Trucking Safety Manual
SAFETY RULES, POLICIES, AND PROCEDURES
The safety rules contained on these pages have been prepared to protect you in your daily workplace. Employees are to follow these rules carefully, review them often and use good common sense in carrying out assigned duties.

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DRUG TESTING
To ensure the accuracy and fairness of our testing program, all testing will be conducted according to Substance Abuse and Mental Health Services Administration (SAMHSA) guidelines. It will give Employees who test positive the opportunity to provide a legitimate medical explanation, such as a physician’s prescription, for the positive result. All drug-testing information will be maintained in separate confidential records.

Each employee, as a condition of employment, will be required to participate in pre-employment, periodic, random, post-accident, reasonable suspicion and return to duty testing upon selection or request of management.

The substances that will be tested for are:
1) Amphetamines
2) Marijuana
3) Cocaine
4) Opiates
5) 6-Monoacetylmorphine
6) PCP
7) Ecstasy
Testing for the presence of the metabolites of drugs will be conducted by urine analysis or mouth swab.

Testing for the presence of alcohol will be conducted by breath analysis.

Any employee who tests positive will be:
1) Immediately removed from duty
2) Suspended without pay for a period of 30 days
3) Referred to a substance abuse professional for assessment
4) Required to successfully complete a rehabilitation program
5) Required to pass a return to duty test
6) Subject to ongoing, unannounced follow up testing for 5 years
7) Terminated immediately if he/she tests positive a second time

DISCIPLINARY PROGRAM
This program is designed to ensure full compliance with all company safety policies. There will be random inspections of the work sites by the Safety Manager on a weekly basis.

EXAMPLES OF IMMINEENT DANGER WARRENTING A WARNING NOTICE:
1. Working in an area where a fall hazard exists, such as working on a steel beam without being tied off 100% of the time.
2. Working in a trench greater than 5 feet deep without a shoring system in place, such as a trench box OR not having the excavation walls sloped or benched properly.

EXAMPLES OF A SAFETY VIOLATION WARRENTING A WARNING NOTICE:
1. Failure to wear proper PPE.
2. Failure to wear seat belt while operating equipment.

We feel this program will enable us to encourage safe behavior at all times.

WHO CAN ISSUE A WARNING?
Superintendents, Foreman or any member of the Carver Companies Management.

WHAT IS A WARNING NOTICE?
A warning notice is a written document that is issued to any employee who has violated a safety rule or practice.

In addition to violating our own safety rules, regulations and practices, other examples of violations that anyone will receive warning notices for could be as follows:

1. Tardiness
2. Conduct
3. Absence
4. Attitude
5. Disobedience
6. Carelessness

A warning notice will indicate the following items regarding the violation:

1. Date of violation and date of warning notice
2. Time of violation
3. Location of the job, job name and/or job number where the violation took place
4. Number of violation (First, Second or Final termination)
5. Description of the violation along with the person issuing the warning notice
6. Signature of the person issuing the warning notice
7. Signature of the person receiving the warning notice
8. Signature of Safety Director or person approving the warning notice

WHO CAN RECEIVE A WARNING NOTICE?
Anyone who is employed by Carver Companies, from management to the hourly worker in the field. There are no exceptions to the policy.

Everyone employed by these companies is expected to exercise and demonstrate the highest level of safety in the workplace at all times.

If any employee of Carver Companies sees that anyone is violating a safety standard (including subcontractors) they are required to report it to their supervisor immediately.

WHEN SHOULD A WARNING NOTICE BE ISSUED?
Superintendents, foreman and management are directed to issue a warning notice whenever a violation of safety standard has been violated.

WARNING NOTICES ISSUED BY SUPERINTENDENTS, FOREMAN AND SAFETY MANAGERS:
Superintendents, foreman and Safety Managers are directed and expected to issue warning notices to who is disregarding any safety rules.

WARNING NOTICES ISSUED TO FOREMAN BY SUPERINTENDENTS:
Superintendents are directed to write warning notices to Foreman, if they observe:
   a) A Foreman allowing an employee to perform an unsafe act.
   b) A Foreman performing an unsafe act.

1st OFFENSE: The first offense will result in a Verbal Written Warning and a one on one meeting with the Employees Supervisor and the Safety Manager.

2nd OFFENSE: The second offense will result in a Written Notice and the employee will then have to attend a meeting with the employees Supervisor, the issuer of the notice and the Safety Manager to discuss the violation and will receive 2 days off without pay.

3rd OFFENSE: The third offense will result Immediate Termination of employment. The employee will attend a meeting with the employees Supervisor, the issuer of the notice and Safety Director to discuss the violation.

All notices will be written and copies will go to the:
   1. Employee
   2. Supervisor
   3. Safety Director
   4. Human Resources

We reserve the right to issue an immediate termination for severe violations or those which put lives in danger.

This progressive disciplinary program in no way negates Employment At Will, and should not be misconstrued as a promise of continued employment or employment contract. Employment is At Will and the company reserves the right to terminate employment at any time. It is the goal of Carver Companies to have a safe and drug-free work environment.

WORKPLACE VIOLENCE

- Any employee who feels that she/he has been threatened should immediately report their concern to the supervisor and to Human Resources.
- If any person is observed exhibiting threatening behavior or making threatening statements, the person discovering the situation should warn others in the area and immediately notify Human Resources and stay away from the person exhibiting threatening behavior.
- Depending upon the level of concern, the police department (911) should be called immediately.
- Never attempt to confront any person exhibiting threatening behavior.

