



Rock On Companies

Employee Safety Program



A WORKPLACE ACCIDENT AND INJURY REDUCTION PROGRAM

Emergency Personnel Names and Phone Numbers

Designated Responsible Official:

Name: Kevin Vierkant Phone: (763-238-9882)

Safety Director:

Name: Josh Danzeisen Phone: (320-249-6050)

Area Monitors:

Repair Shop: Kevin Vierkant (763-238-9882)

Corporate Building: Krystal Vierkant (952-292-7625)

EMERGENCY PHONE NUMBERS

FIRE DEPARTMENT: (911)

PARAMEDICS: (911)

AMBULANCE: (911)

POLICE: (911)

POISON CONTROL: State of Minnesota 800-222-1222



STATEMENT OF SAFETY POLICY

SAFETY is everyone's responsibility. It is the desire of Rock On Companies to help provide a safe working environment for all employees.

To accomplish this, management will provide reasonable safeguards to help ensure safe working conditions and support the safe and efficient development of all work activities.

The need also exists for recognizing that ***no job is so important and no order is so urgent that we cannot take time to perform our work safely.***

Employees are expected to use the safety equipment provided. Rules of conduct and rules of safety shall be observed. Safety equipment shall not be destroyed or abused.

The joint cooperation of employees and management in observance of this policy will help provide safe working conditions, help reduce work related accidents and will be to the mutual advantage of all. Therefore, I ask your cooperation and support to help make all our jobs safe.



Rock On Companies Employee Right-to-Know Program (Minnesota Rules Chapter 5206)

General Company Policy:

The purpose of this notice is to inform you that our company is complying with the Minnesota OSHA Employee Right-To-Know (RTK) Standard by compiling a hazardous chemicals list, by using Safety Data Sheets (SDS), by ensuring that containers are labeled, and by providing you with training. Information on harmful physical agents and infectious agents is included in this training.

This program applies to all work operations in our company where you may be exposed to hazardous substances, harmful physical agents or infectious agents under normal working conditions or during an emergency situation. This program also covers any requirements under Federal OSHA's Hazard Communication Act.

Management is the RTK Program Coordinator and has overall responsibility for the program. The Program Coordinator will review and update the program as necessary. Copies of this written program may be obtained from either your supervisor or the office manager.

Under this program you will be informed of the contents of the Minnesota OSHA Employee Right-To-Know Standard, the hazardous properties of the chemicals with which you work, safe handling procedures, and measures to take to protect yourselves from these chemicals. You will also be informed of the hazards associated with non-routine tasks and the hazards associated with chemicals in unlabeled pipes.

List of Hazardous Chemicals:

The Program Coordinator will maintain a list of all hazardous substances and related work practices affecting employees and will update the list as necessary. The list of chemicals identifies all of the chemicals used Rock On Companies property and job-sites. The list identifies the corresponding SDS for each chemical. A master list of the chemicals will be maintained with the SDS book and is available **at location**.

Harmful Physical Agents:

Heat
Noise
Ionizing radiation
Non-ionizing radiation



Infectious Agents:

Rock On Companies has determined that employees do not have an occupational exposure to infectious agents listed under the Right-To-Know Rule. We do recognize that in event of an accident there is potential for exposure to blood or other bodily fluids. We should consider any blood or body fluids to be potentially contaminated.

In that situation, our policy is to ask affected employees to follow universal precautions when handling the situation. For those assisting an injured person, be a "Good Samaritan": Help with first aid using proper techniques and materials in our first aid kits to avoid contacting potential contaminants. Call for emergency help if necessary. If there is need for clean up, we will obtain assistance from properly trained providers.

Material Safety Data Sheets (SDS's):

SDS's provide you with specific information on the chemicals you use. The Program Coordinator will maintain a binder **at location** with a SDS on every substance on the list of hazardous chemicals identified in the facility. Copies will also be kept on each job-site.

The Program Coordinator is responsible for acquiring and updating SDS's. The Program Coordinator will contact the chemical manufacturer or vendor if additional research is necessary or if an SDS has not been supplied with an initial shipment. The Program Coordinator must clear all new procurements for the company.

Harmful Physical Agents Information:

The program coordinator is responsible for acquiring a Physical Agent Fact Sheet (PAFS) or comparable written information on the identified harmful physical agents to which employees may be exposed in the course of assigned work. The PAFS or other written information is maintained in the binder containing SDS's.

Labels and Other Forms of Warning:

The Program Coordinator will ensure that all hazardous chemicals used by employees are properly labeled and updated, as necessary. Manufacturer's container labels should be left on the containers if possible and must list, at a minimum, the product's identity, a signal word ("danger" or "warning"), the appropriate hazard statement, pictogram(s), precautionary statements (how employees can protect themselves) and the name, address and telephone number of the manufacturer, importer or other responsible party.

If you transfer chemicals from a manufacturer's container to another container, the "other" container must have a label. The label must at least provide the chemical identity and any appropriate hazard warning. We will use the **NFPA 704/HMIS** labeling system to label secondary containers. If you need one of these labels please contact the program coordinator.

Immediate use containers, which are containers of hazardous substances that will remain under the control of one employee and which will not remain for more than one shift, need not be labeled.



The Program Coordinator will ensure that equipment or work areas that specifically generate harmful physical agents at a level which may be expected to approximate or exceed the permissible exposure limit or applicable action level, be labeled with the name of the physical agent and the appropriate hazard warning.

Non-Routine Tasks:

When you are required to perform hazardous non-routine tasks, a special training session will be conducted to inform you of the hazardous chemicals to which you might be exposed and the proper precautions to take to reduce or avoid exposure. SDS's will be available on the hazardous chemicals utilized. The Program Coordinator is responsible for ensuring that this training is provided.

Training:

Everyone who works with or is potentially exposed to hazardous chemicals, harmful physical agents, or infectious agents, will receive initial training on the Employee Right-To-Know Standard and the safe use of those chemicals or agents. A program has been prepared for this purpose. Whenever a new hazard is introduced, additional training will be provided. Training updates will be performed at least annually and may be brief summaries of information included in previous training sessions. The Program Coordinator is responsible for ensuring that this training is provided. Records of training will be maintained for three years in the Office and will include:

- Dates of training;
- Name, title, and qualifications of person who completed the training;
- Names and job titles of employees who completed the training;
- A brief summary or outline of the information that was included in training session.

Training Plan:

The employee right-to-know and hazard communication training will include:

- A summary of the standards and this written program;
- The chemical and physical properties of hazardous chemicals and methods that can be used to detect the presence or release of chemicals (including chemicals in unlabeled pipes);
- The physical hazards of chemicals (e.g., potential for fire, explosion, etc.);
- The name of the chemical or agent and the level, if established, at which exposure to the hazard has been restricted according to MNOSHA standards or, if no standard has been adopted, according to guidelines established by competent professional groups;
- The health hazards, including signs and symptoms, associated with exposure to chemicals, harmful physical agents and infectious agents, and any medical condition known to be aggravated by exposure to these hazards;
- The procedures to protect against those hazards (e.g., use and maintenance of personal protective equipment, work practices or methods for proper use and handling of chemicals, and procedures for emergency response);
- The work procedures to follow to assure protection when cleaning up incidental spills and leaks of hazardous chemicals;



- The location in the facility of SDSs, physical agent data sheets (PADSs) and infectious agents' information;
- Instruction about how to read and interpret the information on labels, SDSs and PADSs; and
- Direction about how to obtain more hazard information.

