

# VAN'S LUMBER & CUSTOM BUILDERS

## SAFETY MANUAL

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## Section 1: Safety Policy

### A. Company Safety Policy

Van's Lumber & Custom Builder's Inc. is dedicated to providing a safe and healthy work environment for all of our employees and customers. The Company shall follow operating practices that will safeguard employees, the public and Company operations. **We believe all accidents are preventable.** Therefore, we will make every effort to prevent accidents and comply with all established safety and health laws and regulations.

### B. Management Commitment to Safety

Management is concerned about employee safety. Accidents, unsafe working conditions, and unsafe acts jeopardize both employee's well being and Company resources. Injuries and illnesses result in discomfort, inconvenience and possibly reduced income for the employee. Costs to the Company include direct expenses (workers' compensation premiums, damaged equipment or materials, and medical care) and indirect expenses (loss of production, reduced efficiency, employee morale problems, etc.). These indirect costs are reported to cost 4-10 times more than the insured costs of an accident. Accordingly, Management will provide sufficient staffing, funds, time, and equipment so that employees can work safely and efficiently.

### C. Assignment of Responsibilities

Safety is everyone's responsibility. Everyone should have a safe attitude and practice safe behavior at all times. To best administer and monitor our safety policies, the following responsibilities are delegated. This list should not be construed as all-inclusive and is subject to change as needed.

#### 1. Management Responsibilities:

- a. Provide sufficient staffing, funds, time, and equipment so that employees can work safely and efficiently
- b. Expect safe performance from each employee.
- c. Delegate the responsibility for a safe performance to the Safety Team, Supervisors, and Employees, as appropriate.
- d. Hold every employee accountable for safety and evaluate performance accordingly.
- e. Periodically review the Safety Program effectiveness and results.
- f. Advise Safety Team, Supervisors, and Employees on safety policies and procedures.
- g. Coordinate with Human Resources for pre-employment physicals and maintain the company's drug-testing program.
- h. Prepare and maintain safety records, analysis, evaluations, and reports to improve the Company's safety performance and comply with all government agencies, insurance carriers, and internal procedures.
- i. File all workers' compensation claims immediately and work with the workers' compensation carrier to ensure proper medical treatment is provided to injured workers and they are returned to work as quickly as medically possible.

#### 2. Safety Team Responsibilities:

- a. Provide the resources, direction, and support to integrate safety into operation.
- b. Establish and maintain a safety education and training program.
- c. Periodically conduct safety surveys, meetings, and inspections.
- d. Assure that all newly hired employees have been given a thorough orientation concerning the Company's Safety Program.
- e. Work with management, supervisors, safety committees and employees to maintain & implement new and ongoing safety programs and comply with recommendations provided by outside consultants, OSHA inspectors, and insurance companies.
- f. Make available all necessary personal protective equipment, job safety material, and first-aid equipment.
- g. Review all accidents with management, supervisors, the safety committee and/or employees and ensure that corrective action is taken immediately.

### 3. Supervisors / Foremen

Each employee who is in charge of a specific work area, supervises the work of others, or to whom an employee is assigned for a specific task or project, is responsible and accountable for their safety. Supervisor's responsibilities include:

- a. Establish and maintain safe working conditions, practices, and processes through:
  - Job Safety Analysis (see Return to Work section for sample)
  - Job Inspections
  - Safety Meetings
  - Safety Training
- b. Observe work activities to detect and correct unsafe actions.
- c. Ensure that all injuries are reported promptly and cared for properly. Make available first aid treatment.
- d. Investigate all accidents promptly. Complete an accident report and provide it to the Safety Director the same day the accident occurs. Review all accidents with the Safety Director and employees and correct the causes immediately. If have questions, call the office to timely report the incident.
- e. Consistently enforce safety rules/regulations, programs, and protective measures (i.e. use of personal protective equipment, machine guarding, proper clothing, etc.)
- f. Post signs, notices, and instructions as needed or required.
- g. Brief your employees of any new hazards before they start work and weekly host brief safety meetings to discuss safety practices related to job hazards and general safe work behavior.
- h. Work with management, the Safety Director, safety committees and employees to maintain & implement new and ongoing safety programs and comply with recommendations provided by outside consultants, OSHA inspectors, and insurance companies.