If you have reason to believe that events in your personal life could result in acts of violence occurring at work, you are urged to confidentially discuss the issue with Human Resources so that a prevention plan can be developed.
SEXUAL HARASSMENT POLICY
Carver Companies do not tolerate harassment of our job applicants, employees, clients, guests, vendors, customers, or persons doing business with us. Any form of harassment related to an employee’s race, color, sex, religion, national origin, age, citizenship status, veteran status, or handicap is a violation of this policy and will be treated as a disciplinary matter. For these purposes, the term harassment includes, but is not limited to, slurs, jokes, or other verbal, graphic, or physical conduct relating to an individual’s race, color, sex, religion, or national origin; sexual advances; requests for sexual favors and other verbal, graphic, or physical conduct of a sexual nature.

Violation of this policy by an employee shall subject that employee to disciplinary action, up to and including immediate discharge.

Examples of conduct prohibited by this policy include but are not limited to:

- Unwelcome sexual flirtation, advances, or propositions;
- Verbal comments related to an individual’s age, race, gender, color, religion, national origin, disability, or sexual orientation;
- Explicit or degrading verbal comments about another individual or his/her appearance;
- The display of sexually suggestive pictures or objects in any workplace location including transmission or display via computer;
- Any sexually offensive or abusive physical conduct;
- The taking of or the refusal to take any personnel action based on an employee’s submission to or referral of sexual overtures; and
- Displaying cartoons or telling jokes that relate to an individual’s age, race, gender, color, religion, national origin, disability, or sexual orientation.

If you believe that you are being subjected to workplace harassment, you should:

- Tell the harasser that his or her actions are not welcome and they must stop, if you feel comfortable enough to do so.
- Report the incident immediately to your supervisor and/or the Human Resources Manager.
- Report any additional incidents that may occur to one of the above resources.

Any reported incident will be investigated. Complaints and actions taken to resolve complaints will be handled as confidentially as possible, given Carver Companies obligation to investigate and act upon reports of such harassment.
LONE WORKER POLICY
The Lone Worker Policy is put in place to ensure that all employees check in to prevent injury or death as a result of being unaccounted for.

Employees may work alone but need to be aware of the dangers of doing so. These hazards differ from jobsite to jobsite and include but are not limited to accidents associated with fatigue, issues with personal disease of sickness, unexpected third party actions, extreme weather conditions and more.

If an employee is working alone they are to check in at least once every five (5) hours with their supervisor who must be at a Foreman level or higher or their Safety Manager at Carver Companies. If required to work in extreme weather or working conditions they will need to check in with their supervisor in half (1/2) or one (1) hour increments, whichever is determined appropriate by their supervisor.

VEHICLE USE POLICY
To: All drivers of Carver Companies
Effective: January 1, 2013

- This policy applies to:
  - Vehicles owned, leased, or rented to Carver Companies
  - Personally owned vehicles driven by employees on behalf of Carver Companies

The following policy has been established to encourage safe operation of vehicles, and to clarify insurance issues relating to drivers and Carver Companies

- All drivers must have a valid driver’s license.
- Motor Vehicle Records will be checked periodically. Driving privileges may be suspended or terminated if your record indicates an unacceptable number of accidents or violations. Should your record fall into our insurance carrier’s guidelines of an ‘unacceptable driver,’ your employment may be terminated.
- Your supervisor must be notified of any change in your license status or driving record.

When operating your own vehicle for Carver Companies business:

- Your Personal Auto Liability insurance is the primary payer. Carver Companies insurance is in excess of your coverage.
- You should carry at least $100,000 per person bodily injury, $300,000 per accident for bodily injury, and $100,000 per accident for property damage liability coverage. Evidence of insurance coverage is to be provided to Carver Companies each year, by a copy of your policy’s Declaration page or a Certificate of Insurance.
- Carver Companies are not responsible for any physical damage to your vehicle. You must carry your own collision and comprehensive coverage.
- Report your mileage for expense reimbursement.
In the event of an accident:

- Take necessary steps to protect the lives of yourself and others.
- Comply with police instructions.
- Do not assume or admit fault. Others will determine liability and negligence after thorough investigation.
- Report the accident to Carver Companies as soon as possible.

*COMPANY VEHICLES ARE A PRIVILEGE AND SHOULD NOT BE DRIVEN FOR PERSONAL USE.*

* YOU WILL NEED TO HAVE WRITTEN PERMISSION FROM YOUR SUPERVISOR FOR USE OTHER THAN BUSINESS PURPOSES.*

The following chart serves as a guideline for evaluating an employee’s Motor Vehicle Record (MVR). An employee with an MVR grade of “poor” will possibly not be insurable by our insurance carrier and could jeopardize their employment if they are unable to be insured. Note that any “major” violation is a “poor” score.

**Motor Vehicle (MVR) Grading Criteria (Last 3 Years)**

<table>
<thead>
<tr>
<th>Minor Violations</th>
<th>Number of at-fault accidents</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>0</td>
</tr>
<tr>
<td>0</td>
<td>Clear</td>
</tr>
<tr>
<td>1</td>
<td>Acceptable</td>
</tr>
<tr>
<td>2</td>
<td>Acceptable</td>
</tr>
<tr>
<td>3</td>
<td>Borderline</td>
</tr>
<tr>
<td>4</td>
<td>Poor</td>
</tr>
</tbody>
</table>

Any Major violation

<table>
<thead>
<tr>
<th>Minor Violation</th>
<th>Major Violations</th>
</tr>
</thead>
<tbody>
<tr>
<td>All moving violations not listed as a major violation.</td>
<td>▪  Driving under influence of alcohol/drugs</td>
</tr>
<tr>
<td></td>
<td>▪  Failure to stop/report an accident</td>
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<tr>
<td></td>
<td>▪  Reckless driving/speeding contest</td>
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<td>▪  Driving while impaired</td>
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<td>▪  Making a false accident report</td>
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<td></td>
<td>▪  Homicide, manslaughter or assault arising out of the use of a vehicle</td>
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<tr>
<td></td>
<td>▪  Driving while license is suspended/revoked</td>
</tr>
<tr>
<td></td>
<td>▪  Careless driving</td>
</tr>
<tr>
<td></td>
<td>▪  Attempting to elude a police officer</td>
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</tbody>
</table>

**FIRE SAFETY**

Protect fire extinguishers from exposure to severe weather conditions. Extinguishers are approved for temperature range –40 degrees to +120 degrees F. Extinguishers are pressurized
vessels, which if exposed to excessively high temperature could rupture, and result in injury or damage.