Multi-Employer Workplace:

If another employer has their employees working at the same locations as our employees, the Program Coordinator will:

1. Make available copies of the SDS's for the hazardous substances to which the other employer's employees may be exposed while working at the facility.
2. Inform the other employer of any precautionary measures that need to be taken to protect employees during normal working conditions and in foreseeable emergencies; and
3. Inform the other employer of any unique labeling systems used at that job.

Our Right-to-Know Program is intended to encourage safe work practices and to provide information on hazards associated with chemicals, materials, and operations used by our employees. Employees need to be familiar with the Plan and be responsible for working safely. Notify us with any questions

Management Commitment

To assure the success of our Safety Program and to promote safety, all employees of Rock On Companies play a critical role and are expected to accept responsibility for implementing this program. Following are basic responsibilities that are to be performed:

A. Management – Rock On Companies management team is committed to maintaining a safe environment for all employees. Their responsibilities include:

1. Develop, implement, and maintain the company safety program.
2. Set goals and establish accountability for the safety program.
3. Review safety activities.
4. Review accident reports.
5. Review Workplace Inspections.
6. Ensure all first reports of injuries are filed with our insurance carrier.
7. Maintain OSHA 300 Log (summary of occupational injuries and illnesses).
8. Make any reasonable appropriations.
9. Set a good example.
10. Enforce safety rules by using accountability policy.
11. Assure compliance with governmental regulations.
12. Train new employees and re-train employees on job-related duties.
13. Correct unsafe acts and conditions.



B. Employees - Each employee has a personal responsibility in Rock On Companies safety program for the following:

1. Follow all safety rules and regulations.
2. Wear appropriate safety equipment as required.
3. Maintain equipment in good condition, with all safety guards in place when in operation.
4. Participate in all daily/end-of-job clean-ups.
5. Report all injuries immediately to management or your supervisor, no matter how minor.
6. Encourage co-workers to work safely and report to management any workers not following safe practices.
7. Report all unsafe or hazardous work conditions to your supervisor immediately.

C. Safety Committee Responsibilities

A safety committee will be formed and will meet on a regular basis. This can be a most valuable tool in maintaining an effective safety program and communicating management's commitment and concerns for safety throughout the organization. To be effective, the safety committee should:

1. Include all levels of employees and promote active participation from top management.
2. Meet on a regular basis with a pre-planned agenda and careful documentation of who attended, what was discussed and what action was taken.
3. Conduct regular safety inspections of all areas and suggest corrective action on all hazards noted.
4. Be responsible to promote safety awareness that will lead to accident and injury prevention.
5. Ensure that this is a position of prestige and importance. People should be honored to participate on the committee.
6. Bring ideas and suggestions before management that will encourage safety awareness in all employees.
7. Keep management informed of situations that will jeopardize safety or the compliance with the Rock On Enterprises Loss Prevention Program. Under the direction of the President and the safety committee, he or she should reach every department in the company and keep the employees aware of the importance of accident prevention and safety.

Program Enforcement & Accountability

Every employee is responsible for playing a part in our safety program. Even one person with a careless attitude can have an enormous impact on accidents and injuries.

As an employee of Rock On Companies, your primary responsibility is to perform your job in an efficient and productive manner. You are expected to meet reasonable standards of work performance and personal conduct, including obeying company rules, adhering to safe working practices, cooperating with management and fellow employees.



Not obeying company rules, adhering to safe working practices or cooperating with management and fellow employees are examples of offenses that may result in disciplinary action. Disciplinary action may include verbal or written warnings, suspension, or termination of employment.

Annual Objectives

The AWAIR Act requires employers to conduct and document a review of the workplace accident and injury reduction program at least annually, and document how objectives set forth in the program are met. This checklist serves as a way to track our safety objectives for this year and document the accomplishments:

In addition to the overall safety objectives covered in our Safety Policy we have set the following safety goals:

- Maintain the OSHA 300 Log and post the OSHA 300 A Summary - February – April
- Conduct Annual Right-to-Know Training and OSHA required courses (Forklift, Ladders, etc.)
- Develop a safety orientation briefing for new employees
- Update vehicle safety program.
- Conduct monthly safety tool box talks.
- Conduct periodic walkthrough inspections.
- Maintain DOT Compliance.

Hazard Assessment

The AWAIR Act requires our company's safety program to describe the methods we use to identify, analyze, and control new or existing hazards, conditions, and operations. The following procedures are in place to help achieve these goals:

- Employees are expected to look over their work areas prior to starting tasks to identify any unsafe conditions. These assessments are intended to identify any special safety equipment requirements, hazardous conditions, and other unique conditions. Any needs should be immediately reported to the supervisor so action can be taken.
- A survey of the work place will be performed in order to record those hazards and potential hazards that can be recognized without intensive analysis. Periodically, employees will be selected to complete an inspection of the facilities. The inspection will be documented. Management and the safety committee will review the results of the inspection.
- Periodic inspections will be made of our facilities by outside parties to identify potentially hazardous conditions. These inspections will be conducted by the local fire department, insurance company safety representatives, or others.
- Our company has a Right-to-Know Program that identifies hazardous materials we use and provides information on material characteristics and safe handling practices. Training is part of this program. Refer to our Right-to-Know Program for details.



Rock On Companies

Emergency Action and Fire Prevention Plan

Purpose

The purpose of this Emergency Action Plan is to protect the employees of Rock On Companies from serious injury, property loss, or loss of life in the event of a major disaster. A major disaster constitutes any of the following: fire, tornado, earthquake, bomb threat, or hazardous chemical spill.

In the event of any disaster listed, this Emergency Action Plan describes the responsibilities and actions to be taken to protect all employees.

Responsibilities

Emergency Response Coordinator is responsible for:

- ◆ Annually reviewing the plan and revising as necessary.
- ◆ Directing emergency activities.
- ◆ Acting as the primary contact with outside emergency services.
- ◆ Taking (or seeing that a designee takes) a headcount of employees in event of evacuation.

Employees are responsible for:

- ◆ Knowing and understanding the procedures outlined in this program.
- ◆ Following emergency procedures in the event of alarm.
- ◆ Assisting with the evacuation of disabled or injured personnel as requested by Managers and Supervisors.

Emergency Notification System

During Normal Business Hours: If you become aware of an emergency situation immediately call 911 and the Emergency Response Coordinator.

After Normal Business Hours: Call 911 from an outside dialing phone. Then call the Emergency Response Coordinator at home.

Alarm Systems:

- ◆ The PA system will be used to announce the emergency to all company employees. The announcement will be repeated to ensure all employees hear it.
- ◆ The alarm system for the sprinkler system will automatically activate in the event of fire emergency. In the event of the alarm sounding, follow the procedures listed in the fire/explosion section of this plan.



Emergency Procedures

General Evacuation: A general evacuation of the facility may be required for any number of emergencies such as fire, chemical leak/spill, bomb threat or other concern. The following procedures will be used:

- ◆ Activate the evacuation alarm/reporting system, and notify personnel in the area of the emergency.
- ◆ If time permits, employees should turn off the power to the equipment they are operating.
- ◆ In an orderly and calm manner, evacuate through a designated exit. Go directly to the outside designated assembly area located on the north side of the pond by the light pole.
- ◆ Each employee will be accounted for by name.
- ◆ The Emergency Response Coordinator will communicate with the Fire Department or other Rescue Personnel the results of the headcount.

Re-entry

Once the building has been evacuated, no one is to re-enter the building for any reason. When the fire department or other responsible agency notifies the Emergency Response Coordinator the building is safe for re-entry, then and only then, will personnel return to work.

Fire/Explosion: Fire is the most common emergency and typically requires immediate evacuation because of the potential hazard it presents. As a result, regardless of the fire size an emergency evacuation will be conducted as follows:

- ◆ Do not attempt to fight any fire without first sounding an alert.
- ◆ Only attempt to extinguish the fire if it can easily be extinguished with a fire extinguisher and you have been trained in its use.
- ◆ Follow the general evacuation procedure listed above.