### 4. Employees

Each employee is responsible for his/her own safety. No task should be completed unless it can be completed safely. Employees will:

- a. Comply with all company safety programs, rules, regulations, procedures, and instructions that are applicable to his/her own actions and conduct.
- b. Refrain from any unsafe act that might endanger him/herself or fellow workers.
- c. Use all safety devices and personal protective equipment provided for his/her protection, *when appropriate*.
- d. Report all hazards, incidents, and near-miss occurrences to their immediate supervisor or Safety Director, regardless of whether or not injury or property damaged was involved.
- e. Promptly report all injuries and suspected work related illnesses, however slight, to his/her immediate supervisor or Safety Director.
- f. Notify the Safety Director immediately of any change in physical or mental condition or use of prescription drugs that would affect the employee's job performance or the safety of him/herself or others.
- g. Notify the Human Resources Manager within five days of any serious driving, drug/alcohol, or criminal convictions.
- h. Be a safe worker on (and off) the job. Help co-workers do their job safely. Come to work everyday with a safe attitude.

#### D. Accountability for Safety

Everyone is accountable for safety. Management and the Safety Team Committee will establish safety objectives and develop and direct accident prevention activities. All employees should strive to reach those objectives and will be evaluated accordingly. All employees' salary reviews will be affected by the company's safety performance record. Informal performance reviews, which include safety records, will also be performed on all employees seeking a promotion.

#### E. Employee Suggestions

Safety suggestions from employees are welcomed and encouraged. To make a safety suggestion, complete the following form and provide it to the Safety Director. The suggestion will be reviewed by the Safety Committee at their next meeting. Responses to suggestions will be discussed with the individual and/or others as deemed necessary.

## **Section 2: Standards**

## A. Emergencies & Evacuation

### 1. Emergency Procedures

Our goal is to provide prompt and immediate action in any emergency to protect life, property, and equipment. In case of an emergency:

- a. Call 911 ... when in doubt, error on the side of caution.
- b. Notify the nearest supervisor to come to the scene.
- c. Dispatch available employees to quickly retrieve the first aid kit.
- d. Notify Van's Office of the incident and coordinate additional efforts as needed.

## B. Safe Operating Procedures

### 1. Housekeeping

- a. Practice good housekeeping by keeping the work area, aisles, walkways, stairways, roads, or other points of egress clean and clear of all hazards.
- b. Store and/or return parts, materials, tools, and equipment so as not to create a tripping hazard.
- c. Clean-up scrap, nails, and other excess materials. Place trash and scrap in proper waste containers.
- d. Keep work area floors clean, dry, and free of oils, grease and liquids. Remove all spills immediately.
- e. Remove or bend down nails or sharp protrusions. Store parts, materials, or equipment with protruding sharp ends or edges where personnel cannot accidentally bump into them.

### 2. Tools, Machinery, & Equipment

- a. Inspect tools daily to ensure that they are in proper working order. Damaged or defective tools must be taken out of service and replaced immediately.
- b. Power saws, grinders, and other power tools must have proper guards in place at all times.
- c. Cords and hoses must be kept out of the walkways and off stairs and ladders. They must be placed so as not to create a tripping hazard or damaged from equipment or materials.
- d. Electrically powered tools and equipment should be double-insulated or grounded at all times when in use.
- e. Hand tools should be used for their intended purposes only. The design capacity of hand tools should not be exceeded by the use of unauthorized attachments.
- f. All fuel-powered tools must be shut down while being refueled or serviced. Smoking, welding, and other burning is prohibited during refueling.
- g. No one shall ride in or on any equipment not specifically designed or adapted for the transportation of employees.

- h. Do not operate or attempt to operate machines, tools, or equipment for which you are not authorized or trained.
- i. Do not stand, walk, or work under suspended loads or loads being moved by overhead equipment.

### 3. Material Handling & Back Safety

- a. Know the approximate weight of your load and make certain your equipment is rated to handle it. (All powered equipment and rigging is rated as to safe working load. This rating is posted on the equipment. Never exceed the manufacturer's recommended safe working load).
- b. Lift heavy objects as instructed, with the leg muscles and not with the back. On average, do not manually lift over 50 pounds.
- c. Call for assistance as needed for handling heavy or bulky objects or materials.
- d. Use an appropriate, approved lifting device (i.e. special trucks, racks, hoists, and other devices) for lifting very heavy, bulky, large or unyielding objects.
- e. All ropes, chains, cables, slings, etc., and other hoisting equipment must be inspected each time before use.
- f. A load should never be lifted and left unattended.
- g. Wear safety gloves when handling materials.
- h. Properly stack and secure all materials prior to lifting or moving to prevent sliding, falling, or collapse.
- i. Protruding nails or staples must be bent or pulled away whenever stripping forms or opening materials.
- j. Avoid moving or lifting loads by hand whenever possible.