**Water-type extinguishers must be protected from freezing.**

**Maintain fire extinguishers in accordance with the NFPA portable fire extinguisher standard.**

**A qualified distributor should service fire extinguishers. Service by inexperienced persons can be dangerous.**

**All portable fire extinguishers shall be visually and monthly inspected and have an annual maintenance check. Your Supervisor shall train you prior to initial assignment and annually in the inspection process, as well as familiarizing you on the general principles of extinguisher use and the hazards involved in incipient firefighting.**

**IN CASE OF FIRE:**
Alert other persons in the immediate hazard area.

If you have been trained, you can decide to use a fire extinguisher following these instructions:
- **P**=Pull the safety pin
- **A**=Aim the nozzle at the base of the fire
- **S**=Squeeze the operating lever
- **S**=Sweep side to side covering the base of the fire

*When using a fire extinguisher, always stay between the fire and an exit; stay low and back away when the fire is extinguished.*

*Never feel that using a fire extinguisher is required. If the fire is too hot, too smoky or you are frightened, evacuate.*

- Warn everyone. Be sure everyone clears the area immediately and stays safely outside.
- Have someone notify the fire department.
- The Fire Department needs to be called no matter how small the fire seems to be or call 911.
- Evacuate the area.
- Plan your evacuation and stay near an exit so you can escape in case the fire gets out of control.
- Stay low to avoid inhaling smoke heated fumes and poisonous gases.
- Use the proper extinguisher for class of fire involved.
- Grasp the extinguisher firmly and pull out locking pin (operating procedures are marked on extinguisher).
- Stand 6 to 10 feet from the fire (contents of extinguisher are under pressure).
- Hold the extinguisher upright, point nozzle toward base of flames and squeeze the handle.
• Discharge contents into base of flames, sweeping back and forth across underside of flames. For wall fires, start at the bottom and work your way up and for floor fires, sweep side to side and move forward as fire is extinguished.
• After your initial effort, move progressively closer to the fire, enabling the discharge stream or cloud to reach the furthest burning sections. Keep your back to the wind. If extinguisher discharge scatters the fire, you are too close. Move back until scattering action ceases.
• After the fire is out, survey area for several minutes for “flashback” or small recurrences or flame. Check the rubble for smoke, which can indicate fire. Clean up area immediately after you have confirmed that the fire is extinguished. Some dry chemical agents may corrode property if not cleaned up directly after the fire is extinguished. Shut off power if you suspect fire was of electrical origin.
• It is our policy to only attempt to extinguish fires in their early stages. Our primary function in a fire emergency is to facilitate evacuation and minimize damage.

Safety Procedures
• Do not point an extinguisher at a person’s face.
• Avoid inhaling chemical contents, which can cause temporary irritation and vomiting. If this occurs, contact a physician immediately.
• When using carbon dioxide extinguishers, avoid enclosed areas, which present a suffocation hazard. Should a person be overcome, they should be removed immediately from the space containing the gas. Call a physician and apply artificial respiration.
• Carbon Dioxide (snow) can inflict cold burns if it touches skin.
• Never enter an area where a fire was burning, even if it appears to be out. Fire may re-flash, resulting in entrapment and burns.
• Never use water on electrical fires.

EMERGENCY RESPONSE PROCEDURE
In the event of personnel exposure, accident, injury or fire, the following general accident and emergency response procedures are to be followed by personnel:
In Case of a True Emergency:
1. If you are the first on the scene you need to protect yourself from any hazards,(i.e. gas leaks, downed power lines, etc.)
   1. Survey the Scene
      When you hear a call for help, there are certain things that you should do. As you approach the victim, take in the whole picture. Don’t look only at the victim. Take a look all around the victim. This should take only a few seconds and should not delay your caring for the victim. Here are the things you should be looking for:

   A. Is the Scene Safe? Is the area safe enough for you to approach the victim?
      For example, is there an exposed electrical wire? Are there harmful fumes? Is there danger from traffic? Once you reach the victim, decide if it is safe for
you and the victim to stay where you are. Unless you or the victim is in immediate danger from a hazard at the scene, **don’t move the victim.**

B. **What Happened?** What actually happened? Look around for clues that could tell you the type of injuries the victim might have. The scene itself often gives the answers. If a person were lying next to a ladder, you would suspect that he/she fell off the ladder and may have broken bones. An electrical wire on the ground next to the victim might mean electrocution.

C. **How Many People Are Injured?** Look beyond the victim you see at first glance. There may be other victims. Seriously injured victims must not go unnoticed because they are unconscious. In an auto accident, open car doors can mean there are more victims nearby who were thrown out of or walked from the car.

D. **Are There Bystanders Who Can Help?** If there are bystanders, use them to help you find out what happened. Maybe someone saw the victim fall. If the bystander knows the victim, ask if the victim has any medical problems.