Tornado or other Hazardous Weather: When a hazardous weather alert is announced on the PA system, all employees should go to the closest tornado refuge area. All employees should stay in the tornado refuge area until give the all clear sign. The tornado refuge area is Lunch room / Office Area.

Employee Training

Employee training will be provided when the plan is initiated, when there are changes in the plan, initially for new employees and refresher training as determined by the Emergency Response Coordinator

Fire Prevention

It is the responsibility of all employees to prevent any type of fire in the building. Listed below is a list of general items to take into consideration to accomplish this objective:

- ◆ No smoking in the building. Properly extinguish cigarettes when outside.



- ◆ Do not have an open flame around any type of chemical, paint, solvent or flammable.
- ◆ Make sure all torches are extinguished when not in use.
- ◆ Do not put any type of hot object in trashcans.
- ◆ Do not perform welding around combustible material.
- ◆ Have a fire extinguisher near proximity when performing welding or other hot work.
- ◆ Flammable liquids will be stored in approved flammable liquid storage cabinets.

Maintenance of Fire Equipment and Systems








To adequately ensure our fire suppression equipment is ready for use, we will implement the following preventative measures:

- ◆ Hire a competent sprinkler system company to perform an annual inspection of the water sprinkler system.
- ◆ The main valve on the sprinkler system will be locked in the open position.
- ◆ Maintenance department will conduct monthly inspections of fire extinguishers.
- ◆ Hire a competent firm to perform annual checks on portable fire extinguishers.

Fire Extinguishers

Fires are classified by the type FUEL they burn. In order for a fire extinguisher to properly extinguish a fire, you must first classify the type of fire, and then select the proper extinguisher.

Newer fire extinguishers use a picture/labeling system to designate the types of fires they are to be used on. Older fire extinguishers are labeled with colored geometrical shapes with letter designations. Both of these types of labels are shown below with the description of the different classes of extinguishers.

 Ordinary Combustibles	Class A Extinguishers will put out fires in ordinary combustibles, such as wood and paper. The numerical rating for this class of fire extinguisher refers to the amount of water the fire extinguisher holds and the amount of fire it will extinguish.	 Ordinary Combustibles
 Flammable Liquids	Class B Extinguishers should be used on fires involving flammable liquids, such as grease, gasoline, oil, etc. The numerical rating for this class of fire extinguisher states the approximate number of square feet of a flammable liquid fire that a non-expert person can expect to extinguish.	 Flammable Liquids
 Electrical Equipment	Class C Extinguishers are suitable for use on electrically energized fires. This class of fire extinguishers does not have a numerical rating. The presence of the letter "C" indicates that the extinguishing agent is non-conductive.	 Electrical Equipment
	Class D Extinguishers are designed for use on flammable metals and are often specific for the type of metal in question. There is no picture designator for Class D extinguishers. These extinguishers generally have no rating nor are they given a multi-purpose rating for use on other types of fires.	 Combustible Metals



When using a fire extinguisher, follow the P.A.S.S. method:

- **Pull** the pin at the top of the extinguisher that keeps the handle from being accidentally pressed.
- **Aim** the nozzle toward the base of the fire. Stand approximately 8 feet away from the fire.
- **Squeeze** the handle to discharge the extinguisher. If you release the handle, the discharge will stop
- **Sweep** the nozzle back and forth at the base of the fire. After the fire appears to be out, watch it carefully since it may re-ignite!

Guidelines to consider when attempting to extinguish a fire:

- When the fire is first identified, let everyone know!
- Be certain that you will not endanger yourself or others when attempting to put out a fire. Do not back yourself into a corner. Always leave an exit to your back in case the fire grows out of control.
- Never Fight a Fire if you don't know what is burning. If you don't know what is burning, you don't know what type of extinguisher to use. Even if you have an ABC extinguisher, there may be something in the fire that is going to explode or produce highly toxic smoke.
- Never Fight a Fire if the fire is spreading rapidly beyond the spot where it started. The time to use an extinguisher is in the incipient, or beginning, stages of a fire. If the fire is already spreading quickly, it is best to simply evacuate the building, closing doors and windows behind you as you leave.
- Never fight a fire if you might inhale toxic smoke. If the fire is producing large amounts of smoke that you would have to breathe in order to fight it, it is best not to try.
- Never fight a fire if your instincts tell you not to. If you are uncomfortable with the situation for any reason, just let the fire department do their job.



Injury and Near Miss Reporting

Purpose

The following procedures, which are in accordance with applicable laws and provided to assist employees in reporting work-related injury or near miss to ensure compliance with state relations and Rock On Enterprises Inc.

1. Employees.

- 1.1 Life Threatening Medical Emergencies – injuries that need immediate medical care.
 - A. If an employee is faced with a medical emergency, he/she or a co-worker may call 911 for emergency medical treatment to dispatch; or
 - B. Contact Supervisor or Safety Director for directory information on designated health care provider for follow-up care to emergency treatment as soon as reasonably possible.
- 1.2 Non-life Threatening injuries or near misses. The following procedure must be followed in case of work related injury or near miss.
 - A. Injured or near miss worker must report the workplace injury/near miss to his/her supervisor as soon as possible, within that day's shift.
 - B. Complete the Employee Questionnaire; injury/near miss reports. Authorization for disclosure of Medical Treatment / near miss form and bring the report to the Safety Director.
 - C. Meet with Safety Director to review documents and file a claim for workers' compensation.
 - D. For employees who experience a workplace injury at work post-accident drug testing is required within 24 hours of the injury. The Safety Director or Human Resources Manager shall provide the employee with appropriate form.
 - E. An employee's failure to report a workplace injury or near miss with the policy guidelines may result in disciplinary action up to termination of employment.

2. Safety Director

- 2.1 Perform accident investigation to determine root cause (s) associated with the injury or near miss and take photos as required and report findings within 24 hours of accident/injury.
- 2.2 Perform root cause analysis and report accident findings to safety committee to determine recommended corrective action to reduce future loss exposure
- 2.3 Implement corrective action to reduce the loss exposure / risk of injury and to prevent future unsafe work practices, as necessary and/or as recommended by the safety committee.
- 2.4 Implement progressive disciplinary action, if root cause is determined to be the result of the employee's engagement in unsafe work practices for which the employee has been trained and such training is documented.
- 2.5 Report injury to Rock On's Compensation insurance carrier.
- 2.6 Monitor records with the insurance carrier regarding employee status, treatment, restrictions, appointments, etc.



RETURN-TO-WORK POLICY

If you become ill or injured as a result of a job-related accident, other employees will miss you. Working at a partial capacity will assist your fellow employees in completing the work. Efforts will be made to return you to your previous job as soon as possible.

Rock On Companies will actively seek to return injured employees covered by workers compensation to productive work as quickly as possible, in cooperation with the employee's physician or health care provider. If an injured employee is not physically capable of returning to full duty, the return-to-work program provides opportunities, when available, for the employee to perform a temporary assignment. To accomplish this, the employee's regular position is modified to accommodate the physical capacities, or the employee will be assigned to a transitional assignment with alternate duties.

Our objective is to get the employee back to work in a productive position. It is important that a return to work date be established as soon as possible. To accomplish this, we will use a *Return to Work Authorization Form* to document work restrictions. In the event of an injury, we ask that you take the *Return to Work Authorization Form* to the clinic with you, and have the physician complete it before leaving the clinic. If that is not possible, we will provide the *Return to Work Authorization Form* to the healthcare provider to have them outline specific restrictions and the duration of those restrictions. This form must be completed prior to allowing an injured employee back to work.

