Riverside Contracting is committed to achieving an injury free work environment. It is important that all employees access and review the training information of Riverside Contracting, Inc. to help make this possible. Creating a safe work environment, promoting the safety policies of the company and create a safety culture is the responsibility of every employee. Safety should be the number one priority of all employees.

Riverside Contracting, Inc. Management

SECTION 5

JOB HAZARD ANALYSIS (JHA)

01/01/2014

Job Hazard Analysis (JHA)

Job Hazard Analysis is a vital part of task planning and identifying any hazards that may exist in the job or task you are getting ready to perform. JHA's are an important part of a good health & safety program. When taking the time to assess the task you are about to perform and identifying areas of that procedure that have the potential to cause serious injury or death, it allows controls or procedures to be implemented to prevent any incidents from occurring.

The company has made it mandatory for employees to conduct a JHA and document the findings prior to performing a task that falls under the following conditions.

- A task that is outside the scope of everyday operations.
- Performing an unfamiliar job or task.
- Setup/Teardown of an asphalt plant, CTB plant or crusher.
- Moving (mobbing) an asphalt plant, CTB plant or crusher.

A JHA must be conducted by all employees that are involved in that task. The following is a step by step procedure for conducting a JHA.

- When multiple employees are involved in a JHA, the finding of the JHA is documented on the hazard assessment form.
- The areas that have been identified as potential hazardous areas shall be discussed.
- Controls or procedures must be put in place before performing the task.
- Document the control measures or corrective action on the reverse side of the JHA form.
- Discuss and review any findings or corrective measures to be implemented with everyone that is involved in the task. These procedures must be followed to minimize the potential for an incident occurring.
- All of the employees involved in the JHA must sign the form(s).
- The JHA form must be turned into the supervisor and sent to the main office.

Steps of a JHA:

1. Break the job into logical steps.
2. Identify each hazard in each of the steps.
3. Develop measures to reduce or eliminate risk for each of the hazards identified.
4. Review and update periodically.

Step 1: Break job down into steps.

1. Identify each step and the sequence they are performed. (less than 6 steps)

Step 2: Identify the Hazards in each Step

Consider the following physical hazards.

Pressure, Vibration., Access, Moving Objects, Electricity, Chemicals, vehicles, Height, Confined Spaces, Depth, Weather, Noise, Rotating Equipment, Weight, Equipment, Heat, Cold, Water, Dust, etc.

Consider the possible causes of injuries.

Struck by, Caught in/on, Overexertion, Dropped Objects, Slips/Trips/ Falls, Inhalation, Strike Against, Fire/Explosion, Exposure to Gas/Heat/Fumes/Dust/Chemicals, Cold, Pinch Points.

Also Consider:

Pollution to the Environment, Damage to Equipment, Human Factors, Competency, Training, Fitness, Fatigue, etc.

Step 3: Risk Elimination or Reduction Measures

- Elimination or substitution, changing process or substance.
- Engineering controls: Guards, rails, mechanical aids.
- Administrative controls: Reduction in exposure time, number of employees.
- Personal Protective Equipment (PPE)

Step 4: Review and Update the JHA Periodically

The JHA should be reviewed when:

- ✓ The task is complete.
- ✓ The method of performing the task has changed.
- ✓ New employees are performing the task.
- ✓ Further hazards have been identified.
- ✓ The task is undertaken again.

By taking a few extra minutes prior to performing a task and completing a JHA on that task we can all create a safer workplace, reduce accidents and have a “Zero Injury” work environment.

FIELD LEVEL HAZARD ASSESSMENT	Date/Time:
Assessment Location(s):	Job #:
Operation (i.e. paving, trucking, plant setup/teardown, etc.):	Permit Required: Yes___ No___

Identify the tasks and hazards below. Explain the plan(s) to eliminate/control the hazards.

Item #	Task	Hazards	Plan to Eliminate/Control

Is the worker working alone? Yes ___ No ___	If Yes. Explain?
--	------------------

There any Hazards remaining? Yes___ No___ (If Yes, explain)

Workers Name(s) add the names of all people involved in the JHA **Foreman Name:** _____

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

(All names must be legible) **Reviewed by:** _____

WORKPLACE HAZARD ASSESSMENT CORRECTIVE ACTION			
Assessment Location(s):		Date/Time:	
Operation (i.e. paving, trucking, plant setup/teardown, etc.):		Job #:	
Item #	Recommended Action Taken	Action Taken Date/Time	By Whom
Foreman/Superintendent Signature:		Date:	
Reviewed by:		Date:	

Assessment Team: _____
 (add the names of
 all people involved
 in this JHA) _____

SECTION 6

EMPLOYEE

SAFETY

MANUAL

01/01/2014

EMPLOYEE SAFETY MANUAL

As of 01/01/2014

NOTICE TO ALL EMPLOYEES

Riverside Contracting Inc. has adopted a post accident drug testing policy. If you are injured in a work related accident and test positive for illegal/illicit drugs, you could be denied your Worker's Compensation benefits.

TABLE OF CONTENTS

1. Company Statement
 - Introduction
2. Responsibilities
 - Management
 - Employee
3. General and Miscellaneous Safety Requirements
 - Personal Protective Equipment (PPE)
 - Fall Protection
 - Manual Lifting
4. Equipment Operation Safety
 - Off Road Equipment
 - Trucks And Trailers
 - Asphalt Plants, Crusher, Pugmills & CTB Plants
 - Crane Operation Safety
 - Rigging/Slinging & Hooking
5. Lock-out/Tag-out Procedure
6. Confined Spaces
7. Mechanic Safety
8. Excavation And Trenching Safety
 - Ladder Safety
9. Concrete Safety
10. Hazardous Communications
 - Material Safety Data Sheets(MSDS)
11. Rough Terrain Forklift Safety
12. Safety Equipment
 - First Aid
 - Fire Extinguishers
13. Hearing Conservation Program – Summary
14. Training Requirements
15. Accident Reporting Policy
16. Violations and Disciplinary Action
17. Conclusion

Section 1

Company Statement

“Don’t take chances - Safety First.” What does that mean and why do we talk about safety? We promote safety and health practices for a number of reasons; legal, environmental, financial and ethical. We would like to talk about each so our position is clear.

Legal: There are federal and state agencies such as the Occupational Safety and Health Administration (OSHA), the Mining Safety and Health Administration (MSHA) and Department of Transportation (DOT), which are responsible for enforcing safe operating procedures in the work place. They have a legal mandate to monitor job site safety and health.

We as employers have the duty to provide all our employees with a safe workplace. Employees in return have an obligation to follow the Company’s safety rules. Working together, the agencies, the Company and the employees can work towards providing a safe work environment and also work towards a “Zero Injury” goal.

Environmental: As a contractor in the heavy/highway industry our work often has potential impacts on the environment. We work closely with our clients to identify the potential problems and plan ways to avoid damage to sensitive ecosystems. Noise monitoring, hazardous waste disposal, water quality; all are issues with which we now contend with.

Each employee has a part to play in protecting our natural resources. Safe operating procedures help us reach this goal. We work with such government agencies as the Environmental Protection Agency (EPA) or state bureaus, to do our part to protect our natural resources. We expect no less from each employee.

Financial: We work in a competitive industry. Every time we get work it is because we were able to beat our competition in the bid process. Every time we suffer an accident it effects our ability to get more work in the future.

Lost productivity due to injuries affects the bottom line. Each accident impacts our insurance costs; both Workers Compensation insurance and

liability insurance. These increases show up in future bids, therefore making us less competitive.

Ethical: Perhaps the most important reason behind our emphasis on safety is that it is the right thing to do. We all have a responsibility to protect ourselves and our fellow workers. We are all in this together.

Getting the job done is important. But getting it done safely is more important. By working safely we protect our people and equipment, we comply with the law, preserve our natural resources, and we still remain competitive.

We expect every employee to take part in our Safety Program. We expect everyone to work safely and efficiently and to help others to do the same. If you have any questions, bring them up with your supervisor or contact the company safety manager. We all want the same thing - the opportunity to be working here tomorrow.

Riverside Contracting Management

Introduction

This handbook covers the general safety rules for all employees of Riverside Contracting, Inc. The intent of this manual is to prevent workplace accidents and injuries, and to broaden safety awareness in the workplace. These rules represent the minimum safety requirements adopted by Riverside Contracting Inc. Not every requirement of safe operation can be addressed in detail. It is the responsibility of the employee to become familiar with the hazards of the immediate work environment, to work in a safe manner using protection provided by the company, and to report and correct unsafe conditions or acts. **All employees are required to comply with these rules as a condition of their employment.** These rules will be reviewed and revised yearly, therefore, if you have any suggestions for changes or additional safety rules please contact the company Safety Manager, Kevin Mackaman. Any suggestions for protecting ourselves and our future will be taken seriously.