2. Do a primary survey of the victim. Don’t panic---call for help (DIAL 911) Be prepared to give the following information:
   - Location of accident
   - Type of accident/incident (fire, auto accident, etc.)
   - Number of people involved and extent of injuries
3. Do a secondary survey of victim.
4. Provide assistance to the injured personnel. Only perform first aid if you have been trained and always follow Carver Companies blood borne pathogens policy.
5. Assign tasks as needed: (send someone for the first aid kit and/or fire extinguisher; to call the project superintendent, safety coordinator or main office)
   **STAY CALM AND THINK!!!**
6. Secure the area
7. When time permits, fill out any accident/incident reports following company procedures. Don’t forget to get witnesses names, telephone numbers and addresses, for future use. Every jobsite is to have a posted list of emergency numbers for the local fire department, medical and rescue services. Learn the locations of the nearest hospitals. Learn the locations of your first aid kits and fire extinguishers and make sure you know how to use them. If you don’t know how to use them ask your foreman or safety manager how to use them. You can also look at fire safety in this book and it will tell you how to as well.
Carver Companies

EMERGENCY CONTACT LIST

EMERGENCY TELEPHONE NUMBERS:

FIRE DEPARTMENT: 911

TELEPHONE: 911

POLICE DEPARTMENT: 911

TELEPHONE: 911

EMERGENCY MEDICAL SERVICES (AMBULANCE): 911

TELEPHONE: 911

HOSPITAL: 911

TELEPHONE: 911

DOCTOR: 911

TELEPHONE: 911

SAFETY DIRECTOR (518) 469-5403

HOME TELEPHONE: (607) 397-8643

MAIN OFFICE: (518) 355-6034
ACCIDENT/INCIDENT/INJURY REPORTING & INVESTIGATION PROCEDURES

Employees are required to report all injuries to their supervisors and obtain proper first aid treatment. Supervisors or the safety director will complete an Accident Report for all accidents/incidents/injuries regardless of whether first aid is required.

The following procedures shall be followed:

Accident Report: All accidents/incidents must be recorded on the Carver Companies Report form. This Accident/Incident report shall be forwarded to Human Resources.

An accident investigation will be conducted to determine the root cause of the accident. The injured employee will be asked to participate in the investigation.

First Report of Injury (State Workers’ Compensation Report): For all cases requiring medical attention, this report shall be filed in accordance with applicable state laws. Human Resources will file appropriate state forms with the Workers’ Compensation insurance carrier.

Incident/Injury Report:

- All accidents, injuries (no matter how slight), potential safety hazards, safety suggestions and health and safety related issues must be reported immediately to your Manager. If you or another employee is injured, you should contact outside emergency response agencies, if needed.
- If an injury does not require medical attention, a Supervisor and Employee Report of Accident Form, specifically a C-2, must still be completed in case medical treatment is later needed and to insure that any existing safety hazards are corrected.
- The Employee’s Claim for Worker’s Compensation Benefits Form must be completed in all cases in which an injury requiring medical attention has occurred.
- Federal law (Occupational Safety & Health Administration) requires that we keep records of all illnesses and accidents which occur during the workday. The New York State Workers’ Compensation Act also requires that you report any workplace illness or injury, no matter how slight. **If you fail to report an injury, you may jeopardize your right to collect workers’ compensation payments as well as health benefits.**
- OSHA also provides for your right to know about any health hazards which might be present on the job. Should you have any questions or concerns, contact your Manager for more information.

Ask Questions

- If you are ever in doubt regarding the safe way to perform a task, please do not proceed until you have consulted your Manager or a member of the Safety Team. Employees will not be asked to perform any task which may be dangerous to their health, safety or security. If you feel a task may be dangerous, inform your Manager or Safety Team member at once.
- We strongly encourage employee participation and your input on health and safety matters. Please obtain a Safety Suggestion Form from your HR Manager for this purpose. Employees may report potential hazards and make suggestions about safety without fear of retaliation. We appreciate, encourage and expect this type of involvement! The success of the safety program relies on the participation of all employees. Though it is Carver Companies’ responsibility to provide for the safety, health and security of its workers during working hours, it is the responsibility of each employee to abide by the rules, regulations and guidelines set forth.
Remember, failure to adhere to these rules will be considered serious infractions of safety rules and will result in disciplinary actions.

**Accident/Incident investigations shall be conducted as follows:**

- The supervisor and safety director shall investigate all accident/incidents requiring doctor care or first aid.
- The investigation shall include a discussion with the employee and other employees who may have been witnesses.
- The supervisor and safety director shall determine the cause of the accident/incident, take corrective action and prepare a written report. The written report should avoid general terms and clearly state the specific cause of the accident.
- The safety director and supervisor shall review accident/incident reports and ensure that prompt corrective action has been taken.
- The supervisor and safety director shall follow up to ensure compliance with company policies and offer assistance.

Accident investigation is of prime importance in the accident prevention program. Its chief purpose is to determine the cause of the accident so that recurrences can be prevented. An accident is an indication that some hazard, exposure or condition needs correction if a future accident is to be prevented.

**CELL PHONE POLICY FOR CONSTRUCTION AND SAND & GRAVEL**

There are to be no personal cell phones during working hours, unless calls are work related. You may use your cell phone for personal matters during breaks, lunches, or during non-working hours.

While you are working, it is crucial that you pay attention and are not distracted. Inattention and distraction can cause issues with your job performance, property damage and / or personal injury.

If you do not use your phone for company business, please leave it in your personal vehicle.

If you use your phone while driving, please be sure to utilize a hands free device. If you do not have a hands free device but would like one, please let us know and we can assist you with discounts and recommendations through Verizon Wireless.

**CELL PHONE POLICY FOR THE PORT OF COEYMANS, P&M CRUSHING, LAFARGE T-BIRD & LAFARGE QUARRY**

There will be zero Tolerance for use of Mobile Phones and related devices while working. The use of these devices is restricted to breaks and lunch periods.