Once we have the *Return to Work Authorization Form*, Rock On Companies will work with you to a transitional position or modified regular position in accordance with the return-to-work program. This modified position may include an alternative pay rate for the transitional position. When you are assigned a modified position, we will complete a *Return-To-Work-Agreement* form to document restrictions. We require that you do not exceed the restrictions provided by the physician. If anyone asks you to exceed the restrictions, you must decline and inform that person of your restrictions due to the work related injury or illness.

This return-to-work program shall not be construed as recognition by Rock On Companies, its management, or its employees that any employee who participates in the program has a disability as defined by the Americans with Disabilities Act (ADA) of 1990. If an employee sustains an injury or illness that results in a disability under the ADA, the employee must inform his or her supervisor or a member of management that the disability exists and that a reasonable accommodation is necessary to perform the essential functions of the job.



Vehicle Safety Program

Fleet Safety Policy Statement

Rock On Companies strives for the highest safety standards for its employees. We are also concerned about complying with Federal Department of Transportation regulations. Safety does not occur by chance. It is the result of careful attention to our work by those involved. Managers, supervisors, and employees share the responsibility of maintaining a safe fleet and workplace. No job is so important or urgent that we cannot take the time to perform it safely.

Our corporate objective is to maintain a safety record that is among the best in our industry. This is measured by having a driving record that is free of “at-fault” accidents.

To achieve our objective, we will develop and maintain a comprehensive fleet safety program. We will commit the time, resources, and authority to develop and administer the various elements of our fleet safety program.

Your participation is vital if we are to achieve these safety goals. Please review the elements of our fleet safety program that are outlined in this written plan; do not hesitate to ask any questions.

Purpose

This portion of the safety program applies to all Rock On Companies owned vehicles. Our heavy trucks will have additional regulations covering their use. Our vehicle safety program has been instituted to promote safe driving, and reduce the frequency and severity of collisions within our vehicle operations. A safe fleet operation will also promote positive public image.

We will provide safe and reliable transportation for authorized drivers and the resources for proper maintenance. It is the driver’s responsibility to ensure proper vehicle maintenance, exercise defensive driving, maintain a good driving record, and adhere to the company safe driving expectations and objectives of this program.



Driver Objectives

Employees assigned company vehicles, or those using their own vehicle for company purposes, are expected to perform in accordance with these objectives:

- Practice defensive techniques and obey all traffic laws to avoid vehicle accidents and traffic violations.
- Keep vehicles well maintained. You will be expected to keep track of maintenance in accordance with the *Vehicle Inspection and Maintenance* section of this policy.
- Exercise courtesy to other drivers and pedestrians. Observation reports are utilized to identify your driving habits and will be used in your evaluation.
- Don't use drugs or alcohol when operating a motor vehicle. Check with your physician about possible adverse effects of prescription drugs.
- Transport authorized passengers only. Picking up "hitchhikers" is strictly forbidden. Only the assigned driver or other company personnel engaged in the course of their job functions are permitted in company vehicles.
- Always use seat belts and ensure passengers do as well. Remember that air bags are only as good as the restraints used to keep you in your seat.
- Maintain a safe following distance. Our vehicles are larger than a typical automobile, and therefore take longer to stop. To help avoid collisions; always maintain a following distance of at least 4 seconds. In the case of bad weather, or poor road conditions, the distance should be increased to 6 or more seconds.
- Refrain from the use of radar detectors.
- Personal use of company vehicles is not permitted without prior management approval.
- Avoid activities that may be considered distractions while operating any vehicle for business purposes which may include, but is not limited to: eating, over-reaching for stored materials, reading paperwork, or hand held use of electronic devices.



Driver Evaluation

Employees assigned company vehicles or regularly operating personal vehicles for company business are expected to maintain acceptable driving records per our company definitions. Allowing the use of our company vehicles and the operation of non-owned vehicles by employees with poor driving records exposes our company to potentially significant liability. Therefore, a driver evaluation procedure has been implemented with the following parameters.

- Applicants whose jobs require operation of a company vehicle must list driving experience, and any moving violations or vehicle accidents (within the previous three years) on their application for employment. If the application indicates an unacceptable driving record, the applicant will not be considered for a position requiring the operation of any vehicle.
- Prospective employee (whose jobs require operation of a company vehicle) may be hired only on the condition of obtaining an "acceptable" Motor Vehicle Record (MVR). If the MVR proves to be unacceptable (refer to "definition of unacceptable driving record"), the conditional offer of employment will be withdrawn.
- Driving records of current employees operating company vehicles will be audited annually *and* at management discretion. Drivers who have unacceptable driving records (refer to "definition of unacceptable driving record") will be subject to disciplinary procedures.
- Drivers are required to report an accident or moving violation to their foreman at the time of the occurrence (including those occurring during the use of a personal car). Drivers are also responsible for notification to their supervisor of final disposition of a violation.

Definition of an Unacceptable Motor Vehicle Record

An Unacceptable Motor Vehicle Record for any applicant or current employee is one with any of the following major violations occurring in the last five (5) years or minor violations occurring in the last three (3) years from the date of inquiry:

One major violation defined as:

- a) Any felony in which a vehicle is used including homicide resulting from the operation of any unreasonable risk or with a high degree negligence.
- b) Driving under the influence of intoxicating liquor or illegal drug.
- c) Refusal to take a breath analyzer test.
- d) Failure to stop, report or comply with state statutes when involved in an accident.
- e) Driving while license is suspended or revoked.
- f) Reckless or dangerous driving which results in injury to a person.
- g) Racing.
- h) Passing a stopped school bus with the stop arm extended and red lights flashing.

Minor Violations:

- a) Three (3) or more moving violations not specifically listed above.
Two (2) or more at-fault accidents.
One (1) at fault accident and two (2) moving violations not specifically listed above.



Disciplinary Action

Drivers who develop an unacceptable record will be counseled oral, written warning with a possible suspension and or termination of employment. All final decisions and rationale will be documented and approved by corporate management. Information shall be retained in the employee's personal file indefinitely.

Special Note: *Such employee is required to sign a statement indicating understanding of the reason for the disciplinary action.*

Vehicle Inspections and Maintenance

Employees operating company vehicles are expected to make a safety check of their vehicles before driving. The inspection should verify proper functioning of lights, horn, turn signals, brake lights, oil level, coolant level, tire pressure and condition, and adjustment of mirrors. The operator is responsible for completing a vehicle inspection form.

Drivers are responsible for coordinating our vehicle maintenance program. All maintenance including oil changes, lubrication, repair, parts, etc., will be recorded on a maintenance log that will be kept in the glove compartment of each vehicle. All scheduled maintenance will be in accordance to manufacturer's recommendations. Drivers are to communicate any problems they are having with their supervisor.

Driver Training and Communications

Owners will provide periodic vehicle safety materials and support articles. In addition, the company will conduct periodic safety meetings. New and transferred employees assigned driving duties will undergo an orientation. Topics will include, but are not limited to:

- Company policies and procedures for operation of company-owned vehicles
- Safe driving objectives and company expectations
- Use and limitations for personal use
- Annual MVR checks
- Driver training and incident reporting/response procedures
- Vehicle maintenance and inspection requirements
- Concepts of defensive driving
- Territory and routes of expected travel
- License requirements (CDL, verification of physical/visual exams, etc.)
- Observation reports



Vehicle Accident Reporting

1. Purpose

The following procedures, which are in accordance with applicable laws and provided to assist employees in reporting work-related vehicle accidents to ensure compliance with state relations and Rock On Enterprises.