Section 2 Responsibility

Management Responsibility

- Management, including field supervisory personnel, is responsible for promoting and enforcing Occupational Safety and Health policies in all phases of operations and providing a safe work environment for all employees.

Employee Responsibility

- All employees are responsible for complying with the minimum safety requirements of the Riverside Contracting Inc. Employee Safety Manual.
- All employees are required to report any hazardous or unsafe conditions observed to their Supervisor.

Section 3 General and Miscellaneous Safety Requirements

- Think before you act, never rush into an unfamiliar situation.
- Never do anything you have not been properly trained to do. If you are unsure ask one of your co-workers or supervisor for assistance.
- **All employees are required to wear a seat belt when operating or riding in a company vehicle. Employees are required to wear a seat belt when operating a piece of equipment with a Rollover Protective Structures (ROPS). If the seat belt is broken or missing notify your supervisor so it can be repaired or replaced.**
- **Spotter/dump person are required at a worksite when there is a hazard created while backing up or the operator does not have a clear view behind the vehicle.**
- **No one is allowed between the paver and the trucks or the chip spreader and the trucks, except the dump/signal person. This also includes all state personnel. The dump/signal person is solely responsible for ensuring that the path behind the truck is clear and he/she is the only**

person who should be motioning for the trucks to backup. The driver will wait until the spotter/dump person signals them before backing up. If the driver loses sight of the signal person, they are to stop immediately.

- The dump/signal person shall wear a different colored vest to separate them from the rest of the employees on the ground. The vest is to be **pink** in color.
- **The only person allowed to signal a truck to back up and back the truck into position is the signal/dump person. That person must be wearing the **pink** class II vest when performing this task.** If for any reason that person leaves the area and another employee is designated as the signal/dump person, the new signal/dump person will don the appropriate colored vest prior to signaling any truck to back up. Truck drivers shall not back up under any circumstances unless the person signaling is wearing the appropriate colored vest.
- Spotter/dump person will use clear defined hand signals when motioning a truck to back up, stop or pull ahead.
 - ❖ Hand signals
 - ✓ Backup – One hand raised straight above the head and moved in a back and forth motion with the hand in an open position.
 - ✓ Stop – Both hands raised above the head with both hand closed into the form of a fist. The exception to this is, if the signal/dump person is in the process of dumping the truck and has one hand on the gate dump valve, one arm in the air with a closed fist is acceptable as long as it is a very defined signal.
 - ✓ Move ahead – One arm extended out from the body to the side, moving entire arm in a circular motion.
- No employee shall report to the construction site under the influence of alcohol or illicit/illegal drugs. Intoxicating beverages and narcotics are not permitted and shall not be used on any construction site. Any employee determined to be under the influence will be removed from the project and will be subject to disciplinary actions up to termination.

- No music radios using headsets are allowed on the project.
- No horse play or practical jokes while working. The work place has enough potential risks without adding more uncertainty to it.
- All company vehicles and equipment must be kept clean of debris. Remove all garbage from the vehicle at the end of every shift. Cans and bottles rolling around in the cab are unsafe and could cause an accident.
- Littering is not permitted on any job site. There are dumpsters on every construction site please use them to dispose of garbage.
- Only properly trained and certified persons are allowed to operate a Nuclear Density Gauge. A copy of this certification shall be on file at Riverside's office. A Thermoluminescent Dosimeter (TLD) monitoring badge shall be worn whenever the gauge is being used. Unauthorized personnel are not allowed within 15 feet of a density gauge when tests are being performed.
- Only properly trained personnel are allowed to transport a Nuclear Density Gauge. The person transporting the gauge must have Hazmat and DOT training. Proper shipping papers must accompany the gauge during transportation. The shipping papers must be within reach of the driver in the cab of the vehicle at all times.
- Nuclear Density gauges must be chained and locked in place during transportation.
- No smoking around fueling areas, propane tanks, or other hazardous material areas.
- **Use of personal cell phones during work hours is strictly prohibited on all job sites.** There are certain employees on each jobsite that have permission to use their cell phones for company business. These people are allowed to use their cell phones for company business only. Refer to the cell phone policy.
- Negligent or willful abuse of company property may subject to disciplinary action, up to and including termination.
- Employees who violate safety rules and regulations are subject to disciplinary action and/or termination.
- Report unsafe practices, unsafe conditions and near misses to your supervisor.

Personal Protective Equipment

Personal Protective Equipment (PPE) is designed and provided to help ensure the safety and well being of the employees. Some items and programs are specifically mandated by law. Other items are a part of the overall Company plan for employee safety. Regardless of the source, it will be used in accordance with the safety directives. Hard hats, class II reflective vests, ear plugs, safety glasses, face shields, fall protection harnesses and respirators will be provided by Riverside Contracting when necessary. When issued, the protective equipment becomes the employee's responsibility to maintain and be readily available for use. PPE cannot be altered in any way. In the event that the employee loses or destroys their equipment, he/she will be financially responsible for its replacement. The employee will not be allowed to continue working until the PPE has been replaced.

- All employees are required to wear a hard hat at all times when on a construction project. This will be strictly enforced.
- Hard hats are not required if you are in a totally enclosed cab (a cab with windows). Machines with a ROPS without windows require employees to wear hard hats.
- All employees exposed to traffic, whether on or off the road, are required to wear a class II reflective orange or green vest to provide higher visibility to the traveling public as well as co-workers. It is a State requirement that it is a minimum of a class II vest. Those who do not comply will be removed from the project.
- At a minimum t-shirts and long pants shall be worn. Shorts, tank tops, tube tops or no shirt at all will not be tolerated on any construction project. Sleeveless shirts are allowed.
- Loose clothing or frayed clothing, excessive long hair, finger rings, etc. shall not be permitted around moving parts or other sources of entanglement.
- Heavy work boots or steel toed work boots are preferred, however, durable high-top hiking boots will be allowed. All footwear shall be properly laced to ensure complete protection and support. No sandals, cowboy boots, or tennis shoes are allowed on any construction project.
- All employees shall wear safety glasses, goggles, or face shields

when in or around an area where a hazard exists which could injure their eyes (such as unloading oil, lime or cement, grinding, chipping, etc.).

- Ear protection will be worn when working around hot plants, pavers, rollers, jack hammers etc. or operating equipment with a noise level above the allowable federal level. See section 14 (Hearing Conservation Program - Summary) for details.
- In the event special safety regulations are to be adopted. Employees on such projects will be informed of and will comply with the additional requirements.

Fall Protection

Fall protection comes in many different forms. Guardrails, warning lines and personal fall arrest system are just a few. If the area being worked on does not have a guardrail and cannot feasibly have a guardrail installed, a personal fall arrest system must be used. It will be responsibility of the supervisor to ensure the correct fall protection is used for that situation. It is the responsibility of every employee to wear fall arrest system if working at a height of 6 feet or more where there is no guardrail present. There are certain situations where a fall arrest system is required when a guardrail is present.

Fall protection is required

- When any employee is inspecting or working at a height of 6 feet or more if there is no guardrail in place to prevent a fall. The guardrail must be in place around the whole area, there must be no leading edges open.
- When performing maintenance on silos and drag elevators whether there is a guardrail or not.
- If an employee is climbing an attached ladder on lime silos, asphalt silos or any tanks that do not have a safety cage in place, fall protection must be used for positioning with 2 lanyards to ensure that you are attached to the ladder at all times. When 1 lanyard is being repositioned, the other lanyard will remain hooked.
- If it is raining or snowing causing a slippery condition which could make the work area unsafe or hazardous. In these weather conditions fall protection must be worn even when a guardrail is in place.

- If there are strong or gusty winds that could create an unsafe or hazardous condition. In these weather conditions fall protection must be worn even if a guardrail is in place.
- Cold weather that could slow the reaction time of an employee. In these weather conditions fall protection must be worn even if a guardrail is in place.

Personal Fall Arrest Systems

There are many different types of fall arrest systems and different applications for all the different types. It is very important that you choose the correct fall arrest system for the particular task you are performing. Using the wrong type of fall arrest system could result in serious injury or even death. Knowing what to use for that situation could mean the difference between life and death.