Please direct friends and family to contact the office in the event of emergency

Main Office (518) 355-6034  
Port of Coeyman’s Office (518) 756-2164
• First Offense - Employees caught using a mobile phone or related device while working will be sent home for the remainder of the day. From that point on, you will be required to leave your mobile device in your vehicle during work hours.
• Second Offense - Employees caught using a mobile phone or related device while working for a second time will be subject to immediate termination.
• Managers using company issued cell phones may be exempt from this policy.

SITE SPECIFIC HAZARD AWARENESS FOR QUARRIES AND PITS
Due to the very strict Mine Safety and Health Administration (MSHA) regulations, we at Carver Companies find it necessary to enforce the following policies at our sand and gravel operations.

• All trucks entering the property must have a working backup alarm or a person in full view of the driver, guiding the backing up procedure.
• All drivers must remain IN their truck while being loaded. YOU WILL NOT BE LOADED IF YOU LEAVE YOUR TRUCK.
• Do not tarp your load while in the Quarry. Use designated area by scale house on your way out.
• Always wear your hardhat when you’re not in your truck, please bear in mind that the quarry is a hardhat area.
• Always wear your seatbelt.
• Loaders and pit vehicles have the right of way at all times.
• Wear respirators, safety glasses and hearing protection as required.
• All persons entering the quarry must KEEP AWAY from the crusher and screening equipment.
• In the event of emergency the designated meeting area is the scale house.
• Please practice safety while in our quarries and remember to use common sense.
• Obey all posted speed limits.

SITE SPECIFIC HAZARD AWARENESS FOR CONSTRUCTION JOBSITE

• All trucks entering the property must have a working backup alarm or a person in full view of the driver, guiding the backing up procedure.
• All drivers must remain IN their truck while being loaded. YOU WILL NOT BE LOADED IF YOU LEAVE YOUR TRUCK.
• Always wear your hardhat and vest when you’re not in your truck.
• Always wear your seatbelt.

Dump trucks are considered the workhorse of the job site. Because they are so common, they have far too often been the source of serious injuries and fatalities.

Onsite Safe Driving Practices:
• Never travel forward with box up. This is common after dumping and you may get complacent with doing this and accidents can happen. Examples: coming into contact with overhead lines, drivers and bystanders being electrocuted while making contact when power lines contacted by a raised bed.
• Never allow the operator to swing loads over the front of the truck.
• When preparing to leave the loading area make sure to clean off loose dirt or gravel from sides and spreader plate as well as covering your load to prevent
material from blowing off during transit. Be sure to park in a safe spot while doing so.

- When getting out of truck you must wear your safety gear.
- Be aware of the jobs that you are hauling to. Where you are supposed to dump, where the open trenches are or manholes.
- When driving in or on wet, muddy and slippery surfaces, avoid the tendency to over steer.
- Have a spotter on the jobsite while backing up near any work crew.
- Make sure no one is in the path of material being dumped as there has been more than one person buried alive during the backfill process.
- Never get too close to an open trench as it may cave in. Always have a spotter directing you.
- Always do a walk around before dumping when no one is present.
- Always check your mud flaps and tailgate locks.
- Always dump on even ground when you are in a dump trailer.

**PRE-START UP CHECKS**

Due to the wide variety of makes, models and accessories associated with dump trucks, you must take the time to thoroughly read and follow the truck and accessories operator and safety manual. This is the key to understanding the proper safe operation of all the equipment.

When it comes to equipment safety, maintenance of your dump truck is extremely important. Prior to driving your truck, you must conduct the following checks:

- Check all vital fluids such as engine oil, hydraulic fluids, transmission, water and power steering. Do so while keeping care to prevent dirt from entering any openings.

- Remember, if your truck has an automatic transmission, it must be warmed up to the proper operating temperature to get an accurate reading. Report any unusual colors or odors from any of the fluids.
- Check the condition of all tires looking for cuts, bulges or other damage. Be sure that the mud flaps are also in good condition.
- Check headlights, tail lights, brake lights, and running lights as well as overhead strobes if so equipped.
- Check and clean the windshield, rear view mirrors and any glass, and don’t forget about the wipers.
- Check seatbelt function.
- Check backup alarm.
- Check brakes and brake air pressure.
- If you hear any unusual noise from the truck, stop and check it out. You may be preventing a highly expensive repair if left unattended.
- Immediately report any damage noted to the vehicle or that may have been caused by another driver; and, of course, report any damage to your supervisor whether it was your fault or not.
• Ensure that the entry steps are free of grease or mud that could cause a fall. The cab must be free of debris such as soda cans, fast food bags, rolling flashlights and the like. Any of these can create a hazard should they get under your feet during a panic stop.
• Certainly don’t forget about your fire extinguisher and first aid kit. Be sure that the extinguisher is fully charged and the first aid kit properly supplied.
• Before starting the truck, check that the air brake valves are in the closed position.

If any dump truck equipment fails the pre-shift inspection, notify your supervisor and remove the truck from service.

CHECKING GAUGES & REFUELING
Now that you have completed your pre-start up checks, go ahead and start up the engine.
• Are all the gauges functioning properly and are they within normal operating ranges? If any are not working properly, immediately shut down the truck and report the issue to your supervisor.
• If unsure, ask. When it comes to risking damage to an expensive engine, there are no dumb questions.
• Refueling requires special care. First of all, no smoking is allowed.
• Be sure to ground the nozzle to the filler neck to avoid a buildup of static electricity, which can cause fuel to ignite.
• If you spill fuel, clean it up. You’ll be preventing both fire and slip and fall hazards.

