

SAFETY RULES AND POLICIES

It is our policy to provide safe working conditions for all employees. We rely on our employees to work in a manner that does not produce injury to one's self, persons working with them and the general public. Our goal is to have zero accidents and injuries. Only through your complete cooperation will we achieve this goal.

Reporting Injuries

Work related injuries and illnesses **must** be reported to your supervisor or Human Resources as soon as possible. **This is essential.** Even though a work related injury might appear to be of little consequence, it is important that it be reported in sufficient detail to establish a claim if it later becomes necessary.

All employees are likewise, required to report any accident involving other persons or their property or injuries to customers immediately. These accidents should be reported in sufficient detail to allow the Company to respond. Employees are expected to cooperate fully with all accident investigations.

Reporting Unsafe Working Conditions

It is the responsibility of all employees to report any unsafe working condition promptly. Reports should be made to your supervisor or a member of the Safety Committee. We encourage our employees to work with us to maintain safety by alerting us to potentially unsafe conditions.

Safety Committee

We have established a Safety Committee to work with management to prevent accidents and injuries.

The Safety Committee consists of one (1) management and four (4) employee representatives who have an interest in the general promotion of safety and health for Canby Excavating, Inc. The Committee is responsible for making recommendations on improving safety and health in the workplace. In particular, the Committee has been charged with the responsibility to:

- Identify problems and obstacles.
- Identify hazards and suggest corrective actions.
- Help identify employee safety training needs and develop accident investigation procedures.

The primary functions of the Safety Committee are as follows:

- To maintain and promote the interest of both management and labor in occupational safety and health matters.
- To provide an opportunity for open discussion of problems that result or could result in injury or illness.
- Assist management in evaluating recommendations to improve safety in the workplace.
- Improve the cooperative spirit between all employees of the Company.
- To establish procedures for investigating safety-related incidents including injury accidents, work-related illnesses and deaths for the purpose of recommending corrective action to prevent similar accidents from reoccurring.
- To study injury and disease trends so that reports may be made to management on unsafe and unhealthy conditions and/or practices together with recommended corrective action.
- To evaluate employee training practices and recommend procedures to ensure that all employees are trained to perform their work in a safe manner.

Organization

The Safety Committee consists of four (4) employee members and one (1) management member. Employee members may be elected or volunteer from each work group. If no employee members are elected or volunteer, they will be appointed. Management members will also be appointed.

Each committee person will be a member of the committee for no less than one year beginning in January of each year.

The Safety Committee will meet monthly. Meeting agendas are as follows:

- Roll call
- Reading of old minutes
- Old business
- Special committee reports
- New business
- Recommendations and plan of action

Written records shall be made of each meeting with copies given to management. Copies of the written records shall be kept for a period of three (3) years. Copies of meeting records are available for employee review and a copy will be sent to each Committee member.

All reports, evaluations and recommendations of the Safety Committee will be made a part of the minutes of the Safety Committee meeting.

A system shall be established by the Safety Committee to obtain suggestions, reports of hazards or other information directly from all persons involved in the operations of the workplace. The Safety Committee will routinely review such information in its monthly meetings.

Inspections of the workplace will be done quarterly by the Safety Committee. The first of these inspections will include creating a list of major areas and sub-items to be inspected. From there, a checklist will become standardized for subsequent inspections. From these inspections the committee will document their findings and make recommendations.

Employees who have suggestions for improving workplace safety should write out their suggestion(s), sign and submit them to the Safety Committee.

First Aid Kits

First aid kits are located in all trucks and in the shop. The specific location of these kits is also posted at each location.

MSDS

MSDS Books are maintained in all trucks, the shop and office. All new employees are given MSDS training as part of their orientation to the Company.

Operation of Equipment

Employees are **strictly forbidden from driving or operating any equipment unless they have been pre-qualified and authorized by their supervisor to do so.** An employee should not, under any circumstances, operate equipment or vehicles that they feel are not in a safe operating condition. If an employee feels that such equipment or vehicle is not in a safe operating condition, they should notify their supervisor so the equipment can be "tagged out".

All employees are responsible to know how to lockout/tag-out equipment that they operate.

Notification to Power Company and Safeguards

When work is performed within 10 feet of any high-voltage line, the power line provider needs to be notified. Work may be defined as operations performed, tools or materials handled, equipment moved or operated, etc. The person responsible for the work (supervisor, foreman, top man, etc.) shall promptly notify the proper power company of the work to be done. That person shall be responsible for the completion of the safety measures as required before proceeding with any work within the 10-foot safety zone.