Equipment

- Harness
- Lanyard
- Retractable lanyard
- Anchors
- Positioning device

Harness

A full body harness is required when working at a height of 6 feet or more. The harness must be adjusted so that it fits snug, but so tight as to cut off the circulation. The d-ring on your back needs to be adjusted so it rides in the middle of your back between your shoulder blades. Make sure all straps are tucked in so they will not get caught on anything. The chest strap should ride across the middle of your chest. Do not adjust the chest trap too high as it could cause serious damage to your throat or strangulation in the case of a fall. **Body belts are not to be used as fall arrest equipment, they can only be used as a restraint device only.**

Lanyards

There are many different types of lanyards. **All lanyards must not exceed 6 feet in length.** All lanyards must have double locking snap hooks to prevent disengagement in the case of a fall. Lanyards with shock absorbers are designed to slow the decent of your fall and

minimize the shock impact to approximately 900 lbs of force. This may vary depending on the size of the person. Lanyards should be hooked to the anchor point as high as possible. Never hook the lanyard back to itself using it as an anchor point, the lanyard does not meet the anchor point requirements. Lanyards without shock absorbers are to be used in repositioning only.

Retractable Lanyards

Retractable lanyards are designed to limit your fall to a few feet or less. Retractable lanyards must be able to sustain a minimum tensile load of 3,000 lbs. Retractable lanyards are to be used when working at heights of 16 feet or less.

Anchors

There are 2 types of anchors, primary and secondary. Primary anchor points shall have a minimum breaking strength of 5,000 lbs. No more than 2 people can be attached to the same primary anchor point and it must have a minimum breaking strength of 10,000 lbs. Secondary anchors are attached to the primary anchors. A lanyard is then attached to the secondary anchor point. Only 1 person can be attached to a secondary anchor point. Secondary anchor points must have a 3,000 lbs shock strength.

Positioning Devices Systems

Positioning devices are to be used when you need both hands free to perform your job or certain task. Positioning devices shall be rigged such that a person will not free fall more than 2 feet. 2 lanyards must be used in a positioning system and 1 lanyard must be hooked at all times.

Any Fall Protection Equipment that has been in a fall must be taken out of service immediately and replaced with new.

All fall protection equipment shall meet OSHA 1926.502 Standards.

Only use Fall Protection Equipment for it's intended use.

Inspection of Equipment

Fall Protection Equipment must be inspected prior to its use. Any flaws or tears in the equipment could cause the equipment to fail in a fall and could

cause serious injury or death. If any of the Fall Protection Equipment has any wear marks, any rips or tears, frayed stitching, grommets coming out, any buckles are broke or bent, or the equipment has been in a fall, it must be taken out of service immediately and discarded.

The following are some areas of the equipment to be inspected.

- Check all connection.
- Check all webbing for any rips or tears.
- Check all stitching for any deterioration.
- Check all the grommets for any fraying or grommets coming loose.
- Check for bent or broke buckles.
- Check the lanyards for any fraying or tears.
- Check lanyard snaps to make sure they lock properly and the springs are not broken.
- All carabiners must be locking.
- Check secondary anchor straps for any rips or tears.
- Make sure none of the equipment has been in a fall.

Manual Lifting

Injury to the back and abdominal muscles from lifting heavy loads is the most common injuries reported. Such injuries can range from relatively mild strains to major permanently disabling injuries. If the load is heavy or is awkward in size, get another person to help you lift the load. Do not attempt to lift the load by yourself.

- If the item is awkward or too heavy get someone to help to lift the object.
- Heavy items should be lifted by using the power of the leg muscles rather than the back, stomach, or arm muscles.
- Never bend over when lifting.
- Do not twist while you are lifting.
- The back should be kept straight and the arms nearly parallel with the body.
- Watch for slippery surfaces when you are carrying a heavy or awkward load.
- Inspect the load for jagged edges, sharp edges or burrs that could cut you.

Section 4

Equipment Operation Safety

Construction sites require a variety of heavy equipment. Pavers, rollers, dozers, front end loaders, scrapers and belly dumps are just some of the heavy equipment which may be present on a job site, as well as, compressor and other miscellaneous smaller items. All of these are potentially dangerous if not operated correctly and/or safely.

Off Road Equipment

- Never operate any piece of equipment that you are not trained or authorized to operate.
- Be aware of your surroundings at all times and where the personnel working on the ground are in proximity to you.
- Perform a walk around inspection of the equipment before you start your shift to make sure everything is working correctly and nothing is under it or in its path.
- Seatbelts shall be worn at all times. Fasten and properly adjust your seatbelt before moving.
- Always use ladders when climbing on or off the equipment. Always face the equipment when getting off. Never jump off the equipment. Always have 3 point contact at all times.
- Passengers are not permitted on any piece of equipment that is not equipped with an extra seat and seat belt. *The only exception to this rule is when training another person to operate that equipment.*
- The backup/travel alarm shall be checked at the beginning of every shift. Equipment will not be operated without a fully operational backup/travel alarm in place.
- Look before you back up. Make sure there are no vehicles or personnel behind you. If you can't see behind you, a signal person should be used.
- Equipment backing up, swinging loads, buckets, booms and counterweights pose serious hazards to ground personnel. Eye contact must be made with the operator before approaching moving machinery or equipment.
- Never allow anyone to stand in the pivot area of an articulated machine while the engine is running.
- When parking equipment, make sure all implements are lowered to the ground.

- Report all malfunctions to your supervisor and the mechanic.
- Keep equipment clean of garbage. Clean all garbage out of the equipment at the end of every shift. **Pack it, pack it out.**

Trucks & Trailers

Trucks and trailers are a very important part of a road construction project. They are the most visible to the public and under the most scrutiny from State and Federal agencies. It is very important that operation of these vehicles is conducted in a safe manner to protect the workers and the general public.

- It is the responsibility of the driver to follow all state and federal laws and regulations while operating a commercial vehicle that is owned by the company.
- A pre-trip inspection of the truck and trailer is required and shall be performed at the beginning of each shift. You will perform the inspection from a check list provided by the Company, then you must check the inspection box on your time card. **This is a Federal and State law.** Random spot checks will be conducted to ensure that the inspections are being completed. Non compliance will result in a written violation.
- When moving equipment from job to job, it is the drivers responsibility to carry and fill out a log book for your hours of service in the truck. While hauling asphalt or gravel on the project you are not required to maintain a log book unless you are on duty more than 12 consecutive hours.
- Over the road drivers (lowboy drivers, oil truck drivers and lime truck drivers) must maintain a log book and turn it into the office on a weekly basis.
- All drivers and passengers are required to wear seat belts. If the seat belt in the vehicle is broken or missing contact your supervisor immediately.
- Persons not employed by Riverside Contracting are not allowed to ride in trucks without authorization from the Project Manager.
- Speeding will not be tolerated. Never exceed the posted speed limit. When on a construction project, speed should be kept below 35 m.p.h. **This is the law.** Speeding tickets received in a company vehicle are the employee's responsibility and points go against the employee according to the driving points schedule set by the

company. This information goes on permanent record at the main office of Riverside Contracting Inc.

- When it is necessary to make an emergency stop, a driver must put out emergency warning devices (triangles) according to state and federal regulation.
- All accidents (bodily injury or property damage), must be reported immediately to the office and the safety manager. Failure to will result in disciplinary action and or termination.
- If you are not sure if the load you are hauling needs a permit or may fall under special conditions. You must contact the safety & compliance manager (Kevin Mackaman), before you the load is moved.
- Before the load is moved you must determine the height, width, length and the route you are taking. Low bridges, road closures, and road restrictions must be determined before the load is moved. This will prevent any unnecessary citation or possible property damage. If you are not sure of the regulations, contact the safety & compliance manager for help.
- Headlights must be on at all times when the truck is in operation. Lights and reflectors are to be clean at all times.
- All drivers shall clean trucks, trailers, dump boxes and lowboy of loose gravel and debris that could fall off and injure people on the ground or damage vehicles following behind or passing the truck. All lowboy drivers shall clean off all equipment before leaving the loading point.
- Whenever a blind spot exists while backing up, a dump/signal person will be used to insure that the path behind the truck and trailer is clear.
- A driver shall not back into the paver until motioned by the dump person. Failure to follow this procedure will be grounds for disciplinary action and up to termination.
- When the truck is being loaded keep all body parts inside the cab.
- All trucks will be kept clean of garbage (pop cans, candy wrappers, food scraps, etc). Clean the garbage out of your truck at the end of each shift. **Pack it in, Pack it out.**
- Distributor Operators **must wear nomex smock**, gloves, and a face shield when working with hot oil. All distributor trucks shall be equipped with an asphalt burn kit, contact your Supervisor or Safety Manager if this kit is missing from the truck or needs to be restocked.

- Do not perform any repair work to the truck without a mechanic present.
- Hard hats must be worn when outside the truck.

Asphalt Plant, Crushers, CTB Plant and Pugmill Safety

Hot plants, CTB plants and pugmills pose different dangers than other equipment, everything from electrical shock, pinch points, moving parts (belts, pulleys, etc.) and burns are just a few. Being aware of your surroundings at all times is essential.