2. Employees.

- a. Life Threatening / Fatal– accidents.
 - C. Employee should call 911.
 - D. Contact Safety Director to report accident.
 - E. Do not admit to fault of accident.
 - F. Only talk to police / state patrol, and company management.
- b. Non-life Threatening accidents. The following procedure must be followed in case of work related accident.
 - F. If involved in an accident you must contact the Safety Director right away. Safety Director will help walk you thru the steps that need to be taken.
 - G. Complete the Employee Questionnaire; accident report and take as many pictures as you can. Bring the report to the Safety Director once you return.
 - H. Meet with Safety Director to review documents and file an accident claim.
 - I. For employees who are involved in an accident at work, post-accident drug testing is required within 24 hours of the accident. DOT and Non-DOT drug testing kits are located in your truck. See the Safety Director for a new one to be put back in the truck if used.
 - J. An employees' failure to report a workplace accident with the policy guidelines may result in disciplinary action up to termination of employment.

3. Safety Director

- a. Perform accident investigation to determine root cause (s) associated with the accident as required and report findings within 24 hours of accident.
- b. Perform root cause analysis and report accident findings to safety committee to determine recommended corrective action to reduce future loss exposure
- c. Implement corrective action to reduce the loss exposure / risk of accident and to prevent future unsafe work practices, as necessary and/or as recommended by the safety committee.
- d. Implement progressive disciplinary action, if root cause is determined to be the result of the employee's engagement in unsafe work practices for which the employee has been trained and such training is documented.
- e. Report accident to Rock On Enterprise Inc. Compensation insurance carrier.
- f. Monitor records with the insurance carrier regarding employee's accident.



DOT Driver Qualification

General Qualifications of Drivers:

- A person shall not drive a commercial motor vehicle unless he/she is qualified to drive a commercial motor vehicle.
- A person is qualified to drive a motor vehicle if he/she:
 - Is at least 21 years old
 - Can read and speak the English language sufficiently to converse with the general public, to understand highway traffic signs and signals in the English language, to response to official inquires, and to make entries on reports and records
- Can, by reason of experience, training or both safely operate the type of commercial motor vehicle he/she drivers
- Is physically qualified to drive a commercial motor vehicle
- Has a currently valid commercial motor vehicle operator's license
- Has prepared and furnished the motor carrier that employs him/her with the list of violations
- Is not disqualified to drive a commercial motor vehicle
- Has successfully completed a driver's road test and has been issued a certificate of driver's road test

What a DQ File Must Contain

A motor carrier must keep a driver qualification file for each driver at its principal place of business for as long as the driver is employed by the carrier and for 3 years after the driver leaves the carriers employ. The file must contain:

- ❑ **Drivers application for employment**
- ❑ **Drivers medical examiners certificate** (medical waiver if one has been granted)
- ❑ Drivers road test and certificate of road test or **a legible photocopy of the drivers CDL**
- ❑ A record of response from past employers of drivers driving record for past 3 years
- ❑ Response from state agencies about drivers driving record from past 3 years
- ❑ **A note on the carriers annual review of driving record, showing date and who performed the review**
- ❑ The drivers listing of all his/her moving **traffic violations for past 12 months**
- ❑ Certain **information on those drivers who are subject to controlled substance testing.**



Annual Inquiry and Review of Driving Record

At least once every 12 months, the owners will make an inquiry into the driving record of each driver it employs, covering at least the last 12 months. The employee's driving record shall be reviewed to determine whether the driver meets minimum requirements for safe driving or is disqualified to drive a commercial motor vehicle.

Pre-trip Inspection Reports

Before driving a motor vehicle, the driver must:

- Be satisfied the motor vehicle is in safe operating condition;
- Review the last vehicle inspection report to be sure noted defects have been corrected; and
- Sign the report only if noted defects and deficiencies were corrected.

Drivers of vehicles equipped with dual tires, transporting hazardous materials, must stop at least every two hours or 100 miles of travel, whichever is less, to examine the vehicles tires.

Post-trip Inspection Reports

A carrier must require its drivers to report, and every driver must prepare a report in writing at the completion of each day, on each vehicle the driver operated. A vehicle inspection report must:

- Identify the vehicle(s);
- List defects that affect safety of operation or that might result in mechanical breakdown; &
- Be signed by the driver.

A legible copy of the last inspection report must be carried in the vehicle.

Record keeping

The carrier must keep the original vehicle inspection report and a certification of repairs for 3 months.



Energy Control Program (lockout/tag out)

Purpose

The purpose of this program is to establish procedures for the safe control of energy through locking and tagging of equipment and machinery at Rock On Companies. This program supports compliance with the Occupational Safety and Health Administration Lockout/Tag out Standard as found in 29 CFR 1910.147.

Definitions

Affected Employee: An employee whose job requires him/her to operate or use a machine or equipment on which service or maintenance is being performed under lockout/tag out, or whose job requires him/her to work in an area in which such service or maintenance is being performed. Affected employees must be informed when lockout/tag out is being performed.

Authorized Employee: A person who locks and tags machines or equipment in order to perform service or maintenance on that machine or equipment.

Energy Isolating Device: A mechanical device that physically prevents the transmission or release of energy, including a manually operated electrical circuit breaker, a disconnect switch, a line valve, a block and any similar device used to block or isolate energy.

Energy Sources: Sources of potential hazardous energy on which lockout/tag out must be used to protect individuals from the release of hazardous energy. These sources include but not limited to electrical, mechanical, pneumatic, fluid and gasses, hydraulic, thermal, water under pressure, and gravity.

Lockout: The process used to identify, cut off and secure all energy sources before beginning repairs, adjustments or maintenance.

Lockout Device: A lock that holds an energy isolating device in a safe position and prevents the machine or equipment from energizing.

Servicing and/or Maintenance: Workplace activities that require lockout/tag out on the equipment before beginning the activity because employees may be exposed to the unexpected energizing or startup of the equipment or the release of hazardous energy. Servicing and/or maintenance includes constructing, installing, setting up, adjusting, inspecting, modifying, lubricating, cleaning, or unjamming and making tool changes.

Tag out: Attaching a tag to the lock on the power source that has been shut off, indicating the time, reason for the lockout and the name of the person doing the work. The tag acts as a warning not to restore energy to the equipment or machinery.

Zero Energy State: All energy has been controlled in machinery or equipment.



Responsibilities

The Program Administrator is responsible for:

- Issuing and administrating this program and making sure that the program satisfies the requirements of all applicable federal, state, or local lockout/tag out requirements.
- Providing initial and annual training of employees on lockout/tag out procedures.
- Maintaining the training records of all employees included in the training sessions.
- Verifying through periodic audit that the energy control program effectively protects employees servicing powered equipment.
- Assuring that all employees who are authorized to service equipment within the facility have received training on appropriate lockout/tag out procedures and energy control plans.
- Completing energy control plans for each specific piece of equipment or process within the facility.
- Assuring that appropriate energy isolation devices are available for all equipment or processes within the facility.
- Assigning locks to authorized employees.
- Coordinating activities of contractors that may affect lockout/tag out and energy control procedures within the company.

Authorized Employees are responsible for:

- Complying with the company's energy control program.
- Following all safe shutdown and startup procedures.
- Communicating activities to all affected employees and other authorized employees.
- Ensuring the security of their own lock and key.

Affected Employees are responsible for:

- Advising the maintenance department when equipment needs servicing.
- Following the direction of the authorized employee as it affects the operation of their equipment.