DRIVING PREPARATIONS INSIDE THE CAB
Modern dump trucks have cabs that can approach the complexity of a jet plane so prior to driving be sure you are very familiar with the location and function of the various controls, such as the air brake gauge, ignition switch and gears. Again, be sure to refer to the operator’s manual for specific instructions.
• On the dash, along with fuel level, oil pressure and voltage gauges, you will probably find one or two air pressure gauges. There may also be an indicator light on the dash that will stay lit until there is enough pressure to release the parking brake.
• Some trucks have an audible alarm that will indicate when there is sufficient pressure. Most trucks require about 60 pounds of air pressure in order to release the brake.
• While waiting for the pressure to build, go ahead and put your seatbelt on and recheck the gauges and mirrors. This might be a good time to check that the backup alarm is working properly.
• When you have sufficient air pressure, go ahead and release the air brakes. If you need to apply the parking brake again, simply pull the knob to set the braking system.
• Be sure that you’ve been trained and are familiar with the two-speed axle switch. Generally, the axle switch should be kept in the high position for normal street driving and in the low for steep inclines and poor road conditions.
OPERATIONAL PRECAUTIONS

- When entering or exiting the cab of a dump truck, always use the hand hold and steps.
- Know the locations of obstacles such as boulders, overhead power lines, fences and low tree limbs in areas where loading, hauling and dumping are to occur.
- Be aware of blind spots when backing a dump truck. Carefully adjust rear view mirrors to maximize your field of view.
- Know where other are located in the loading, hauling and dumping areas.
- Maintain awareness of the relationship between increasing braking distance as the dump load weight increases. Dump box loads should be evenly distributed to enhance vehicle stability.
- Engage the dump-box bars before performing maintenance or other tasks under a raised dump box.
- Recognize surface areas hazardous to dumping, such as uneven and sloping surfaces or poorly compacted fill. Dumping loads while located on hazardous surface areas may result in vehicle tip overs.
- Assure length of travel is reasonably level and compacted before spreading material by dumping from a moving truck.
- Know whether the material being hauled is wet or damp and will it have a tendency to stick in the dump box as it is raised.
- Prevent vehicle tip overs by deflating the air bags before raising the dump box.
- Obey all traffic signs, signals and speed limits.

OPERATIONAL HAZARDS

All dump trucks have a maximum gross vehicle weight rating and that must never be exceeded. If you drive overloaded, you risk reduced vehicle control and increased potential for an accident.

- Remember, a loaded vehicle handles very differently than an empty one. Be prepared for longer stopping distances, slower accelerations, an increased lean on curves and turns and a very different steering response.
- Dump trucks and their operators are at particular risk during dumping operations as when the bed is raised, there is an increased risk of the truck tipping over while driving over uneven or soft ground. Be sure to lower your bed as soon as possible after dropping your load.
- Another very real concern is coming into contact with overhead lines. More than one driver and bystanders have been electrocuted while making contact when power lines contacted a raised bed.
- While waiting for a load, never sit in the cab, as falling rocks and debris can injure you if one should crash through the windshield.
- Never allow the operator to swing loads over the front of the truck. Remember, you're the one who will have to explain the big dent right in the middle of the hood.
- When preparing to leave with a load, be sure to clean off loose dirt or gravel from the sides and back of the bed. Failure to do so can lead to windshield damage claim or worse.
• Be sure to cover your load to prevent material from blowing off in transit.
• When climbing into the cab, always use the handrail to prevent a fall.

**OVERHEAD POWER LINES**

Look up!

Be aware of overhead wires. A few times each year, accidents occur on our system when equipment doesn’t clear power lines. These accidents can not only damage equipment, but can also cause serious injuries and even death.

If your project/job requires you to work or pass near overhead power lines, please use caution at all times. Remember the guidelines below to stay safe and in the clear.

• Keep a safe distance between yourself and power lines. Ten feet is generally considered the minimum safe distance.
• Before you begin working, check carefully for overhead power lines in the area. Don’t assume that wires are telephone or cable lines.
• If you need to cut a tree branch, be sure that it won’t fall into power lines.
• Use a spotter when operating heavy equipment.
• Use tape, signs or barricades to keep yourself and equipment a safe distance from overhead lines.
• Avoid storing materials under or near overhead power lines.
• If you should be in a vehicle that is in contact with an overhead power line, **DO NOT LEAVE THE VEHICLE.** As long as you stay inside and avoid touching metal on the vehicle, you may avoid an electrical hazard. If you need to get out because of fire, jump out without touching any wires or the equipment; keep your feet together and “bunny hop” to safety.

**BACKING DUMP TRUCKS**

• Never back up faster than walking speed.
• Use **G.O.A.L.** when backer is not available
  - G- Get
  - O- Out
  - A- And
  - L- Look
• Driver and Backer should agree on a STOP signal.

**DUMPING LOADS SAFELY**

The dump bed is a valuable specialized tool, but it can also be a hazard to you and those around you.

• Be sure to always get someone to guide you when dumping.
• Nobody should be allowed in the path of the material to be dumped. This is very important for people working in the near vicinity as more than one person has been buried alive during the back fill process.
Always use pre-arranged hand signals so there are no mix ups and be sure that there are no overhead lines that could get caught in the raised dump.

To dump your load: push the pin latch release or electronic button down, which will in turn release the pin latch on the tailgate. The rate of flow can be regulated by the limiting chains and the angle of the raised bed.

The rear of the truck can be a hazard; there are pinch points that can take off a finger as well as a risk of a serious head injury from a swinging tailgate.

To actually raise the bed: engage the power take off or PTO lever. Engage the PTO lever and push the dump control in the neutral or middle position. This will cause the bed to stop at any level you wish. Be sure to check your operator’s manual for specific instruction.