General requirements for plants & crusher

- All employees working at the plant sites shall always wear a hard hat, hearing protection and eye protection.
- No unauthorized persons are allowed in the control shack or around the plant. All authorized visitors must wear the required personal protective equipment, as outlined in Section 4.
- Lockout /Tagout procedures must be used when working on any area of the plant where a hazard may potentially exist, as outlined in Section 7.
- No one is allowed to make any changes to electrical equipment without first getting clearance from the Plant Supervisor.
- All safety guards, chains and belts must be in place while plant is operating.
- All control shacks shall be equipped with a first aid kit, a burn kit, and an eye wash station. If any of these items are missing or incomplete, the Project Manager or the Safety Manager shall be notified immediately.
- Riding on moving conveyor belts is strictly forbidden.
- Never work on a conveyor while it is running.
- Work platforms over 4 feet high shall have guardrail when practical.
- No personal vehicles are allowed in the plant area. Park personal vehicle far enough away so they do not get struck by equipment.
- It is the responsibility of the Plant Supervisor to enforce all Riverside Contracting Inc. safety rules in and around the plant site. They have the authority to dismiss/remove any employee or visitor who is not complying with the safety rules of this manual.
- **When working at a height above 6 feet, a fall arrest system must be**

worn and used.

Asphalt plants

- All employees working in proximity with asphalt oil (loading or unloading oil, taking oil samples) are required to wear a Nomex smock, gloves, heavy work boots and full face shield.
- Employees working with lime or cement must wear gloves and safety goggles.
- **No one is allowed to reverse the asphalt unloading pump without experienced personnel present.** This procedure shall only be done in an emergency.
- No one shall work alone at a plant except when starting the genset to heat oil at a hot plant.
- Cages around ladders on the asphalt silos, lime silos and cement silos must be in place immediately after being erected.

Crusher

The Crusher falls under Mine Safety Health Administration (MSHA) regulations. There are minimum requirements that have to be met as a condition of employment at the crushing operation.

- All employees are required to wear steel toed boot (MSHA requirements).
- Safety glasses must be worn at all times (MSHA requirements).
- Hard hat must be worn at all times.
- Hearing protection is required at all times when you are not on a piece of equipment, in the test trailer or in the control house.

Crane Operation Safety

- To operate a crane or boom truck, you must have a current crane license or being trained by an operator with a current crane license.
- Know your machine, inspect your machine at the beginning and the end of each shift.
- Keep all wire rope and cables in good condition. Replace all kinked, damaged, or deteriorating rope or cables. Check the manufactures manual for the proper inspection procedure and installation procedures.

- Make sure that all the safety equipment is on the machine, such as fire extinguisher, and is in good working order.
- Be careful where you park your machine. Don't leave it where there is a chance of a bank caving in or where a heavy rain could wash out the footing.
- Replace all guards and panels after making any adjustments or repairs to the machine.
- Always use chocks to block the tires and set the air brake to hold the machine while working with outriggers. **Do Not** use the hand or parking brake to hold the machine in position while working. The machine could tip which would allow the machines wheel to turn.
- Never exceed the rated capacity of the machine as defined by the rating chart posted on the machine.
- Be sure to include the weight of the block, hook. And all special handling devises when figuring the total weight of the load. Bear in mind that snow, sleet, ice, and wind can increase the weight or apparent weight of the load.
- A hydraulic crane is not like a lattice boom friction crane. Hydraulic crane ratings are bases on the strength of material of the boom and other components and hydraulic pressure limits. Operators of hydraulic cranes must be guided solely by the rating plate recommendations. Overload conditions will often bend or cause severe damage the machine. Know the weight of your load.
- Telescope boom sections out equally when multiple telescope levers are available for those machines that require it. Load charts for these machines are based on equally extended boom sections.
- The operator should make sure that all loads are well secured before lifted. Make sure that all slings are not kinked and the load is balanced. Also make sure the lift block is adequate for the load to be lifted.
- Make sure the hoist line is vertical before making the lift.
- Keep the length of the load line (from the tip of the boom) as short as possible to prevent excessive load swinging. Always use the shortest length of boom which will do the job.
- The operator will see that all non-operating personnel are warned, and the immediate area cleared when making crane lifts. Never swing any loads over the heads of anyone working in the area or in any way endanger their safety.
- Whenever working close to thigh voltage power lines could present a serious hazard. Keep the boom of the crane a minimum of 10 feet

away from the power lines. If the boom gets any closer to the lines, the electricity could arc to the boom and electric shock or fire could result. Be sure to comply with all state regulations in regards to other precautions.

- When working near powerlines a spotter on the ground will be in place at all times. There must be radio communication between the operator and the spotter at all times.
- The operator should pay close attention to the signal man's signals and warnings. A system of standardized hand signals should be posted in the cab.
- Provide tag and restraint lines to snub swinging of the load.
- Never use the machine to lift personnel, riding on the hook is very dangerous. **Do not** devise any personnel lifting devices. These can be very dangerous. The machine is **not** intended for personnel lifting.
- Never use the crane boom to drag a load sideways. The boom is not designed or intended for such use. The boom could collapse under side strain.
- Do not operate in high or gusty wind conditions. When these conditions are present, park the machine, take the necessary precautions, including lowering and locking the boom.

Rigging and Slinging

- Use nylon straps, lifting chains or wire rope when lifting a load. Never use a lowboy tiedown chain to lift an object.
- Slings, rigging, hooks and nylon straps shall be visually inspected before each use. If defects, such as tears, fraying, etc., are observed, that piece of equipment shall be tagged and removed from service.
- Use nylon straps to the rated lifting capacity stamped on the strap.
- Make sure slings are safe and the load is properly balanced.
- No one shall pass under a suspended load.
- Tag lines will be used on all suspended loads to ensure a safe distance from the load.

Section 5 Lockout/Tagout

When repairs or maintenance are required on equipment or machinery, it must be made safe by utilizing the appropriate lockout/tagout procedures.

Switches, breakers, valves, and piping are some of the areas where energy can accumulate and be stored. Energy isolation shall be controlled according to the following procedures using locks, tags and other hardware. This policy is intended as the minimum allowable actions to be taken.

Procedures for Crushers, Asphalt Plants, CTB & Pugmill Plants

Lockout Devices:

- When repairing or performing maintenance, the equipment shall be put in shutdown mode. The shutdown shall be performed by the operator or an authorized person who is knowledgeable of the safe shutdown procedure.
- The person performing the work shall locate the correct disconnect switch or valve and it must be switched or turned to the “OFF” or “OPEN” position to ensure energy isolation. There is the possibility that power or energy may be coming from a different direction, check all sources.
- The switch handle shall be locked in the “OFF” or “OPEN” position, using the employee’s personal lock, which will be provided by the company. The lock and other lockout hardware shall be constructed from durable materials that are intended to withstand the environmental conditions. All of the lockout hardware shall be standardized in the company for recognition. It shall be attached to resist easy removal. The lock must remain in place for the duration of the lockout. The employee that is attaching the padlock to the device shall have the only key to the padlock and the must retain the key will work is being performed. No padlock shall have more than one key.
- After the switch has been locked out, the equipment shall be tested by trying to start it. Turn the starting mechanism to the start position for a sufficient amount of time to ensure the equipment will not start and the proper disconnect switch has been locked out. Upon determining the correct switch has been locked out, the switch shall be tagged. The tag shall have the name of the person doing the repairs, the date the repairs are being performed. If there is more than one location where the equipment can be started from, each location must be locked out, tagged and tested.
- When work on piping systems, valves that are under pressure or contain hazardous or hot material must be chain or locked using the

correct device. In some cases it may be necessary to drain or pump them out.

- Positive lockout shall be done through physical application using lockout devices or use of tags to isolate and prevent the accumulation of stored energy. Positive lockouts include but are not limited to the following isolating devices: circuit breakers: disconnect switches: manual operated switches: air cylinders: hydraulic cylinders: piping (valves, water pipes, oil pipes). Removal of fuses is not recommended and should only be used when there is no other means of positive de-energizing. Always attach a tag on the fuse box when this procedure is performed. All tags must be affixed with a nylon tie wire to ensure the tag cannot be accidentally removed.
- If more than one person is working on the same piece of equipment, each person shall attach their own lock, lockout hardware and tag to the switch.
- After the repairs are completed;
 - ✓ All guards must be replaced properly and to the original location.
 - ✓ Make sure all personnel and objects are clear.
 - ✓ All lockout devices and padlock shall be removed by the owner(s) of the devices. No device shall be removed unless it is by the owner(s) of the device.
 - ✓ The switch returned to the “ON” or “CLOSED” position.
 - ✓ The equipment can then be tested by the qualified operator.
- If the repairs or maintenance are not completed and go beyond the end of the shift, all individuals, leaving the shift shall remove their personal locks and tags. The individuals resuming work shall attach their own locks and tags immediately. No work shall be performed until lockout and/or tagout is resumed.
- At times locks may inadvertently be left on a piece of equipment. In this instance the employee that was doing the repairs or maintenance must be contacted to determine that the repairs have been completed and is “OK” for lock removal and to use the piece of equipment. If the employee cannot be reached, the supervisor may remove the lock after it has been verified that the equipment is safe to start and operate.
- In the case that positive lockout cannot be achieved safely, positive tagout must be implemented.