#### **Tips for manual lifting:**

- a. Get a good footing.
- b. Place feet about shoulder width apart.
- c. Bend at the knees to grasp the weight.
- d. Keep back as straight as possible.
- e. Get a firm hold.
- f. Lift gradually by straightening the legs.
- g. Don't twist your back to turn. Move your feet.
- h. When the weight is too heavy or bulky for you to lift - GET HELP.
- i. When putting the load down, reverse the above steps.

**Note:** If lifting stacked materials, materials should be carefully piled and stable. Piles should not be stacked as to impair your vision or unbalance the load. Materials should not be stacked on any object (i.e. floor, scaffold) until the strength of the supporting members have been checked.

### 4. Forklift & Heavy Equipment Safety

The following are the minimum safety practices for the operation of forklifts and heavy equipment (forklifts, skytrack, lift equipment, etc.):



- a. Only trained and authorized operators are permitted to operate a forklift or heavy equipment. All operators will be trained by their Supervisors or a qualified member of the Safety Team.
- b. Prior to operating the forklift or equipment, the operator must test: the brakes, steering controls, warning light, clutch, horn, fluid levels, and other devices for safe and proper operation.
- c. Never check the engine while it is running.
- d. Wash the equipment whenever necessary. The equipment must be kept clean and free of oil and grease.
- e. Employees should operate the equipment/forklift with safe speed and within rated load capacity. Drive to the right. Do not exceed 10 miles per hour, or posted authorized speeds, on plant roads.
- f. Passengers are not permitted on forklifts or heavy equipment except for training purposes.
- g. Mobile equipment should never be left unattended without first shutting off power, neutralizing controls, setting brakes, and lowering forks or bucket. Do not park on an incline.
- h. All mobile equipment must have a functional fire extinguisher on board.
- i. Sound horn at exits, corners, cross aisles, intersections, and when approaching pedestrians. Do not use horn needlessly or at undue length.
- j. Always look in the direction equipment is traveling, looking backward when backing up, even for a short distance. Keep a clear view of the path. When forward vision is obstructed, drive in reverse.
- k. When traveling, with or without a load, keep forks or bucket as low as possible.
- l. Avoid following pedestrians or other vehicles too closely, especially when operating on inclines or in noisy areas.
- m. Ascend/descend all ramps and inclines slowly. Wait for passengers to exit the ramp before attempting to ascend/descend. When descending, always use low gear and the slowest speed control. Do not descend ramps with the load at the front of the forklift. Never ascend in reverse. When ascending, loaded forklifts should be driven with the load upgrade.
- n. A man cage must be used when elevating personnel with a forklift. Attach the cage prior to use. Do not travel with passengers in the man cage.
- o. Personal protective equipment should be used as instructed. Hard hats should be worn where danger of falling objects exists.
- p. If the forklift is equipped with a seatbelt, the belt must be worn at all times.

## 5. Ladders

- a. Inspect all ladders before use. Do not use any ladders with missing safety feet, missing or broken rungs, etc. Tag defective ladders with a "DO NOT USE" sign and report the defects immediately.
- b. Portable ladders should be placed so that the base is away from the horizontal plane by one-fourth the ladder length (12' ladder would be 3' from the wall).
- c. Never climb a ladder that is unstable.

- d. Never place a ladder in front of a door, unless the door is locked, guarded or otherwise blocked.
- e. All ladders placed up against a stationary object must be tied off at the top to a secure point.
- f. Ladders must extend at least three feet beyond the step off point.
- g. Do not place a ladder close to live electrical wiring or against piping. Beware of overhead wires when moving an extended ladder. Do not use metal ladders near electrical power lines.
- h. Portable ladders must be equipped with non-slip bases.
- i. Face the ladder when ascending or descending.
- j. Never stand at the top rung of a stepladder.

## 6. Clothing

- a. **Clothing:** Wear safe and practical working apparel.
- b. **Shoes:** Proper work boots made of substantial leather or equivalent material with sufficient heavy soles must be worn in designated areas.
- c. **Jewelry:** Do not wear any form of jewelry or ornamentation when working around machinery or exposed electrical equipment.