Program Activities

General

- All equipment that contains energy of any form will be locked out prior to being serviced or maintained.
- All employees who are authorized to work on equipment or machinery in the company will follow appropriate company lockout/tag out procedures.
- An energy control plan will be completed for all pieces of equipment requiring lockout. This plan will identify all energy isolation points to be locked and tagged, as well as any special information required to safely achieve a zero energy state.
- Contractors who perform work on company equipment will comply with company lockout/tag out procedures.
- Written Lockout Procedures will be reviewed and followed during all service and maintenance activities to ensure the safety of both authorized and affected employees.



Lockout Sequence

1. Plan the Job - be familiar with the energy sources/magnitudes and identify the potential hazards. Review and understand the general and specific procedures.
2. Prepare for Shutdown - notify Affected Employees that the machine or system is being isolated. Shut the equipment off in a safe manner. Place controls in the "off" or "safe" position.
3. Locate, De-energize, and Isolate All Energy Sources - identify the energy sources, de-energize the system, and isolate the energy.
4. Lockout/Tag out the Energy Controls - apply energy isolating devices to all energy sources.
5. Test/Try the System - verify that the energy has been isolated and does not pose a hazard (i.e., pushing start buttons, using meters, etc.)
6. Perform the Necessary Work/Service.
7. Place the Equipment Back in Service - follow the appropriate lockout/tag out removal procedures for re-energized equipment.

Emergency Lock Removal

If the Authorized Employee who applied the lock/tag is not available, the program coordinator/shift coordinator is the only person(s) who may remove the isolation device. The following procedure shall be utilized:

1. Verify that the Authorized Employee who locked out the equipment is not on the plant property.
2. Contact the Authorized Employee to inform him/her to return to the plant to remove his/her lock. If this is not practical, the Authorized Employee's permission to remove the lock must be obtained before the lock is removed.
3. If the employee cannot be contacted, the plant manager shall approve the lock removal after an investigation reveals it is safe to do. The employee's supervisor must make sure that the employee is notified that his/her lock has been removed before he/she resumes work at the facility.
4. Document why the lock(s)/device(s) were removed and why the person who applied it was not available using the *Lockout Removal Record* form.

NOTE: Employees, who repeatedly leave locks/tags in place, after leaving the facility, shall be subject to disciplinary action.

Work Requiring More Than One Person

- If more than one person is required to lock or tag out equipment, each person shall place his or her own lock and tag on the energy isolating devices.
- When an energy-isolating device cannot accept multiple locks and tags, a multiple lockout device or hasp will be used.



Shift Changes

Shift changes shall be coordinated by the Authorized Employee responsible for the group, or individual, lockout/tag out. The following steps shall be carried out:

1. Changes in the job that affect the lockout or tag out procedures shall be communicated to the new employee(s) at the beginning of the new shift.
2. The employee(s) area supervisor who has completed his/her shift shall change locks and/or tags with the new supervisor beginning his/her shift.
3. The new authorized employee(s) shall notify all Affected Employees to stay clear of the area in preparation for a test to verify that the equipment/machine is de-energized.
4. The new authorized employee(s) shall retest the equipment or machinery being serviced to verify that the equipment is de-energized.
5. The new authorized employee(s) shall return all controls to the "neutral" or "off" position.

Periodic Inspections

- An inspection of the energy control procedures shall be conducted annually and will be documented using the *Periodic Inspection Certificate*.
- During the inspection of each machine specific lockout/tag out procedure, the inspector, an Authorized Employee, other than the one(s) utilizing the energy control procedure being inspected, shall:
 1. Observe the lockout/tag out procedure to determine if it is being followed by the Authorized Employees.
 2. Detect any inadequacies or deviations and have them corrected immediately.
 3. Inform the lockout/tag out coordinator of his/her findings.
 4. Review the lockout procedure and responsibilities with each Authorized Employee under the energy control procedure being inspected



Personal Protective Equipment Program

Purpose

The purpose of the Personal Protective Equipment (PPE) Program is to identify hazards, which require the use of PPE and the proper type of equipment to be used. The proper selection, use and maintenance of PPE protect employees from the risk of injury by creating a barrier against workplace hazards. Personal protective equipment is not a substitute for good engineering controls. Personal protective equipment will be provided, used, and maintained when it has been determined that its use is required, and that such use will lessen the likelihood of occupational injury and/or illness.

Responsibilities

Management is responsible for the overall development, implementation, and administration of the Personal Protective Equipment Program. This includes:

- Ensuring the workplace hazard assessments are conducted to determine the presence of hazards that necessitate the use of PPE.
- Providing appropriate PPE and making it available to employees.
- Ensuring all employees receive proper training on the selection, use and maintenance of PPE.

Employees are responsible for following the requirements of the PPE Program. This involves:

- Wearing the PPE as required.
- Attending required training sessions.
- Informing management of the need to repair or replace PPE.

Hazard Assessment and Equipment Selection

All work areas must be individually evaluated using the *Certification of Hazard Assessment Form* to identify the hazard, and the type of PPE that is required. It is the responsibility of the Safety Director and area supervisor to complete one form for each work area.

Once the hazards of a workplace have been identified, management will determine the suitability of the PPE currently available. New or additional PPE will be selected by management to ensure the level of protection is adequate to protect employees from identified hazards. Care will be taken to recognize the possibility of multiple and simultaneous exposure to a variety of hazards. Adequate protection against the highest level of each of the hazards will be provided or recommended for purchase.

Protective Devices

All PPE will be of safe design and construction for the work to be performed and will be maintained in a sanitary and reliable condition. Only those items of protective clothing and equipment that meet ANSI (American National Standards Institute) or NIOSH (National Institute of Safety & Health) standards will be accepted for use.

Careful consideration will be given to comfort and fit in order to ensure the PPE will be used. Protective devices are generally available in a variety of sizes. Care will be taken to ensure the right size is selected.



Eye and Face Protection

Prevention of eye injuries requires all persons who may be in eye hazard areas wear protective eyewear. This includes employees, visitors, contractors, or others passing through an identified eye hazard area. A sufficient quantity of eye protection will be provided for visitors entering areas where eye protection is required. If personnel wear “non-safety” prescription glasses, they will be provided a suitable eye protector to wear over them. OSHA regulations require each affected employee who wears prescription lenses while engaged in operations involving eye hazards to wear eye protection that either incorporates the prescription into its design or wear eye protection over the prescription lenses without disturbing the proper position of the prescription lenses or the protective lenses.

Suitable protectors will be used when employees are exposed to hazards from flying particles, chemical liquids, gases or vapors, or potentially injurious light radiation.

- ◆ Wearers of contact lenses must also wear appropriate eye and face protection devices in a hazardous environment.
- ◆ Side protectors will be used when there is a hazard from flying objects.
- ◆ Goggles and face shields will be used when there is a hazard from chemical splash.
- ◆ Face shields will only be worn over primary eye protection (safety glasses or goggles).
- ◆ For those employees who wear prescription lenses, eye protectors will either incorporate the prescription in the design or will fit properly over the prescription lenses.
- ◆ Protectors will be marked to identify the manufacturer.
- ◆ Equipment fitted with appropriate filter lenses will be used to protect against light radiation. Tinted or shaded lenses are not considered filter lenses unless they are marked or identified as such.

Emergency eyewash facilities, meeting the requirements of ANSI Z358.1, will be provided in all areas where the eyes of an employee will be exposed to corrosive materials. All emergency eyewash facilities will be located where they are easily accessible in an emergency.

Foot Protection

Safety shoes will be worn where identified during the hazard assessment of each particular work area.

- ◆ Safety shoes or boots, with impact protection, are required to be worn in work areas where carrying or handling materials such as packages, objects, parts or heavy loads, which could be dropped; and for other activities where objects might fall onto the feet.