Tagout Devices:

- If a lock cannot be attached, a tag must be used. The tag must say one of the following; “DO NOT START”, “DO NOT OPEN”, “DO NOT CLOSE”, “DO NOT OPERATE”. The tag must be signed and dated for the time the maintenance or repairs are being performed.
- The tag shall be attached with a nylon zip ties and attached in a way it will not be removed accidentally.
- Tags shall be made of material that will withstand the elements, such as, rain, snow, etc.
- A Tag shall only be removed by its owner.
- If the repairs are not completed in that shift, the tag shall be remove by it s owner and replaced with a new tag and signed by its owner. Tags must be removed and replaced at the same time.

Procedures for Heavy Equipment, Trucks & Trailers:

- Remove the key from the ignition and keep it in your possession while all work is being performed.
- If the machine has a key and a start switch /button, the machine must be tested by trying to start it with the key out to ensure the machine cannot be energized.
- Buckets, blades, rippers, or any other ground engaging tool shall be place on the ground before repairs or maintenance is conducted.
- Lockout the main power source if it is possible. If it is not possible to lock out the main power source, attach a tag where it is visible to everyone.
- If a lock cannot be attached, a tag must be used. The tag must say one of the following; “DO NOT START”, “DO NOT OPEN”, “DO NOT CLOSE”, “DO NOT OPERATE”.
- The tag shall be attached with a nylon zip ties and must be signed and dated by the employee attaching the tag.
- When working on belly dump trailers additional tags must be place on the gate controls to ensure the gates do not get opened or closed accidentally.

Training

Training shall be provided and documented to ensure that each employee understands the functions and purpose of the energy control procedures

and have received the knowledge and skills required for safe application, usage and removal of energy controls. Training requirements for this procedure will include:

- Each authorized employee shall receive training to spot and recognize hazardous energy sources, the types and magnitude of energy sources in the workplace, and the procedures necessary for isolating energy sources.
- Each employee that is working in the vicinity or is effected in any way by the lockout or tagout in process, but does not lockout or tagout the equipment, shall be instructed in the purpose of the energy control procedures.
- All employees that are working in the area where the energy control may be utilized shall be instructed about the procedure. The prohibition related to attempts to restart or re-energize machines or equipment which are locked out or tagged out.
- When tagout systems are used, employees will be trained to understand that the tagout system has limitations and does not provide a physical restraint of the energy being controlled that a lockout system provides.
- Employees will be informed that tags that are used as a means of isolating energy, must be legible to all effected employees in the energy controlled area. Tags shall be securely attached with material that withstands the environmental conditions. Tags should be attached that they cannot be inadvertently or accidentally be removed. Tags must never be removed without authorization from the person who is responsible for the tag.
- The training shall include the understanding that tags should never be bypassed, ignored or overlooked. Tags are a warning devise and should never evoke a false sense of security.
- Employee shall receive retaining when new hazards have been identified, when the employee has been given a new job assignment, a new machine has been introduced to the workplace, or a piece of equipment has been altered that may create a new set of energy hazards. If the current energy control procedures are changed, the employees with be informed on what changes have been made to the policy.
- If any hazards have been revealed during periodic inspections, the employee will be informed of the hazards existing, or if it is felt that any employee does not have full knowledge or use or the energy control procedures.

- Certification of training including employees that were trained and the dates of the training will be maintained by the company.

Inspection

- The employer shall conduct periodic inspections of the energy control procedures annually at a minimum.
- The inspections shall be performed by an authorized employee, other than the person that is utilizing the energy control procedures.
- The inspection shall include a physical inspection of the equipment and a review between the inspector and the authorized employee regarding each person's responsibilities under the procedure to ensure the energy control procedures are being followed. This shall apply to both lockout and tagout procedures.
- Certification of periodic inspections shall be maintained by the company. It shall include the equipment description, the date of the inspection, the employees included in the inspection, and the inspector.

Failure to use and follow proper lockout and tagout procedures may result in disciplinary actions up to and including termination.

Section 6 Confined Spaces

Confined spaces have many physical hazards that exist and are potentially lethal due to the limited fresh air supply and the possible hazardous fumes trapped inside. Know the hazards and safety procedures before you enter.

- **Never enter a confined space without another person present.**
- Lockout/ Tagout procedures must be completed before any entry. (See Lockout/Tagout Policy, Section 5).
- Before entering a confined space, the air in the confined space must be checked with an air monitor to ensure area is safe to work in.
- The air must be continually monitored while work is being performed.
- Documentation of the must be kept while performing work in a confined space. This must include, persons entering the space, times entered, times exited, air monitor readings, etc. Confined space forms are available from the company safety manager.
- A person must be designated as an observer/monitor and positioned

outside the point of entry of the confined space. This person is observer/monitor **only**. Their function is to maintain communication with the employees in the confined space and to implement an action plan in the case of an emergency. **Under no circumstance will the observer/monitor enter the confined area or leave the area unless it is to seek help should an emergency situation arise.**

- Prior to entry into the confined space all employees shall be briefed on the confined space and a plan must be prepared which provides a means of rescue from the confined space in case of an emergency.
- Prior to entering any confined space, all emergency equipment shall be in place.

Section 7

Mechanic Safety

Recognizing that mechanics are more susceptible to injury by the nature of their work, the following guidelines have been established. It is very important that mechanics are aware of these procedures to help protect them from injury.

- Check your tools before use. If they are not operating correctly, you should adjust, repair, or replace them as needed to make them as safe as possible.
- Wear safety glasses or goggles when you are in a position that would allow dirt to fall in your eyes or when you are grinding or chipping away material.
- Block all elevated items you may be working on that could fall and injure you or your helper. For example, when changing cutting edges on dozers or scrapers, block the apron so it can't come down. Do not assume that the hydraulics will hold anything in the position you put it in.
- Tag out the equipment you are working on. Put the "do not start" tag on the control area where it is easily seen and remove the keys. This will help protect you from unexpected starting or movement by another person.
- When working on equipment replace all guards and covers when done. This includes stationary and mobile equipment.
- When working on a project that someone else has started, do not

assume the other person has completed any part of it. Check for yourself.

- Do not use an air hose to blow dirt off yourself. It is possible to get an air bubble in your circulatory system which can result in injury or death.
- Clean up after yourself. Leaving welding iron and small parts laying around creates tripping hazards and can lead to flat tires or punctured feet.
- Shut off all oxygen and acetylene bottles when not in use.
- Oxygen and acetylene bottle shall be 20 feet apart when stored and not in use. If they cannot be stored 20 feet apart, a 5 foot high barrier that is fire resistant for 30 minutes must be between them.
- Recharge fire extinguishers when they have been used once. It may not be empty but it may not work when you need it the second time.
- **Never** use oil or allow oil to come in contact with oxygen regulators - oil and oxygen can explode.
- Never weld or use a cutting torch around fueling areas or dry grass.
- Always protect your eyes with a welding mask when welding.
- Remove all regulators and replace all caps before transporting oxygen and acetylene bottles.
- Never transport acetylene bottles in a lying down position. The gas can become unstable and an explosion may result.

Section 8

Excavation and Trenching

Safety

There are many different types of trenching and excavations performed. All trenching and excavation activity must follow 29 CFR Part 1926 standards of the Occupational Safety and Health Administration (OSHA).

- A competent person shall be required at the site at all times.
- The competent person shall conduct inspection of the trench or excavation daily, prior to work being performed. Inspections shall be conducted if any changes in weather conditions that could possibly make the work site unstable.
- Hard hats and other personal protective equipment must be worn at all times.
- Employees exposed to vehicular traffic shall wear reflective orange/

green vests or equivalent clothing.