## 7. Electrical

- a. Only knowledgeable, certified electricians are to perform electrical work.
- b. Employees should not work close to any unprotected electrical power circuit unless that circuit is de-energized and grounded.
- c. All switches must be enclosed and grounded. Panel boards must have provisions for closing and locking the main switch and fuse box compartment.
- d. Extension cords used with portable electric tools and appliances must be heavy duty (no less than 12 gauge conductors) of the three wire grounding type, and must conform to OSHA standards. NO FLAT ELECTRICAL CORDS ARE ALLOWED ON SITE.
- e. All electrical tools and cords must be protected by a ground fault circuit interrupter.
- f. Electrical cords and trailing cables should be covered, elevated or otherwise protected from damage. Any exposed wiring and cords with frayed or deteriorated insulation must be reported immediately and removed from service immediately.
- g. The Safety Team must oversee the performance of quarterly Electrical Grounding Testing with trade contractors on all electrical cord and plug connected equipment.
- h. Temporary lighting should be used in areas where there is not adequate natural or artificial lighting.
- i. To the best of your ability, keep working spaces, walkways, and similar location clear of cords.
- j. Electrical tools and equipment must be appropriately protected when used in wet or damp areas.

## 8. Fire Prevention

- a. Good housekeeping is the first rule of fire prevention. Oily rags, paper shavings, ..... trim, etc. should be cleaned up and placed in trash receptacles.
- b. All flammable liquids should be stored in an approved manner and dispensed in approved safety containers. Welding gases should also be stored in an isolated area.
- c. Liquefied Petroleum (LP) Gas presents special fire and explosion hazards. Only qualified persons are to handle LP gas. LP gas units should be inspected daily for leaks, etc.
- e. Combustible materials or equipment in combustible containers should be stored properly. Fire extinguishers should be kept within close proximity to any combustible container.
- f. Fire extinguishers should be recharged and inspected regularly. A tag indicating the date of recharging should be affixed to each extinguisher.
- h. All combustible waste materials, rubbish, and debris should be disposed of daily.
- j. Smoking is prohibited in any hazardous area and “No Smoking” signs should be posted in these areas.
- k. No material should be stored within three feet of an electrical panel, outlet, or fire suppression equipment.

### **Section 3: Continual Monitoring & Improvement**

## A. Safety Committee (Team)

Managers, supervisors, and employees will all be represented on the committee. The purpose is to bring workers and management together on a regular basis in a non-adversarial, cooperative effort to promote workplace safety.

Membership on the Committee includes:

Management: A Management representative with authority to act on all but major expenditures or procedural matters. The management representative will be familiar with corporate objectives and be aware of insurance costs and the need to control losses.

Safety Director: The Safety Director does not run the Safety Committee. He/she should attend all safety meetings and be an advisor to the Committee. The Safety Director shall select 3-4 supervisors to participate in the Safety Committee.

Supervisors: One supervisor shall chair all meetings. This is an elected position by the safety committee. The chairman should work with the Safety Director and other committee members to plan meeting agendas. One supervisor will be responsible for taking all minutes at the meetings. Minutes of the meetings should be provided to all committee members and field supervisory personnel within a reasonable time following meetings. Supervisors should solicit employees to volunteer to participate in the safety committee. Only employees working at least 1 year at the company may volunteer. 4-5 employees should be selected among the volunteers to participate on the committee.

Employees: Should solicit suggestions and concerns from coworkers and participate at the committee meetings. Employees must attend all committee meetings, unless a medical reason prohibits their attendance.

The Committee should meet at least once a month for 1-2 hours at a time. A written agenda should be provided to all members by the committee chairman prior to the meetings. Minutes should be taken at all Committee meetings, distributed to members and supervisors, posted for employees, and retained for future audits. The attached form should be used for minutes (attach additional pages as needed).

The Safety Committee has many functions. Here is a list of responsibilities often assigned to the Safety Committee. Some responsibilities are also performed by managers and supervisors. In this case, the Safety Committee may audit the supervisor or simply assist:

- A. Planning, direction, and control of corporate loss control activities
- B. Create, review, update, and implement areas of the safety manual and other safety programs
- C. Review losses
- D. Follow-up on employee suggestions
- E. Conduct inspections and monitor safe behavior
- F. Implement OCG Loss Prevention Recommendations & Safety Programs

- G. Conduct Training Sessions
- H. Complete Job Analyses (JSA) on safety-sensitive and non-routine tasks
- I. Non-safety issues can be addressed: production, process, quality, etc.

## B. Safety Meetings/Training

Foremen will hold a (minimum) 10 minute tool box safety talk once a month. All employees are required to attend. Supervisors should update employees on any changes in procedures, new equipment, and general safety issues. Emergency procedures should be periodically reviewed. Employees should be reminded to put safety first and look out for your fellow coworker. Employees and supervisors should offer comments and safety suggestions at this time and regularly throughout the day as needed.