Safety shoes or boots, with compression protection, are required for work activities involving skid trucks (manual materials handling cars) or other activities in which

- ◆ materials or equipment could potentially roll over the feet of an employee.
- ◆ Safety shoes or boots, with puncture protection, are required where sharp objects such as nails, wire, tacks, screws, large staples, or scrap metal can be stepped on by employees.



Hand Protection

Suitable gloves will be worn when hazards from chemicals, cuts, lacerations, abrasions, punctures, burns, or harmful temperature extremes are present. Glove selection will be based on performance characteristics of the gloves, conditions, duration of use, and hazards present.

In selecting gloves for use during chemical exposure the first consideration will be the exact nature of substances encountered. Read the instructions and warnings found on chemical containers and/or Safety Data Sheets (SDS) prior to working with any chemical. Recommended glove types are usually listed in the section for personal protective equipment.

Cleaning and Maintenance

All PPE will be kept clean and properly maintained. Cleaning is particularly important for eye and face protection because dirty or fogged lenses can impair vision. PPE should be inspected, cleaned, and maintained at regular intervals so the PPE provides the requisite protection. Personal protective equipment should not be shared between employees until it has been properly cleaned and sanitized. PPE will be distributed for individual use whenever possible.

Training

Any employee who is required to wear PPE will receive training in the proper use and care of the PPE. Initial training will be provided as it is issued. Periodic retraining will be offered to employees and supervisors as needed. Training will include the following subjects:

- When it is necessary for PPE to be worn.
- What PPE is necessary?
- How to properly don, doff, adjust, and wear PPE.
- The limitations of PPE.
- The proper care, maintenance, useful life, and disposal of the PPE.

After completion of the training employees will be required to demonstrate they understand the components of the Personal Protective Equipment Program and how to use PPE properly, or they will be retrained.

Recordkeeping

Written records will be kept with the names of the persons trained, the type of training provided, and the dates when training occurred. Training records will be maintained on each employee a minimum of 3 years.



Hand and Power Tool Safety

The use of hand and power tools is so widespread and frequent that it is easy for us to assume all employees know how to safely use them. Statistics estimate that 7-8% of all workplaces injuries are due to accidents with tools. These accidents are usually caused by four unsafe practices, as follows:

- 1) Improper tool selection. Examples include using a screwdriver for a chisel; using a file for a pry bar; using a wrench for a hammer; using pliers instead of a wrench.
- 2) Using tools in poor condition. Examples include wrenches with worn jaws; hammers with loose heads; dull knives or saws; and mushroomed heads on chisels.
- 3) Using tools incorrectly. Examples include applying screwdriver to objects held in the hand; failing to ground electrical tools; and cutting with a knife toward the body.
- 4) Storing tools unsafely. Examples include placing tools in a toolbox with the sharp edge up; carrying tools in pockets; leaving tools on high shelves or semi-concealed places such as underneath equipment or materials.

The following is a list of safe practices for hand and power tools:

- 1) Inspect the tool and Power cord prior to using.
- 2) Use the right tool for the job - even if it means making an extra trip to the toolbox to get the right one. Do not improvise or make do.
- 3) Keep cutting tools such as saws, knives and chisels sharp.
- 4) Keep tools in good repair. Repair or replace loose or cracked handles, adjust poorly aligned jaws, and fix mushroomed heads.
- 5) Do not carry tools in pockets.
- 6) Make sure all hand help electric tools are double insulated or have a three-wire ground. Use GFCI or low voltage tools in wet or damp environments.
- 7) Hand held portable electric saws should have guards above and below the base plate.
- 8) Electric drills, tappers, fastener drivers, and reciprocating saws should have constant pressure switches.
- 9) Remove the adjusting key, chuck, or wrench prior to using the tool.
- 10) Keep all guards in place.
- 11) Do not use tools with frayed cords or loose or broken switches.
- 12) Maintain work areas free of clutter.
- 13) Dress properly so that loose clothing does not get caught in moving parts. Never wear gloves around moving parts.
- 14) Do not surprise or distract persons using power tools.
- 15) Use safety glasses or dust masks or other protective gear when necessary.
- 16) Never carry tools that may interfere with the use of both hands when climbing and descending ladders.



Ladders and Scissor Lifts

Ladders

Improper use and care of ladders may result in accidents and serious injury. Frequent causes of ladder accidents include unsafe climbing and descending; ladder not secured; using a broken ladder; and over-reaching from the ladder.

- 1) When setting up a straight or extension ladder, use the following procedures to avoid injury:
 - a) Brace the base of the ladder against a stationary object so it cannot slip. Get help if you need it;
 - b) Grasp the top rung with both hands;
 - c) Raise the top end over your head and walk toward the base of the ladder, moving hands to grasp the rungs in the center to maintain stability;
 - d) When the ladder is erect, move it to the desired location and lean it forward against the resting point;
 - e) Footing should be firm and level. Precautions should be taken to secure the ladder if slippery conditions exist;
 - f) Extension or straight ladders used to reach an elevation platform or roof should extend at least 36 inches above the landing;
 - g) A straight ladder should be placed so there is one foot at the base for every four feet of length to the top support (i.e. 4 feet out for 16 feet elevation)
 - h) When adjusting an extension ladder, be sure the locking device is fully secured and hooked over the rungs before using the ladder.
- 2) All ladders should be tied, blocked, or otherwise secured to prevent movement. They should not be located in front of doors unless the door is blocked open, locked, or guarded.
- 3) Keep rungs and steps of ladders free from grease, oil, paint, snow, ice, mud or other slippery surfaces.
- 4) For a stepladder, be sure it is fully open and spreaders locked before using. Never climb higher than the step below the top of the stepladder. Never "walk" a stepladder while standing on it.
- 5) Both hands must be free when climbing or descending. Material should be hoisted to the work level.
- 6) Face ladders when going up or down.
- 7) Do not over-reach when on a straight or extension ladder. Move the ladder if the work is too far.
- 8) Never stand on the top three rungs of a straight ladder.
- 9) Two or more persons should not work on a ladder unless the ladder is specifically designed for this use.
- 10) Ladders should never be used for braces, skids or gangways.
- 11) Wood ladders should not be painted except the top step of stepladders may be painted to indicate that it is not to be stepped on. Wood ladders should be treated regularly a clear wood preservative.
- 12) Aluminum or wet wood ladders should not be used near open wiring since they are excellent conductors of electricity.



Scissor Lifts

Personal fall arrest systems are not required if:

- Guardrails are in place
- Door or chain is closed
- You stay on the floor and do not exit the lift

Common safety guidelines when utilizing scissor lifts:

- Only trained and authorized employees will operate aerial lifts and self-powered work platforms
- Never stand on the guardrails
- Always use on a stable level surface
- Have a clear path of travel. Check for debris, holes, electrical equipment, workers, etc.
- Move lift slowly
- Know the equipment and its limitations
- Remove key when not in use, so unauthorized employees cannot use it



Powered Industrial Truck Safety

Purpose

The purpose of this program is to establish procedures for the safe operation of powered industrial trucks at Rock On Companies. This program supports compliance with the Occupational Safety and Health Administration Powered Industrial Truck Standard as found in 29 CFR 1910.178. This program applies to all company employees who are responsible for operating material-handling equipment, including forklifts, reach trucks, order pickers and powered pallet jacks.