- It is defined as a trench when the depth exceeds the width. Excavations more than 15 feet wide at the bottom are not trenches despite the depth. Trenches more than 5 feet in depth must either be shored, supported or the excess height laid back(sloped). For more detailed information on excavation and trenching, please refer to OSHA Standards 1926.650 Subpart P.
- Before digging a trench or an excavation opening, check with local utilities e.g., sewer lines, telephone lines, water lines, fuel lines, and electric lines.
- All trenches more than 5 feet deep have to conform to OSHA regulations for sloping/shoring depending on the soil type A ,B, or C (see OSHA Standards 1926.650 Subpart P).
- Access/egress to or from a trench (ladders, ramps, stairways) is to be provided every 25 feet along the trench. All extension ladders shall extend 36 inches above the trench.
- In excavations which employees may be required to enter, the spoil piles shall be placed at least 2 feet or more away from the edge of the trench.
- No employee will be permitted under loads handled by shovels, buckets, or hoists.
- Where employees or equipment are allowed to cross over excavations, all walkways and/or bridges will have guardrails. Guardrails will be built in compliance with 29 CFR 1926 Standards.
- All excavating or trenching activities will be in compliance with OSHA Standards.

Ladder Safety

- All ladders that are used on the jobsite or plant site shall meet the ladder requirements of the 29 CFR 1926 Standards.
- All ladders that are used on the jobsite or plant site shall be used in compliance with 29 CFR 1926 Standards.
- Ladders that are broken, weak, or with missing rungs shall not be used. If the ladder cannot be repaired it will be removed from the job site immediately.
- Sections of ladders will not be lashed or tied together to increase overall length.
- Planks shall not be used on the top of stepladders.

- Never stand on the top step of a step ladder.
- Stepladders are not to be used in place of an extension ladders.
- Extension ladders shall extend 3 feet above the object it is leaned on.
- Extension ladders shall be tied off.

Section 9 Concrete Safety

Concrete poses both safety and health hazards that will be addressed in this section. Some additional personal protective equipment will be necessary.

- Safety glasses will be worn at all times when working with concrete.
- All employees engaged in chipping concrete shall wear either screened safety glasses or a face shield with safety glasses.
- When working with concrete, the exposed parts of the body should be kept from contact with the concrete. In manual vibrating or otherwise handling poured raw concrete, high rubber boots should be worn.
- Cleanliness is very important. Hands, wrists, legs, ankles, etc. should be thoroughly washed and dried and should be rubbed with Folie or Lanolin ointment following washing. This will avoid irritating the skin and possible rash.
- When working with the Bidwell, keep hand clear of pinch points when the leveler is in motion.

Section 10 Hazardous Communication Program Employee Right -To-Know

PURPOSE:

- To communicate the Hazardous Communication Program to all the company employees. Providing information about the chemicals being used and information available for all employees to protect themselves against hazardous chemical exposure.

OBJECTIVE:

- To comply with Title 29, Part 1910.1200, Subpart Z of the Code of

Federal Regulations (CFR)* OSHA Hazard Communication*. To communicate the Hazardous Communication Program and Employee Right-To-Know to all Riverside Contracting Inc. employees.

- To ensure that all departments and location sites within the Company, are in compliance with the federal laws relating to Hazardous Communication and Employee Right-To-Know.
- To ensure that all employees who may be exposed to hazardous substances or potentially harmful substances are informed, receive training, understand applicable laws, federal standards, and all the resources available to them. It is a commitment of the Company to ensure the safety of all employees in the workplace.

INTRODUCTION:

- State and federal standards have established guidelines for manufactures, suppliers and distributors to provide employers and their employee information for a broad range of chemicals that could cause health or physical hazards. These standards address the health hazards and the necessary step to be taken to ensure a safe workplace for all employees.
- The company has established a chemical program to provide employees with the information necessary to ensure their protection and well-being when exposed to hazardous chemicals. This program requires the understanding and cooperation of all employees to ensure a safe workplace.
- The resources available for information about hazardous chemicals include; Material Safety and Data Sheets (MSDS), a list of all chemicals present in the workplace, container labels, placards, training and education, and the current Hazardous Communication Program. The information is available at all times to any employee that is employed by Riverside Contracting Inc. For any questions or concerns about any chemical agents, you can ask your immediate supervisor or contact the Safety manager.
- The Written Hazardous Communications Program describes how to implement the applicable standards, utilizing MSDS, labeling, employee training, non-routine hazards, methods used to inform non-employee's (contractors) of the chemical hazards they may encounter while working on a company site.

- This program details what information is available, where it is located, how the employees will be informed of hazards, and how the employees will be informed of new information.

PROGRAM ELEMENTS:

The Written Hazardous Communication Program contains the following components.

- A list of known hazardous chemicals and substances found in the workplace.
- Name and responsibilities of the Program Coordinator.
- Material Safety and Data Sheets (MSDS) use and locations.
- Material Safety and Data Sheets (MSDS) updating.
- Labeling program.
- Information and document access.
- Employee training and education.
- Hazard training for non-routine tasks.
- Hazard warning and information program for sub contractors.

All of the components of the program shall be explained in further in the pages to follow.

HAZARDOUS CHEMICAL LIST

- The Company's Hazardous Chemical List of known substances is attached at the end of the Written Hazardous Chemical Program.

PROGRAM COORDINATOR

- The Company Coordinator of the Hazardous Communication Program is Kevin Mackaman, who can be reached at (406)721-9267 during regular business hours of 8 a.m. to 5 p.m. Monday through Friday.
- It is the responsibility of the Companys Program Coordinator to implement the Hazardous communication Program. The responsibility of the Plan Coordinator include;
 - ✓ Develop, maintain, and update the Hazardous Chemical List of the known substances in the workplace.

- ✓ Evaluate any newly introduced chemicals to the workplace.
- ✓ Oversee the Company labeling program.
- ✓ Implement and oversee the education and training.
- ✓ Maintain Material Safety and Data Sheets (MSDS) and update as needed.
- ✓ Make information available to all employees pertaining to OSHO standards, state and federal laws.

MATERIAL SAFETY AND DATA SHEETS

- Material Safety and Data Sheets will be obtained from manufactures and suppliers for all substances and chemicals found in the workplace that could expose or potentially pose an employee to health or physical hazards. The original copies of the MSDSs will be kept in the main office. Photo copies of the MSDS will be kept at the asphalt plant, Crusher, CTB plant and Pugmill control houses on each job site. Copies of MSDS will be available for employee review.
- If there is a questionable item, the immediate project supervisor will contact the Program Coordinator concerning MSDS information on the questionable product.

MSDS UPDATING

- MSDS will be updated as new MSDS are received by the manufacture and distributor. New MSDS will be added to the master file and to the copies in the field. This new information will be available to all employees.

LABELING

- All containers received, that contain a hazardous substance, will be labeled tagged or marked in compliance with all state and federal laws and OSHO standards. Labels on container received, will not be removed or defaced. All labels placed on container will have information consistent with the applicable MSDS.

EMPLOYEE ACCESS

- All employees that are exposed to hazardous chemicals will be informed and have access to all information concerning hazardous

substances and harmful agents in the workplace. OSHO standards will be available to all employees. MSDS will be available for review at all times.

EMPLOYEE INFORMATION AND TRAINING

- Training and education will be provided to employees that are exposed to hazardous chemicals and any agents that could pose a risk in the workplace. The employee will be informed upon initial employment, annually, when transferred or duties have changed, and when any new health or physical substances have been introduced to the work area.

Employees will be informed of the following:

- Requirements of the hazardous Communication Program, state and federal laws, and OSHA standards.
- Operations in the work areas where hazardous chemicals are present.
- All work area where hazardous chemicals are present.
- Location of the written Communication Program, MSDS, and the list of hazardous chemicals.

Employee training will include:

- Methods and observations that the employee may use to detect the presence or accidental release or spill of chemical products in the work area.
- Measures that employees can take to protect themselves from potential hazards, which will include, work practices, personal protective equipment and emergency procedures.
- Interpreting information on MSDS and the labeling system.
- Contractors, vendors and service personnel who have employees assigned to work at job sites where potential exposure to chemical products exist, will be informed of chemical hazards, availability of MSDS and appropriate protective measures.

HAZARDOUS TRAINING FOR NON-ROUTINE TASKS

- Employees performing out of the ordinary day to day tasks will receive

specific training in all the hazards associated with those tasks.

SUB CONTRACTOR HAZARD WARNING PROGRAM

- Sub Contractors that have employees working at a job site where hazardous chemicals are present, will be informed of the hazards in that work area and will be informed where MSDS=s are located.