Return the bed to its original or lowered position by putting the lever or switch in the normal or original position. Be sure to push the pin latch lever back up to secure the tailgate.

**DUMPING PROCEDURES**

1. Be aware of your surroundings
   a) Always back first.
   b) If necessary, walk into the delivery site and check your delivery point.
   c) Watch for overhead clearances.
   d) Make sure the ground is level before dumping.
   e) When dumping your material, keep your foot off the brake. Let the load push your vehicle away.

**RAISED BED & TAILGATE HAZARDS**

There are some very important safety considerations you should be aware of while working around your dump truck:

- Never get under a raised dump bed without safety devices to prevent an accident. The reason is obvious.
- If you must work under a raised bed, be sure the bed is supported by an arm bar strong enough to support the load.
- The same goes for allowing yourself to get under an opened tailgate. A tailgate can weigh nearly a half of a ton. One slip and a very serious injury can result.

**COMMENTARY CHECKLIST WHILE ON THE ROAD**

1. Starting up at intersection
   - Look left, right and then left again. Check rear view mirrors.

2. When stopped in traffic
   - A car length of space is required from the vehicle ahead.

3. Count on-two-three after vehicle ahead has started to move
   - Follow when stopped at an intersection behind another vehicle. Check rear view mirrors.

4. Four to six seconds following time for speeds under 30 mph. 6-8 seconds for speeds over 30 mph
• This is to keep you from getting a fixation on the car ahead and to allow time to obtain and hold the proper eye-lead time

5. Eight to twelve seconds eye-lead time
• This is the best way to keep your eyes ahead of your wheels and is the depth at which your eyes should be focused most of the time.

6. Scan steering wheels
• Look and see whether or not cars at the curb are occupied. This is the only time they are a threat. If they are occupied the driver is probably about to exit from the car or pull out from the curb.

7. Stale Green lights
• The point of decision is an imaginary line that you set up between your vehicle and the crosswalk when you are approaching an intersection with a stale green light. Since you are not sure of the light, you must be sure of the point behind which you will stop if the light should start to change. This helps you get the big picture.

8. Eye Contact
• When you must depend on anyone along the edge of your driving path to stay put until you are past the danger point, it is imperative that you get their attention. The horn and lights are your communication tools when you do not have eye contact. Proper use of the horn to express a friendly message seems in many instances to be lost art. Only when you have eye contact can you expect the other person to act in a reasonably predictable manner to avoid a dangerous situation.

9. Pulling from a curb
• Glance over left shoulder when pulling from curb.

10. Use mirrors
• As a rule of thumb, once every 5-8 seconds.

**SPACE AND VISIBILITY WHILE ON THE ROAD**

- Rule 1: Aim high in steering- Find a safe path well ahead
- Rule 2: Get the big picture- Stay back and see it all
- Rule 3: Keep your eyes moving- Scan-Don’t Stare
- Rule 4: Leave yourself an out- Be prepared. Expect the unexpected
- Rule 5: Make sure they see you- Don’t gamble. Use your horn, lights and signals

Driver Pre-Trip/Post-Trip Inspections need to be done on a daily basis. They need to be handed into your supervisor who will then forward them on to the shop for repairs if needed.

**DIESEL ENGINES**

According to the IDEM:
“Running an engine at low speed (idling) causes twice the wear on internal parts compared to normal use”

Idling is costly.

Diesel engines are designed to operate best at operating temperatures.

At idle:
• Cylinder temperature drops leading to incomplete combustion
• Carbon builds on valves, head, rings and pistons.
• Lower combustion pressures allow blow by and contributes to oil degradation.

3 Steps to limiting idle time:
1. Turn it off @ lunch and breaks
2. Avoid idling more than 5 minutes
3. Limit warm-up periods based on conditions and cool down periods to (three) 3 minutes

Idling doesn’t add up. It runs up hours, adds emissions, burns fuel and shortens engine life.

SAFE DRIVING PRACTICES
Driving a dump truck is an important and sometimes difficult job. Safe driving becomes even more difficult on construction sites:
• Wet, muddy and slippery conditions require your concentration to be at a high level. When driving on these surfaces, avoid the tendency to over-steer.
• Also, avoid quick movements of the steering wheel. Be sure to decrease your speed and allow for extra stopping distance as required by these conditions.
• Apply your brakes carefully by pumping steadily and evenly to avoid brake lockup and loss of control.
• Avoid driving through flooded areas unless you are sure the water level is no higher than the bottom of the wheel rims to avoid dangerous wet brake linings.
• If you become stuck in the mud, sand or snow, apply light pressure to the accelerator while the transmission is in gear. Don’t race the engine; you’ll just make things worse.

If you’re to be towed out, do so according to the operator’s manual.

WORKING AROUND RAILROADS
• When working around railroad tracks and train stations, you must be properly trained in the hazards involved in working on or near tracks over which trains move. Please contact your Safety Manager before doing any work on or near any railroad.
• The rules and work practices that you must follow to help you avoid these hazards.
• The rules required by the governing owner of the tracks are the law and a condition of our authorization to work on their property.
• Two biggest dangers involved with working on or near railroads/tracks are:
  a. Moving Trains, and
  b. Electric power lines
• You must not rely on others to notify you of the approach of a train.
• Do not cross, step on, sit on or foul tracks.
• If you must be on the tracks working, face the flow of traffic and look behind you often, always ready to clear tracks.
• Always stay at least 10 feet away from the train, when required to pass on front of it or behind it.
• Your clothing must fit well and not be so loose that it would be easily snagged or become a hazard.
• Do not place materials or equipment within 25 feet of the centerline of the outside track. A 25 foot foul line must be established before starting work.
• All electrical lines near railroad are very dangerous and shall be considered energized.
• Stay at least 25 feet away from any energized line.
• If you must work within 15 feet of electric lines, you must make certain that the lines are do energized and properly grounded.
• You shall use the buddy system when working near or around railroad tracks.