Semi-Monthly safety training and/or meetings will be held to keep foremen abreast of safety procedures and issues. Updates on the safety committee meetings will be provided at this time. Safety incentives will be a part of the program. Incentive plan designs and the end incentives are subject to change from year to year based on the committee's input and the company's ability to fund such an incentive program.

## C. Inspections

Periodic inspections will be conducted to identify hazardous conditions and unsafe behavior. The Safety Team will conduct periodic inspections, along with insurance companies and OSHA, and may request employees or supervisors to participate. The inspector should look for unsafe practices and conditions that can cause an accident and take corrective action immediately.

Periodically, Supervisors, Safety Team, or designated Employees will complete inspections on a safety-sensitive or non-routine job to ensure compliance with safety procedures. Additional training may be provided, as needed.

## **Section 4: Accident Management**

### **A. Accident & Near Miss Reporting Procedures**

If you have a near-miss situation while working, notify your supervisor immediately. The situation will be investigated and corrective action implemented to prevent future injury. Employees and witnesses must fully cooperate in the investigation.

#### **If you are injured on the job:**

- a. Contact your supervisor, or the nearest coworker (who should notify a supervisor) if you are unable to contact your supervisor due to the severity of your injury.
- b. First aid kits, which are prominently displayed throughout the workplace, should be made available and medical supplies promptly refilled (by the Job Foreman).
- c. If needed, the supervisor or his designee should transport the injured worker to the company's designated medical facility to receive appropriate medical attention. A post-accident drug and/or alcohol test will be conducted in accordance with the company's Drug-Free Workplace Policy.
- d. When in doubt, do not move the injured party, call 911 to be safe. If rescue personnel are summoned, the supervisor should delegate an individual to wait for the rescue team and escort them to the injured employee.
- e. All witnesses to the accident should be available to speak with the Safety Team and/or supervisor and cooperate in all accident investigations.
- f. The Claims Coordinator should immediately notify the insurance company of the accident and file a workers' compensation claim.

Every accident or near-miss situation should be reported immediately. Injured employees and witnesses to the accident will assist the supervisor in completing an accident investigation. Injured employees must comply with the medical treatment provided by the treating physician, cooperate with the insurance company and its designees, and abide by the company's return-to-work policy.

### **B. Accident Investigation**

When an accident occurs, it is an indication that something has gone wrong. Accidents don't just happen, they are caused. The basic cause(s) of accidents are unsafe acts and/or conditions. The supervisor must investigate every accident to determine the cause and to initiate corrective action to assure that similar type accidents will not recur from the same causes.

Supervisors should complete the following accident investigation form and submit a copy to the Safety Director and Safety Committee for review. The Committee and/or Safety Director should evaluate the corrective action taken or suggested by the supervisor and instruct if additional changes should be made.

### C. Return-to-Work Policy

It is the Company's policy to return injured workers to productive work, although not necessarily to their pre-injury duties, as early as possible during their recovery. This type of work is often referred to as "light-duty work." The Company has adopted this policy because employees who remain off work for long periods of time not only affect the Company's productivity and workers' compensation costs, they often experience slow healing and a loss of self-esteem. Within the requirements of their treating medical providers, the limitations of the law, and the economic and physical limitations of our own properties, the Company will make every effort to provide meaningful work wherever and whenever possible. Any recovering employee who is offered a physician-approved, modified-duty position will be required to accept the offer.

## **Section 5: Workers' Compensation**

By law our company is required to obtain workers' compensation insurance. The company pays for this insurance. Our insurance premiums are not government funded in any way. Because workers' compensation is a substantial cost of doing business, our goal is to prevent and manage accidents.

#### A. What benefits are you entitled to?

When an employee is injured during the course of employment, workers' compensation insurance provides payments to the injured worker or the treating physician(s) for medical treatment, disfigurement, death benefits, and indemnity (lost wages) payments. **The scope and amount of these payments are determined by state law.** Attorneys are not needed for you to get what you are entitled to. Attorneys, when hired, typically earn one-third of your benefits. If you report injuries immediately to your supervisor and cooperate with your treating physician and the insurance company, the system will work with you to get you healthy and back to work.

All workers' compensation insurance payments may be denied if: 1) the employee tests positive for drugs or alcohol following the accident, 2) a pre-existing injury or non-work related injury was the cause of the accident, or 3) fraud exists.