LABELING PROCESS

HAZARDOUS MATERIAL RATING INDEX

<p style="text-align: center;">HEALTH</p> <p style="text-align: center;"><u>HEALTH HAZARDS</u></p> <p>4 - DEATH 3 - EXTREME DANGER 2 - HAZARDOUS 1 - SLIGHTLY HAZARDOUS 0 - NORMAL MATERIAL</p>	<p style="text-align: center;">FLAMMABILITY</p> <p style="text-align: center;"><u>FIRE HAZARDS</u></p> <p>4 - BELOW 73 F 3 - BELOW 100 F 2 - BELOW 200 F 1 - ABOVE 200 F 0 - WILL NOT BURN</p>
<p style="text-align: center;"><u>PERSONAL PROTECTION</u></p> <p style="text-align: center;">SPECIFIC HAZARD</p> <p>OXY - OXIDIZER ACID - ACID ALK - ALKALI COR - CORROSIVE -W- - USE NO WATER - RADIATION HAZARD</p>	<p style="text-align: center;"><u>REACTIVITY</u></p> <p>4 - MAY DETONATE 3 - SHOCK AND HEAT MAY DETONATE 2 - VIOLENT CHEMICAL CHANGE 1 - UNSTABLE IF HEATED 0 - STABLE</p>

Depending on the chemical and the elements of hazardous conditions it possesses will determine the rating it is given in the 4 areas. Only one number or name can be put in a box.

General Requirements Hazardous Communications

- Always wear protective equipment(gloves, eye protection, boots, etc.) when working with any hazardous materials.
- Be aware of the hazards the material you are working with could cause. Mixing two substances together could result in serious injury or death. Read the label when using any hazardous material.
- If you are uncertain of the correct procedure to take when using hazardous materials ask your supervisor for help or contact the Safety Manager for further information.
- Never handle any hazardous materials you are not trained to handle.

Material Safety Data Sheets (MSDS)

- The Material Safety Data Sheets(MSDS) will be available to all employees. They will be located in an area accessible to employees during each shift. All MSDS's will be in an identified binder. Refer to Hazardous Communications Right to Know, Section 10 of this manual.
- For additional information on MSDS's contact the Safety Manager.

Section 11 Rough Terrain Forklift Guidelines

Forklift Manbasket Guidelines

Prior to anyone operating a forklift of any kind the operator must be trained and have a forklift certificate.

Design requirements for the manufacture of the manbasket shall include the following:

- The Manbasket must have a slip resistant surface.
- The floor dimensions cannot be greater than the width of the lift measured across the load bearing tires plus 10 inches on either side.
- A 4-in. toeboard must be in place.

Safe operating procedures when elevating personnel:

- Be sure the Manbasket is securely attached to the lifting carriage or forks. (i.e. chains, or pins)
- Be certain that the lifting carriage and forks are secured to prevent them from pivoting upward.
- Provide protection for personnel in the Manbasket from moving parts of the forklift that represent a hazard.
- Provide overhead protection as indicated to be necessary by the operating conditions.
- Be certain that the lifting mechanism is operating smoothly through its entire lift height.
- Be certain that the mast is vertical-do not operate on a side slope.
- Be certain that the platform is horizontal and never tilt platform forward or rearward when elevated.
- Be certain that the rough terrain forklift has a firm and level footing.
- Be certain that railing on all 4 sides and harnesses with lanyards are in place and used.
- Place forklift in neutral and set parking brake
- Before elevating personnel, area should be marked with cones or other devices to warn of work by elevated personnel.
- Lift and lower smoothly and with caution.
- Watch for overhead obstructions and electrical wires.
- Keep hands and feet clear of controls other than those in use.
- Move rough forklift only for minor adjustments in positioning when personnel are on the platform.
- Alert personnel on the platform before moving the forklift. Then move it smoothly and with caution.
- A trained operator shall be in position to control the forklift or available to operate controls. When the operator is not in the operating position, the forklift wheels should be blocked, the emergency brake set and the operator must be within 25 ft. and visibly see the forklift.
- The combined mass of the platform, load, and personnel shall not exceed one-fourth of the capacity of the forklift.
- Prohibit modifications to the platform that is detrimental to its safe use.
- Personnel are to maintain firm footing on platform floor. Use of railing, planks, ladders, etc., on the platform for purpose of achieving additional reach or height is prohibited.

- Platform shall be lowered to floor level for personnel to enter and exit. Personnel shall not climb on any part of the forklift in attempting to enter or exit.
- Any harness, lanyard or deceleration device, which has sustained permanent deformation, shall be replace.

Section 12 Safety Equipment

First Aid

- First aid kits in Asphalt plants, Crushers, CTB plants, Pugmills and pickups shall be checked periodically and restocked if necessary.
- Lime trucks shall have a bottle of eye wash and all plants shall have eye wash stations.
- All Supervisors and selected personnel on all job sites are trained to give first aid.
- First-aid equipment and supplies are located in convenient places throughout the job site. All plants and supervisors pickups are equipped with first-aid kits.

Fire Extinguishers

- All fire extinguishers shall have annual inspections except fire extinguishers at the crushing plant. Fire extinguishers at the crusher shall be inspected monthly.
- Inspect fire extinguishers to ensure that they are sure fully charged, .
- If the fire extinguisher has been used once, replace it with another fire extinguisher, as it may not work the second time.
- All asphalt plants and distributor trucks shall be equipped with a burn kit.
- All vehicles, on road and off road shall be equipped with a fire extinguisher.
- All truck/tractors shall have a set of reflective triangles in the cab.
- If any of the safety equipment stated above is damaged, missing or inadequate contact your Supervisor or Safety Manager immediately.

Section 13

Hearing Conservation Program - Summary

In an effort to reduce any unnecessary exposure to excessive noise levels, Riverside Contracting has adopted a Hearing Conservation Program. The information that follows is a brief summary of this program, a more detailed program can be obtained from your Supervisor or Safety Manager.

- Hearing protection is available at no cost to all employees.
- All employees are encouraged to where hearing protection.
- Employees are not required to wear hearing protection unless they are working in a position where the noise levels may exceed the minimum OSHA Standard of 85Dwa in an 8 hour Time Weighted Average(TWA).
- Riverside shall implement a monitoring program to determine those employees who are receiving excessive exposure and provide protection and training for those individuals.
- Riverside will provide audiometric testing for any employee working in an environment that is at or above the action level. A Baseline Audiogram shall be established within 6 months of an employee's first exposure and follow up exams will be done annually.
- **Riverside Contracting requires hearing protection (ear plugs or muffs) for the following positions:**
Roller Operators (asphalt or other)
Paver & Screed Operators
All Asphalt Plant & CTB/Pugmill employees
Jackhammer, Wacker or Chain Saw Operator
- In addition, it is recommended that all employees not listed above should use hearing protection when appropriate.

Section 14

Training Requirements

- The company will be conducting periodic safety training throughout the year. Training is mandatory and a condition of employment. Training may be conducted on a jobsite or it may be conducted off-site at a specified meeting place. All employees will be required to attend and will be paid at a rate of \$15.00 per hour plus benefits.

Section 15

Accident Reporting Procedure

Reporting accidents when they happen is extremely important. This speeds up the investigation and processing.

- **All** incidents, accidents or injuries must be reported to your supervisor or the company safety manager, Kevin Mackaman, immediately, no matter how small.
All injuries must be reported on your time card by checking the injuries “yes” box, and write an explanation of the accident or injury on the back of your time card.
- Seek first-aid treatment for any injury if required, regardless how small.
- If you require medical treatment or diagnosis you must inform the company safety manager immediately. Failure to do so could delay or negate any workers compensation benefits you be entitled to.
- **All** accident involving Riverside Contracting Inc. property must be reported immediately (example: hitting a deer, hitting another vehicle, any dent or dings). Report the incident to your Supervisor or call Kevin Mackaman at the Riverside Contracting (406-721-9267) main office with a detailed explanation. Failure to report and accident may result in immediate termination.
- All incidents, accidents and injuries shall be investigated for prevention or recurrence.

Section 16: Employee Safety/Incentive Bonus Program

All Riverside employees have the opportunity to qualify for the Incentive/Safety Bonus program. When you have been employed with the company for a total of 4000 hours you will qualify for the program. If you make the 4000 hour benchmark in the middle of the construction you will not qualify for the program until the next construction season. The program is explained in greater detail in another document.

The following is an outline of the criteria that each employee must achieve to get paid the maximum benefit. It also explains what will happen if you do not meet that criteria.

Safety/Incentive Bonus Program:

The program is split into two elements. The first element is a Senior Incentive for longevity with the company, the second element is a Safety Incentive based on your safety performance for that year. Each element equals fifty percent (50%) of the total incentive.

Training Requirements:

The company has developed and implemented web base training. On the company web site there is an area that is dedicated to training. This area has the employee handbook, training videos and other company documents. It also contains a knowledge quiz related to the type of training you are accessing.