Safety Rules

Company safety rules must be followed. The following are some, but not all, of the rules that must be followed. In the absence of specific rules, all employees are expected to maintain proper standards of safety and follow the instructions of their supervisor.

1. **ONLY AUTHORIZED, TRAINED AND QUALIFIED PERSONS SHALL OPERATE MACHINERY OR EQUIPMENT.**
2. All employees driving Company vehicles or operating personal vehicles on Company business shall wear safety belts as required by law.
3. All employees are required to attend safety meetings called by their supervisors.
4. Protective equipment **MUST** be worn when required on specific jobs. Any deficiencies in the required protective equipment must be reported to the supervisor immediately.
5. Practical jokes, scuffling, contests of strength or other horseplay will not be permitted.
6. Each employee is responsible to check all equipment for proper safety devices before operating and to report immediately any deficiencies to the supervisor.
7. The use of intoxicating liquor or drugs on the job or reporting to work under the influence of intoxicants is strictly prohibited.
8. Each employee is responsible to maintain a safe working environment. To accomplish this, all tools and equipment must be properly stored after each use. **REMEMBER** to clean up after yourself.
9. All employees shall correct any unsafe condition or practice to the extent of their individual authority.
10. If any employee does not have the authority to correct an unsafe condition or practice, he or she shall report the unsafe condition or practice to the Company official who has authority to act in this matter or to their supervisor.

11. Only clothing appropriate to the nature of the job and weather may be worn. Canvas or similar sport shoes are prohibited on all job sites. Shirts with at least 4" sleeves must be worn at all times. No shorts may be worn. Certain jobs may require certain clothing. Check with your supervisor.
12. Safety recommendations from employees are encouraged. A suggestion box for recommendations will be provided and management will respond with information about actions taken or current status of each recommendation.
13. Eye protection will be worn by workers exposed to flying objects while using jackhammers, cutoff saws or working with any hazardous chemicals.
14. No employee shall work alone in any situation where the work might be considered dangerous. If there is a doubt, consult your supervisor.
15. All employees will keep out from under suspended loads.
16. Employees who are working where welding is being done **must** wear a welder's hood or goggles to protect their eyes if they are exposed to the arc.
17. Always use the correct tool for the job. If you do not know which tool to use, ask your supervisor.
18. When lifting, bend your knees and lift with your legs. Reverse the procedure when putting heavy objects down. NEVER TRY TO LIFT EXCESSIVE LOADS BY YOURSELF. GET HELP!!
19. Do not walk across the pathway of operating equipment.
20. No employee shall knowingly violate any safety law or regulation.
21. No worker shall remove, deface or destroy any warning/danger signs or barricades or interfere with any other form of accident prevention device.
22. All employees must wear hard hats in designated area.
23. Any employee involved with vehicular traffic or working within 30 feet of a public right of way, must wear a highly visible or reflective vest and a hard hat.
24. No employee shall enter a manhole until it has been tested for gases by an authorized person and properly ventilated.
25. No employee shall enter a ditch or trench until proper shoring has been installed according to the requirements of the law. If you are not sure if a ditch or trench is ready to be entered, ask your supervisor.
26. Employees will report all injuries immediately to the person in charge. No employee shall go to a physician or other medical practitioner for treatment of any on-the-job injury without authorization from the office or supervisor **except** under absolute emergency conditions.
27. Injuries not reported before leaving your shift will result in any subsequent claim being questioned and could thus jeopardize

employee's rights to compensation under worker's compensation law. Supervisors shall report all accidents to the management within 24 hours.

28. Cooperation in accident investigations is required of all employees.
29. A violation of the safety policies or posted safety rules will be cause for disciplinary action. Repeat violations will result in possible suspension without pay or termination at the option of the management representative.
30. **Any employee observed working in a manner that might cause immediate injury to themselves or other employees will be warned of the danger and a written notice of policy violation will be referred to their personnel file. A second warning will result in a one-day suspension from work without pay. A third violation will result in termination. Management may, however, in its discretion, terminate any employee for any reason and without notice. Employment is "at will".**
31. Trucks will not be loaded or unloaded except by fully trained and competent drivers who comply with all policies, procedures and rules.
32. Any employee ever in doubt about a safety procedure should immediately consult his supervisor or an owner.
33. Specific rules of safety will be drawn up and posted. You are responsible for checking for and reading the postings.