#### B. Workers' Compensation Fraud

Filing false workers' compensation claims is punishable with a substantial fine and imprisonment. **Any employee who knows of a coworker who is abusing the workers' compensation system or has filed a false workers' compensation claim should call 1-800-241-5689.** You will not be asked to identify your name and the call will not be recorded. This is an anonymous call to our insurance company.

The insurance company has many red flags to identifying workers' compensation fraud and will investigate any accident they suspect may be fraudulent. They can deny or reduce benefits whenever they suspect a fraudulent claim was filed or an employee is abusing the workers' compensation system.

#### **The following is considered workers' compensation fraud or abuse:**

1. Faking an accident or injury.
2. Exaggerating the seriousness of an accident or injury.
3. Taking more time off than is really needed to recover.
4. Attempting to collect benefits for an injury that is not job-related.
5. Submitting false or exaggerated medical bills for payment.
6. Working at another job while collecting workers' compensation benefits.
7. Conspiring with, or being persuaded by, another person to do any of the above.

When people abuse workers' compensation benefits, we all pay. Van's Lumber is charged higher insurance premiums, which increases our expenses and lowers profitability. The best way to safeguard against fraud is to prevent accidents from happening.

### **Section 6: Fleet Safety Program**



## A. Motor Vehicle Rules of the Road

The use of a company owned motor vehicle is both a privilege and responsibility not to be taken lightly. Employee injury and monetary losses to Van's Lumber can happen quickly while operating motor vehicles. For many insurance companies, this is one of the highest areas for employee injury and insurance related losses. The following rules apply to all Van's Lumber and Custom Builder's employees regarding the Fleet Safety Program.

### **All employees who drive a company car or delivery vehicle must abide by the following safety rules:**

1. Operating a company vehicle while under the influence of alcohol or other drugs is prohibited. *Violators are subject to termination of employment.*
2. Personal use of company vehicles is prohibited.
3. Seat belts and shoulder harnesses are to be worn at all times while operating a company vehicle.
4. Employees are required to obey all state, local, and company traffic regulations.
5. If involved in an accident, all accidents should be reported to the Safety Director via the attached Vehicle Accident Report Form. The Safety Director will investigate all accidents and review them with the Safety Committee.
6. Any defects in the company vehicle should be reported promptly.
7. Employees are not permitted to use personal cars or motorcycles for company business, unless specifically authorized by the supervisor. If using a personal or rented vehicle for company purposes, all rules apply to the usage of the vehicle as if it were company owned.
8. Passengers not employed by the company are not permitted unless authorized by the supervisor.
9. Employees should drive safely. Defensive driving must be practiced by all employees.
10. Vehicles must be locked when unattended to avoid criminal misconduct.
11. Vehicles must be parked in legal spaces and must not obstruct traffic.
12. Employees should park their vehicles in well-lighted areas at or near entrances to avoid criminal misconduct.
13. A vehicle when loaded with any material extending 4 feet or more beyond its rear shall have a red flag or cloth 12 inches square attached on the extreme end of the load.
14. Articles, tools, equipment, etc. placed in cars or truck cabs are to be hung or stored in such a manner as not to impair vision or in any way interfere with proper operation of the vehicle.
15. When you can not see behind your vehicle (truck), the driver shall walk behind the truck prior to backing.

## B. Commercial Drivers License (CDL)

Drivers who operate a commercial vehicle, as defined below, are required to obtain a commercial drivers license.

If you operate:

1. A vehicle with a gross vehicle weight rating of 26,001 or greater pounds, or
2. A vehicle designed to transport 15 or more passengers (including the driver) or
3. A vehicle of any size transporting hazardous material in sufficient quantities meeting the hazardous materials transportation regulations posting requirements.

You are required to or are subject to the following requirements:

- a. All commercial drivers must be in good health and pass a DOT physical. The doctor will provide the driver a medical examiner's certificate that must be carried at all times when driving. The certificate must be renewed every 2 years.
- b. All commercial drivers must comply with the Company's Drug and Alcohol-Free Workplace Policy and consent to testing as defined by DOT and the Company.
- c. Be at least 21 years of age.
- d. Speak and read English well enough to do his/her job and respond to official questions.
- e. Have a valid driver's license and pass a commercial driver's road test.
- f. Take a DOT written exam for drivers.
- g. Not be disqualified to drive a commercial motor vehicle.
- h. Be able to determine whether the vehicle is safely loaded and know how to block, brace, and tie down cargo.