It is a requirement of the company and condition of employment that every current employee accesses the training area on the website within 30 days after they return to work at the start of every new construction season. Training material on the site will be updated by February 15 of that year. Accessing the training material and completing the training requirement can be any time after that date. **If the training requirement is not completed within 30 days after returning to work, the employee will not qualify for the Safety Incentive Bonus for that year.**

If the employee does not have access to the internet, paper copies of the training material and copies of the videos can be obtained. Paper copies of the applicable quiz(s) can be taken in paper form. Contact the Safety Compliance Manager if you need assistance.

The requirements are as follows:

- All employees.
 - Read the entire employee handbook. This can be accomplished by reading it on the website using the electronic file or by reading the handbook given to you at orientation.
 - Watch all videos (if you do not have a CDL it is not a requirement to watch truck driver video).
 - Complete the quiz that pertains to the handbook and videos.
 - Review any updates to the employee handbook.

When you take the quiz that is related to the training material the number of times it takes you to complete all of the questions correctly will be tracked. If it takes you more than 3 attempts to complete all of the answers correctly

for that quiz additional training will be required. The material must be read and the videos must be watched prior to taking the quiz.

16.1 Safety Incentives

Rewarding an employee for put an extra effort in creating a safer workplace by going above and beyond the minimum safety requirements is just as important as taking disciplinary action when the employee performs an unsafe action or does not follow the minimum safety requirements.

All employees:

Periodically throughout the construction season Riverside management will be visiting projects and rewarding employees for an outstanding safety act that the employee is witnessed performing. This will be a monetary reward and be given to the employee on the spot.

Truck Drivers:

When a truck driver receives a Vehicle Roadside Inspection from the Department of Transportation and no violations are found as result of the inspection, the driver will receive an incentive reward of \$50.00 or \$25.00. It must be a clean inspection.

In the normal course of operations a truck driver will, at some point, receive a Roadside Inspection that is conducted by the Department of Transportation of the state you are operating in. When this occurs you will either get charged with out of compliance violations or have no violations related to the inspection.

The Department of Transportation conducts several inspection levels. The three most common inspections are as follows, but not limited to.

LEVEL I – North American Standard Inspection: An inspection that includes examination of driver's license, medical examiner's certificate and waiver, if applicable, alcohol and drugs, driver's record of duty status as required, hours of service, seat belt, vehicle inspection report, brake system, coupling devices, exhaust system, frame, fuel system, turn signals, brake lamps, tail lamps, head lamps, lamps on projecting loads, safe loading, steering mechanism, suspension, tires, van and open-top trailer bodies,

wheels and rims, windshield wipers, emergency exits on buses and HM requirements, as applicable.

LEVEL II – Walk Around Driver/Vehicle Inspection: An examination that includes each of the items specified under the North American Standard Inspection. As a minimum, Level II inspections must include examination of: driver's license, medical examinees certificate and waiver, if applicable, alcohol and drugs, driver's record of duty status as required, hours of service, seat belt, vehicle inspection report, brake system, coupling devices, exhaust system, frame, fuel system, turn signals, brake lamps, tail lamps, head lamps, lamps on projecting loads, safe loading, steering mechanism, suspension, tires, van and open-top trailer bodies, wheels and rims, windshield wipers, emergency exits on buses, and HM requirements, as applicable. It is contemplated that the walk-around driver/vehicle inspection will include only those items which can be inspected without physically getting under the vehicle.

Level III – Driver Only Inspection: A roadside examination of the driver's license, medical certification and waiver, if applicable, driver's record of duty status as required, hours of service, seat belt, vehicle inspection report, and HM requirements, as applicable.

If a truck driver receives a clean inspection with no violations they will receive a reward/incentive from the company. These incentives are put in place to help bring our CSA scores down and to stay compliant with the Federal Regulations. This is also to reward the employee for a job well done.

The reward breakdown is as follows:

- Level I – \$50.00 Visa card
- Level II - \$50.00 Visa card
- Level III - \$25.00 Visa card

The inspection must have no violations to receive a reward.

16.2 Disciplinary Action and Violations

All Riverside Contracting Inc. employees are required to comply with the safety policies set herein as a condition of your employment. When an employee is cited for a violation, the employee will be held accountable for his/her actions. Non-compliance of these rules will result in a safety violation and/or up to termination. When an employee is issued a safety violation a percentage will be deducted from the original safety incentive bonus.

16.2.1 Violations:

Non-DOT (laborers & operators):

- A violation will be issued if an:
 - Employee(s) commits an unsafe act.
 - Employee(s) is involved in an accident that is caused by said employee(s) as determined by the investigation.
 - Employee(s) is witness to an unsafe act that results in an accident and took no action to stop it.
 - When an employee commits one of the above offences it will be considered to be violation that requires disciplinary action.

DOT (truck drivers):

- A violation will be issued if an:
 - Employee(s) commits an unsafe act.
 - Employee(s) is involved in an accident that is caused by said employee as determined by the investigation.
 - Employee(s) is witness to an unsafe act that results in an accident and took no action to stop it.
 - Employee(s) receives violation(s) as a result of a Roadside Inspection performed by the Department of Transportation.
 - Out of Service (OOS) violations will result in an automatic violation issued to the employee.
 - Non-Out of Service (Non-OOS) violations will receive a Severity Weight (this will follow the table in the CSA system of the Federal Motor Carrier Safety Administration). The Severity Weight of all violations will accrue. When the sum is equal to 25 a violation will be issued. The violation severity weight will reset when the threshold of 25 is reached. Multiple violations could

be issued in a given year.

- When an employee commits one of the above offences or 25 points is reached as a result of all roadside inspections this will be considered a violation that requires disciplinary action.

16.2.2 Disciplinary Action:

- Disciplinary action will be taken when an employee commits one of the above mentioned offences in section 16.2.1. **A written warning will be will be given to the employee for every violation and will stay on file in your employee file. Additional training may be required.**
- For every safety violation that is issued, the safety element of the incentive bonus will be reduced by 33%. **Three offenses will result in a 100% reduction in the safety incentive bonus.**
- Multiple violations could result in termination of the employment.
- **Depending on the severity of the violation and employment could be terminated on the first offense.**

Riverside Contracting recognizes the value in having long term dedicated employees that are very safety conscious. The Safety/Incentive Bonus Program is designed to reward employees for sticking with the company, being a role model to the new employees, creating a safe workplace and conducting yourself in a safe manner. Not only do we need to create a strong safety culture, we need to recognize and keep the equipment, trucks and trailers in safe working condition. Safety touches every aspect of the operations of Riverside Contracting, from workplace safety to highway safety. Every employee has a responsibility to conduct themselves in a safe manner, never walk past an unsafe action or condition without taking action and to look out for their fellow employees and the general public. If we follow the rules of the company, take great pride in our work and recognize unsafe acts and conditions, we can create a “Zero Incident” environment. If you do these simple things you will be rewarded for your efforts. If you do not, your will be penalized.

Non-Qualified Employees

Employees that have not reached the 4000 hour threshold and have not qualified for the Safety/Incentive Bonus Program will be required to follow

the same training elements and will be eligible for the instant safety incentives for outstanding safety practices and clean roadside inspections.

Non-Qualified employees will fall under the same disciplinary rules without a monetary value assessed.

Non-Safety Related Violations

A violation that is given to an employee that is not safety related will be reviewed and evaluated. It will be at the discretion of the company as to the type of disciplinary action to be taken. The disciplinary action taken will depend on the severity of the violation. A violation warning slip will be given to the employee for the infraction. The employee could be terminated on the first infraction. For non-related safety violations there will be no monetary deduction from the yearly incentive.

The types of non-safety violations are as follows but not limited to,

- Sexual Harassment
- Dishonesty
- Personal Violence
- Fighting on the Jobsite
- Insubordination
- Negligence
- Use of Alcohol or Illegal Drugs
- Positive Drug Test Result
- Stealing
- Destruction of Company Property
- Tardiness
- Violating Cell Phone Policy
- Violating Cell Phone Texting Policy
- Violating Company Vehicle Policy

Employee Termination, Layoff or Voluntary Quitting:

If an employee voluntarily quits, is laid off or employment is terminated the following will apply.

- a. **If employee is laid off or fired for cause:** immediately. Employer may have a written policy extending this time to the next payday or within 15 days, whichever is earlier.
If employee quits: next payday or within 15 days, whichever is earlier.
(Mont. Code Ann. § 39-3-205.)

Section 17 Conclusion

It is our belief that all accidents and injuries can be prevented if everyone becomes involved in creating a safety culture, becomes proactive in recognizing and preventing workplace accidents and accepts their safety responsibility. This includes all hourly employees, supervisory employees and management.

We can all make a difference in the prevention of accidents. Every person is in full control over his/her actions. We do have the ability to create and work in an injury free workplace.

If you have any suggestions or additional information is needed, contact your supervisor or Safety Manager, Kevin Mackaman and they will assist you.