



Newcomer Concrete Services, Inc.

SAFETY POLICY MANUAL

01/10/2018

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SAFETY POLICY STATEMENT

MISSION STATEMENT

Newcomer Concrete Services, Inc. is sincerely concerned with each employee's safety and health and we will continually strive to provide the safest working conditions possible. We assure that every reasonable effort will be made to achieve the safest environment possible for our employees, other jobsite personnel, and the general public.

We feel safety is a number one concern in all of our activities. This starts at ownership and is carried throughout the company to the new employee on his/her first day. In order to maintain this level of safety consciousness, each employee will be given constant reminders through training, safety talks, payroll stuffers and monthly company newsletters. We will endeavor to maintain a workplace as free from recognized hazards as possible, by providing each employee with proper training and safe equipment and tools. We want you to go home in the same manner in which you arrived, alive and healthy.

However having a manual full of safety standards, a Safety Director, and safety training does not ensure we will have a safe, accident free organization. *Safety is an attitude and you as an employee control that attitude.*

You can assist our efforts by adhering to recognized safety practices including; federal, state, local safety regulations, and the safety rules of Newcomer Concrete Services, Inc., which are outlined in the safety program manual. Efficiency depends upon the uninterrupted completion of tasks. Accidents interrupt operations. We believe most accidents can be avoided by using common sense and personal initiative, and we ask you to be a part of Newcomer Concrete Services, Inc.'s commitment to safety.

Newcomer Concrete Services, Inc. has adopted the following safety program, which all employees are encouraged and expected to follow. We look forward to your relationship with us being accident free and productive.

Jeff Newcomer, Owner
David Newcomer, Owner
Newcomer Concrete Services, Inc.



NEWCOMER CONCRETE SERVICES, INC.

646 Townline Rd. #151

P.O Box 672

Norwalk, Ohio 44857

EMERGENCY PHONE LIST

Norwalk	Office	419-668-2789
	Shop	419-663-2789
Columbus	Office	614-792-1105
Jeff Newcomer	Mobile	419-681-6341
	Home	419-668-6771
David Newcomer	Mobile	614-582-0599
	Home	614-764-9482
Wade Herrig	Mobile	419-681-6350
	Home	419-668-2023

We certify that Newcomer Concrete Services, Inc. employees have been trained to operate equipment and vehicles that are used on NCS job sites.

We also have a weekly safety meeting, conducted by NCS foremen. We have distributed safety materials to our employees as we receive it. All of our employees have been instructed how to safely work with concrete. We also try to adhere to any specific safety requirements that pertain to individual projects. Our foremen have taken Red Cross First Aid and CPR courses.

Any further information may be obtained by calling Wade Herrig at the Norwalk Office or the above mobile number.

Sincerely,

Newcomer Concrete Services Management



SAFETY RULES STATEMENT

To provide a safe and healthful work environment for employees, Newcomer Concrete Services, Inc. has established a workplace safety program. This program is a top priority for Newcomer Concrete Services, Inc. Its success depends on the alertness and personal commitment of all.

Newcomer Concrete Services, Inc. provides information to employees about workplace safety and health issues through regular internal communication channels such as supervisor-employee meetings, bulletin board postings, memos or other written communications.

Each employee is expected to obey safety rules and to exercise caution in all work activities. Employees must immediately report any unsafe condition to the Safety Director. Employees who violate safety standards, cause hazardous or dangerous situations, fail to report, or, where appropriate, remedy such situations, may be subject to disciplinary action, up to and including termination of employment. Examples of hazardous or dangerous situations include violation of the safety rules discussed herein.

In the case of any accident that results in injury to person or property, regardless of how insignificant the injury may appear, employees should immediately notify the Safety Director, or the appropriate supervisor. Such reports are necessary to comply with laws and initiate insurance and workers' compensation benefits procedures.

In order to retain the necessary flexibility, in the administration of policies and procedures, Newcomer Concrete Services, Inc. reserves the right to change, revise or eliminate any of the policies described herein. The only recognized deviations for the stated policies are those authorized and signed by the President of Newcomer Concrete Services, Inc.

GENERAL SAFETY

1. Employees must adhere to all Federal, State and Local Laws, as well as Newcomer Concrete Services, Inc. regulations and policies.
2. Employees must be alert to hazards and potential hazards, and must immediately report any unsafe conditions, acts, tools or equipment to the supervisor.
3. Horseplay, roughhousing or fighting on the jobsite is strictly prohibited.
4. Employees must report any injury or accident immediately to the supervisor.
5. Employees must practice good housekeeping at all times.
6. Employees must be aware of the location of all fire extinguishers and first aid kits.
7. The use, possession, transportation, solicitation or sale of alcohol or illegal drugs and the misuse of prescription drugs on company premises or during paid company work hours is prohibited.
8. If an employee does not know the safe procedures for a job operation, he or she should ask the supervisor to demonstrate the approved safe method.
9. No firearms or weapons are permitted on or in company property or jobsites.
10. Employees will only approach equipment if the operator is aware of their presence.
11. Employees must not move or remove protective barriers or signage unless directed by a supervisor.
12. Smoking while refueling an engine or while using flammable liquids or gases is strictly prohibited.
13. Employees crossing a roadway on foot must recognize hazards such as quantity and speed of traffic, and distance required to cross.