### C. Monitoring Driver Performance

The key to an effective fleet safety program is finding good drivers. The hiring and retention of quality drivers will ultimately minimize accidents and injuries thus limiting monetary losses from motor vehicle operation.

All Van's Lumber & Custom Builders employees are subject to:

1. **MVR Checks:** All employees will undergo periodic motor vehicle record checks. Each employee must sign a privacy waiver, which allows the company to review these records for company use. The motor vehicle records will only be used for underwriting purposes as to driver eligibility, and will not be shared with any other persons or entities.
2. **Types of Violations:** Common Violations that will be found on an MVR include but are not limited to the following:

#### **Major Violations:**

- At fault accident
- Attempt to Elude and Officer
- All Alcohol Related Violations including; OWI, DWI, Operating Under a controlled Substance, Implied Consent, Possession of Open Container, Etc.
- Inattentive/Careless Driving
- Failure to Stop After Accident/Failure to Stop for School Bus
- Hit and Run
- Operating After Revocation or w/o Driver License
- Racing
- Reckless Driving
- Speeding Excess (20mph or more over speed limit)
- Driving on Wrong Side of Roadway

**Minor Violations:**

- Speeding (1-19 over speed limit)
- Too Fast for Conditions
- Imprudent Speed
- Backing Illegally
- Deviating from Lane or Passing Illegally
- Following too Closely
- Defective speedometer/Improper brakes/improper lights
- Failure to Dim Lights
- Failure to give Signal
- Failure to Fasten Seatbelt
- Failure to obey Traffic Signal or Sign
- Failure to keep Vehicle Under Control

**Note:** The list of minor and major violations provided does not include all scenarios possible. The list is provided as a guide to identify the most common violations. Any violation that occurs yet does not appear on the lists provided will be reviewed by the Safety Committee to determine if the nature of the violation warrants a classification of “Major”.

3. **Repercussions relating to Violations:** The following are the recommended MVR established guidelines that Van’s Lumber will use to monitor our fleet against driving violations brought to our attention.

**First Major Violation** – subject to Safety Committee review ... probation for 36 months and/or driving privileges temporarily suspended.

**Second Major Violation while on probation** – Suspended driving privileges for a time deemed reasonable by Van’s Lumber and the Insurance Company.

**One Minor violation** – Kept on file for future reference only.

**Second Minor violation within a 36 month period** – probation for 12 months.

**Third Minor violation while on probation** – subject to Safety Committee review ... suspended driving privileges for a time deemed reasonable by Van’s Lumber and the Insurance Company.

**One At Fault Accident and One Minor violation within a 36 month period** – subject to review by Safety Committee ... probation for 12 months and/or driving privileges temporarily suspended.

**Two At Fault Accidents within 36 month period** – Suspended driving privileges for a time deemed reasonable by Van’s Lumber and the Insurance Company.

**Any Combination of 3 Major/Minor/ or At Fault Accidents within a 36 month period** – Driving privileges temporarily suspended for a time deemed reasonable by Van’s Lumber and the Insurance Company.

**Note:** at any time, our insurance company is in a position to override the actions list above and hold Van’s Lumber & Custom Builders to a higher level of reprimand.

## D. Accident Reporting

### **Driver Conduct at the Scene of the Accident**

1. Take immediate action to prevent further damage or injury.
  - Pull onto the shoulder or side of the road.
  - Activate hazard lights (flashers) and place warning signs promptly.
  - Assist any injured person, but don’t move them unless they are in danger of further injury.
2. Call the Police
  - If someone is injured, request medical assistance.
  - If you are nearby a phone, write a note giving the location and seriousness of the accident and give it to a “reliable-appearing” motorist and ask the him/her to contact the police.
3. The vehicle should not be left unattended, except in an extreme emergency.
4. Exchange identifying information with the other driver. **Make no comments about assuming responsibility.**
5. Secure names, addresses, and phone numbers of all witnesses, or the first person on the scene if no one witnessed the accident.
6. Call the company immediately and report the accident to the Safety Director.

### **Complete the Vehicle Accident Report Form**

1. Complete the following Vehicle Accident Report Forms and provide them to the Safety Director. Write legibly. Answer all questions completely. Use additional sheets of paper as needed to provide pertinent information.

## **Section 7: Personal Protective Equipment**

## **Purpose**

To provide guidelines concerning the proper use of Personal Protective Equipment and to comply with OSHA standards outlined in Title 29, Code of Federal Regulations (CFR), parts 1900-1999.