DUMP TRUCK BEST PRACTICES
• Block raised dump bed with a prop rod or heavy block before working beneath it.
• Maintain climbing ladders and steps.
• Provide a grab handle for tilting cab hood.
• Avoid standing atop truck tires to clean cab glass. Use an a-frame ladder or tire step.
• Secure tarps when in use or when stored
• Never raise dump bed on uneven ground.
• Raise dump bed on level surfaces only.
• Check for overhead wires before raising bed.
• Clear workers from area when dumping.
• Use 3-Point contact when mounting and dismounting.
• Never jump from a cab of a truck.
• Survey area for traffic before exiting a cab.

DUMP TRUCK HAZARDS
• Employees are run over or backed over.
• Driver/worker caught beneath falling dump bed.
• Truck tips when dump bed is raised.
• Truck contacts power lines when bed is raised.

WORKING WITH TRAFFIC
• Be sure you have good back-up lighting.
• Make sure back alarm is working.
• Use (Yellow) Amber light
• Never back without verifying area first.

OPERATOR PROTECTIVE EQUIPMENT
• Wear reflective, high visibility vest.
• Wear hard hat when out of vehicle on all jobsites.
• Wear protective footwear.
• First Aid Kit in truck.
• Fire Extinguisher (ABC dry chemical) in truck.
VERSATILITY OF DUMP TRUCKS
In addition to hauling material, dump trucks can perform the following tasks: in cold areas, they are pressed into service to spread, salt, sand, and cinders on icy roads.

Speaking of snow, it’s hard to envision seeing a dump truck in snow country without a snow plow attachment.

Dump trucks can also be equipped with attachments designed to accurately apply asphalt.

Some have front scoops to pick up material and deposit in their beds. Dump trucks also have great capability to tow heavy loads such as backhoes and other trailer mounted equipment.

If a dump truck was so easy to operate, everyone could do it, but thankfully, the operation of dump trucks has been left up to professionals: professional drivers.

Because dump trucks are so common, they have far too often been the source of serious injuries and fatalities.

HEAVY EQUIPMENT OPERATION
- No passengers are permitted on heavy equipment unless a jump seat is available.
- Keep windows and windshield clean.
- Do not use heavy equipment if the horn or backup alarm does not sound.
- Turn off the engine before leaving heavy equipment unattended
- Do not jump off or onto any heavy equipment.
- Keep heavy equipment in gear when going down a grade. Do not use neutral.
- Do not operate equipment within (2) feet from the edge of an excavation.
- Do not use bucket or other attachments for a staging or temporary platform for workers.
- Stay in the compartment during operation of heavy equipment. Do not reach in or attempt to operate controls from outside the piece of equipment.
- Check fluids, grease all fittings and clean tracks on equipment on a daily basis.
- Keep cab of equipment clean of any obstructions at all times.

Top-notched dump truck drivers are not a dime a dozen. It takes someone dedicated to the job and their equipment to operate safely and efficiently.

- You're the person responsible for the safe operation of your unit.
- A professional follows the rules and regulations, and elevates their safety awareness on a daily basis
- Your career should be a safe and rewarding one.
Employee Acknowledgement Form

Carver Companies is firmly committed to your safety. We will do everything possible to prevent workplace accidents and are committed to providing a safe working environment for you and all employees. We value you not only as an employee but also as a human being critical to the success of your family, the local community, and Carver Companies. You are encouraged to report any unsafe work practices or safety hazards encountered on the job. All accidents/incidents (no matter how slight) are to be immediately reported to the supervisor on duty.

A key factor in implementing this policy will be the strict compliance to all applicable federal, state, local, and Carver Companies policies and procedures. Failure to comply with these policies may result in disciplinary actions. Respecting this, Carver Companies will make every reasonable effort to provide a safe and healthful workplace that is free from any recognized or known potential hazards. Additionally, Carver Companies subscribes to these principles:

1. All accidents are preventable through implementation of effective Safety and Health Control policies and programs.

2. Safety and Health controls are a major part of our work every day.

3. Accident prevention is good business. It minimizes human suffering, promotes better working conditions for everyone, holds Carver Companies in higher regard with customers, and increases productivity. This is why Carver Companies will comply with all safety and health regulations which apply to the course and scope of operations.

4. Management is responsible for providing the safest possible workplace for Employees. Consequently, management of Carver Companies is committed to allocating and providing all of the resources needed to promote and effectively implement this safety policy.

5. Employees are responsible for following safe work practices, company rules, and for preventing accidents and injuries. Management will establish lines of communication to solicit and receive comments, information, suggestions, and assistance from employees where safety and health are concerned.

6. Management and supervisors of Carver Companies will set an exemplary example with good attitudes and strong commitment to safety and health in the workplace. Toward this end, management must monitor the company’s safety and health performance, working environment, and conditions to ensure that program objectives are achieved.

7. Our safety program applies to all employees and persons affected or associated in any way by the scope of this business. Everyone’s goal must be to constantly improve safety awareness and to prevent accidents and injuries.

Everyone at Carver Companies must be involved and committed to safety. This must be a team effort. Together, we can prevent accidents and injuries and keep each other safe and healthy in the work that provides our livelihood.

By signing this document, I confirm the receipt of Carver Companies employee safety handbook. I have read and understood all policies, programs, and actions as described, and agree to comply with these set policies.

Employee Signature ___________________________ Date ________________________________