Responsibilities

The Program Administrator is responsible for:

- Issuing and administering this program and making sure that it satisfies the requirements of all applicable federal, state or local powered industrial truck safety requirements
- Providing initial and periodic training of employees on the safe operation of powered industrial trucks
- Maintaining the training records of all employees included in the training sessions
- Assessing the driving skills of employees who are being authorized to operate material-handling equipment in the company's facility

The Maintenance Department is responsible for:

Maintaining all material-handling equipment according to manufacturers' recommendations
Administering all outside vendor maintenance contracts to service the company's material-handling equipment

Powered Industrial Truck Operators are responsible for:

- Operating all powered industrial trucks in a safe manner consistent with company rules of operation
- Inspecting powered industrial trucks at the beginning of each work shift and completing the appropriate inspection forms
- Reporting all equipment malfunctions and/or maintenance needs to their supervisors immediately

Equipment Inspection And Maintenance

- Each powered industrial truck will be inspected daily before use.
- A file will be maintained that lists the inspections of equipment.
- A maintenance log will be kept that identifies repair needs and corrective actions taken for each powered industrial truck.



- If repairs are needed on a powered industrial truck that prevents its safe operation, it will be taken out of service until the repairs have been made.
- After repairs have been completed, the powered industrial truck will be given a performance test to ensure that the equipment is safe to operate.
- Powered industrial trucks will be kept in clean condition, free of dirt, excess oil and grease.

Changing and Charging Batteries

- Equipment will be provided to safely flush and neutralize spilled battery acid and electrolyte.
- Smoking will be prohibited in all battery-charging areas.
- Eyewash equipment will be maintained in all charging areas.
- Precautions will be taken to prevent open flames, sparks and electric arcs in charging areas.
- Employees who charge and service batteries and handle corrosive liquids will wear the proper Personal Protective Equipment (PPE).

Trucks

- When powered industrial trucks are used to remove products from truck trailers, the brakes will be set on the highway truck and wheel chocks will be placed under the rear wheels by the powered industrial truck operator.
- If powered industrial trucks are to be used in trailers that are not attached to truck tractors, appropriate trailer supports will be installed under the fronts of the trailers.

Operator Training

- Only trained and authorized operators will be permitted to operate powered industrial trucks.
- Training will consist of classroom safety training and hands-on training with equipment used in the company.

Truck Operations

- When a powered industrial truck is left unattended, the equipment will be put into neutral, the emergency brake will be set and the power will be shut off. When the powered industrial truck is parked on an incline, the wheels will be blocked.
- A powered industrial truck will be considered unattended when the operator is 25 feet or more away or when the vehicle is not in view.
- When the operator has dismounted the powered industrial truck and is within 25 feet of the truck, the load will be lowered, the controls will be neutralized and the brakes will be set.



- Floors of truck trailers will be checked for breaks and weakness before powered industrial trucks are driven on them.
- Only approved powered industrial trucks will be used in hazardous locations.
- When an employee is being lifted by a powered industrial truck, a safety platform will be used that is firmly secured to the lifting carriage and/or forks. An operator will remain at the controls of the truck while the employee is being lifted.
- Fuel tanks will not be filled while the engine is running.
- Oil or fuel spilled on the floor will be cleaned up immediately.

Traveling

- Plant speed limits will be observed, and under all travel conditions, a powered industrial truck will be operated at speeds that will permit it to be brought to a stop in a safe manner.
- Three truck lengths (or two seconds) will be maintained between powered industrial trucks in operation.
- The powered industrial truck will be kept under control at all times.
- When vision is obscured, the operator will slow down and sound the horn.
- If the load blocks the operator's view, the powered industrial truck will be driven in the direction that provides the best visibility.
- The operator will keep a clear view of the path of travel.
- The loaded powered industrial truck will be driven with the load upgrade when driving on ascending or descending grades greater than 10%.
- Dock boards and bridge plates will be properly secured before they are driven over.

Loading

- Only stable and safely arranged loads will be handled.
- Only loads within the rated capacity of the powered industrial truck will be handled.

Recordkeeping

- Operator's Daily Checklist
- Forklift Operator Evaluation Form



Housekeeping Policy

It is the policy of Rock On Companies that all personnel keep their area, along with the surrounding areas, free of obstructions. It is also the responsibility of all employees to remain in compliance with OSHA's regulation, 1910.22, which pertains to Housekeeping.

- a. Do not block access to emergency equipment, showers, eyewashes, fire extinguishers, and exits.
- b. All chemical containers must be labeled with the identity of the contents and the hazards those contents present to users.
- c. Keep all work areas clear of clutter.
- d. Keep all aisles, hallways, and stairs clear of clutter.
- e. All chemicals should be placed in their assigned storage areas at the end of each workday.
- f. All work surfaces and floors should be cleaned regularly.
- g. No chemicals are to be stored in aisles or stairwells, on desks, or laboratory benches, on floors, or in hallways.
- h. Do not store pallets on edge. Always store pallets in designated areas.



Communication

Rock On Companies will work to make sure all employees understand the importance of safety and accident prevention. We believe that all employees need to know about on-going safety information and our safety success. Following are some of the ways this will be communicated:

- ◆ We maintain an “open-door” policy for any safety concerns. Do not hesitate to bring up any concerns to your supervisor or member of management.
- ◆ New employees complete an orientation to receive training on this Safety Program, company rules and procedures, and equipment training.
- ◆ Rock On Companies will periodically distribute safety bulletins, memos, and other written materials.
- ◆ Affected employees will receive specific training on equipment and applicable OSHA standards. Some of these standards include: Right-to-Know, Forklift Safety Training, etc.



Safety Guidelines

- ◆ Perform only those jobs you have been assigned and properly instructed to perform.
- ◆ Wear the proper protective equipment required for your job as established by your supervisor through job instruction. It is your responsibility to see that protective equipment is in good repair. Damaged equipment should be reported to your supervisor immediately.
- ◆ Safety devices and guards. Both mechanical and electrical, provided to protect employees will be properly placed. Machinery and equipment shall not be operated without such guards and devices in place and operational.
- ◆ Report unsafe acts, unsafe conditions or equipment to management without delay.
- ◆ Each employee has the responsibility to maintain and improve housekeeping standards.
- ◆ Obey all warning tags and signs; they are there for your protection.
- ◆ Rides shall not be hitched on mobile equipment.
- ◆ Report all accidents or injuries to management immediately whether anyone is hurt or not. In cases of injury, get first aid as soon as possible.
- ◆ Follow Lockout/Tagout procedures whenever making adjustments, when setting up jobs or when machine is to remain idle for any length of time.
- ◆ Horseplay, such as scuffling, practical jokes, or throwing articles at each other will not be tolerated.
- ◆ No employee is permitted to make repairs on any electrical device or equipment unless authorized to do so. Electrical equipment is not to be tampered with in any way.
- ◆ The covers on switch boxes and fuse stations are to be kept closed at all times.
- ◆ Walk – do not run – when on company property.
- ◆ Compressed air should never be used for cooling or practical jokes.
- ◆ Riding on the forks of hand trucks is prohibited.
- ◆ Smoking is prohibited in all posted “No Smoking” Areas.
- ◆ Do not drive a forklift unless you have been properly training and authorized to drive.



Acknowledgement of Receipt of Safety Program

I acknowledge the receipt of an electronic copy of the Rock On Companies Safety Program located on the company website at rockontrucks.com. I understand it is my responsibility to read this and the Safety rules provided and any additional safety rules as provided by the employer. I will notify upper management if any safety questions arise.

I also understand that failure to follow known safety rules will result in disciplinary action.

I am aware that I must report all work-related injuries or accidents, within the work shift, to my Manager.

It is everyone's responsibility to constantly evaluate the safety of the workplace or job-site. No one should become so complacent about the hazards of the construction site that the risk of injury is accepted casually.

Workers have a right to a safe work place and no one should expect to sacrifice their health and safety at work.

SIGNATURE _____

DATE _____