## **Definition**

PPE includes clothing and other accessories designed to create a barrier between the user and workplace hazards. It should be used in conjunction with engineering, work practice and/or administrative controls to provide maximum employee safety and health in the workplace.

## **Responsibility**

All Supervisors and Foreman are responsible for providing and insuring the use of required personal protective equipment. All employees should use protective equipment described by local, state, federal, and Construction Management's rules and regulations to control or eliminate any hazard or other exposure to illness or injury.

## **Training**

Proper employee training on the correct usage of PPE will likely eliminate many accidents and injuries from occurring. Before performing any work that requires the use of PPE, the Safety Director, or his/her delegate, must train employees on the following:

- When and what types of PPE are necessary;
- How the PPE is to be used; and
- What the PPE's limitations are.

In many cases, more than one type of PPE will provide adequate protection. In such cases, employees should have their choice of which type of protection they would like to use.

The company requires that safety glass and good work boots with adequate ankle support be worn on the jobsite at all times.

## **Section 8: Smoking Policy**

## **Purpose**

To establish guidelines whereby the Company provides a smoke-free work environment for our employees and is in compliance with all federal and state Indoor Clean Air Acts.

## **Scope**

This policy applies to all employees, vendors, visitors, and contractors.

## **Policy**

1. Smoking is **prohibited throughout all company buildings** unless clearly posted as “Smoking Permitted” area.
2. Employees will refrain from smoking in company vehicles with non-smokers in the vehicle.
16. No Smoking in the lumberyard or it’s associated work areas
17. No Smoking inside of enclosed construction sites

## **Discipline**

All employees share in the responsibility for adhering to and enforcing the policy. In all cases, the right of the non-smoker to protect his/her health and comfort will take precedence over an employees desire to smoke. Employees who violate this policy may receive a written safety violation notice and may be disciplined, up to and including termination of employee, based on the severity of the violation.

## **Section 9: New Employee Safety**

The Supervisor should provide safety training to all newly hired employees. Each new employee will be given a copy of the safety manual.

General safety orientation containing information common to all employees should be reviewed, *before beginning their regular job duties*. Recommendations include (at a minimum):

- Review the Safety Manual, with extra time spent on: Accident & hazard reporting procedures, emergency procedures, first aid, personal protective equipment, and special emphasis programs (Drug-Free Workplace Policy, Return-to-Work Policy, Incentive Programs, etc.)
- Encourage & motivate employee involvement in safety. Make each accountable for their safety and the safety of their coworkers.
- Explain the workers' compensation system and fraud prevention
- Review any known workplace hazards.
- Conduct training on any topics that are not schedule to be addressed within a reasonable timeframe and are relevant to the employee's job.

Job-specific training *provided before performing the task* should include:

- Specific safety rules, procedures, hazards, and special emphasis programs (Machine Guarding, Welding, Lockout/Tagout, etc.) to complete their job
- Identify employee's or employer's responsibilities

Continual training should be provided to new hires. Each new hire should be assigned to work with an experienced worker for at least 6 months. The senior employee should act as a mentor and ensure that the employee is working safely and exhibits a positive safe attitude.

The Supervisor should complete the attached new employee safety checklist for each new employee during their safety training.

## **Section 10: Safety Violation**

Should any employee commit an unsafe act, intentional or not, this action should be addressed by the immediate supervisor and reviewed by the Safety Director. The Company reserves the right to use disciplinary actions, depending upon the seriousness of the violation and the impact of the violation upon the conduct of Company business. It is not required to complete all steps of the disciplinary procedure in every case. Discipline may begin at any step appropriate to the situation. Discipline includes, but is not limited to:

- Verbal Reprimand**
- Written Reprimand**
- Suspension**
- Termination of Employment**

The attached “*Safety Violation Notice*” should be completed for all written reprimands. A copy should be maintained in the employee’s personnel file and submitted to the Safety Committee, if corrective action(s) is required.

## **Section 11. Sub-Contractor Safety Standards**



In short, we hold our Sub-Contractors to the same level of quality regarding quality and safety.

When you observe a sub-contractor performing work in an unsafe manner, please report that person or persons directly to the Supervisor.

## **Section 12: Acknowledgment Form**

The rules, programs, and procedures stated above in the Company's safety manual are not intended to cover all the possible situations you will be faced with on the job. The Company encourages you to act in a safe and responsible manner at all times, both on and off the job.

I have read the Company's Safety Manual, understand it, and agree to abide by it. I understand that violation of these rules may lead to dismissal.

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

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

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