PERSONAL PROTECTIVE EQUIPMENT

14. 100% mandatory hard hat, safety glasses and high visibility shirts or Class II vests or for all employees on NCS jobsites. This equipment must be worn and used properly as directed by upper management, the general contractor, the foreman, or safety director.
15. Class II safety vests will be worn by all employees while working near or within 30 feet of roadway traffic.
16. Gloves must be utilized when hands come in contact with wet concrete or handling debris and material with rough or sharp edges or if risk of contact with hazardous materials is present.
17. Hearing protection must be utilized when operating or working in the near vicinity of loud equipment.
18. Protective clothing and work shoes must be worn on all jobsites. Tennis shoes, shorts and sleeveless shirts are not permitted.
19. Employees must maintain and take responsibility for their personal protective equipment.

VEHICLE OPERATION

- 20. A Commercial Drivers License is required to drive any vehicle over 26,000 pounds.
- 21. Operators of any equipment with a seat belt are required to use it. All equipment and vehicles must be driven at safe legal speeds.
- 22. Tools should be inspected frequently by all employees for defects, and turned into the supervisor for repair or replacement when necessary. All machines, equipment, tools that are determined to need repair, will have a tag placed on them so no other person will attempt to use the damaged item.
- 23. No employee will ride on equipment that is not designed for passengers. Improperly riding on equipment including but not limited to: trailers, cranes, bulldozers, backhoes, front end loaders, bobcats, forklifts, skid steers, hoists or other material handling equipment, is strictly prohibited.
- 24. Always check behind you before backing a vehicle.
- 25. All loads must be tied down and properly secured according to local standards.
- 26. Warning flashers must be used when working in traffic.
- 27. Emergency brakes must be used when parking on an incline.
- 28. Equipment and vehicles essential in accomplishing job duties are expensive and difficult to replace. When using such property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety rules and guidelines.
- 29. Employees must notify if any equipment, machine, tool or vehicle appears to be damaged, defective, or need repair. Prompt reporting of damages, defects and the need for repairs could prevent deterioration of equipment and potential injury to others.
- 30. Unauthorized, improper, careless, negligent, destructive or unsafe use or operation of equipment or vehicles, as well as traffic citations and parking violations can result in disciplinary action up to and including termination of employment.
- 31. All driving citations and violations must be reported to the Safety Director within 24 hours.
- 32. Unauthorized use of vehicles and equipment includes operating a company vehicle without being on the approved Newcomer Concrete Services, Inc. driving list.

TOOL USE

- 33. Hand tools may not be used for any purpose other than its intended use.
- 34. Power tools should only be operated with proper guards and safety devices in place.
- 35. All electrical tools must be grounded.
- 36. No employee shall remove or by-pass the safety equipment.
- 37. Machinery and power tools will not be cleaned, oiled, adjusted or refueled while in operation.



ENFORCEMENT OF SAFETY RULES

Although employment with Newcomer Concrete Services, Inc. is based on mutual consent, and both the employee and Newcomer Concrete Services, Inc. have the right to terminate employment at will, with or without cause or advanced notice, Newcomer Concrete Services, Inc. may use progressive discipline at its discretion.

Disciplinary action may call for any of the four steps: written warning, one day suspension without pay, one week suspension without pay, or termination of employment. Action will be based on severity of the problem and or the number of occurrences. There may be circumstances when one or more steps are bypassed. Progressive discipline, at the discretion of Newcomer Concrete Services, Inc. means with respect to the most disciplinary problems, for safety rules will normally be followed:

1 st Violation	Written Warning
2 nd Violation	1 Day suspension without pay
3 rd Violation	1 Week suspension without pay
4 th Violation	Termination of employment

Newcomer Concrete Services, Inc. realizes that there are certain types of employee problems that are serious enough to justify either a suspension, or in extreme situations, termination of employment without going through the usual progressive discipline steps.

While it is impossible to list every type of behavior that may be deemed a serious offense, these safety rules and the accompanying code of conduct rules include examples of problems that may result in immediate suspension or termination of employment.

Compliance with safety rules and procedures is a condition of employment for working at Newcomer Concrete Services, Inc.

To ensure the safest work environment possible and to prevent accidents and injuries, action will be taken immediately if violation of the rules is observed. Management personnel at all levels are responsible for the enforcement of the company safety rules.

Disciplinary action will be taken against all personnel violating any of the above-mentioned Safety Rules. The disciplinary action will follow these steps, unless otherwise stated. Management reserves the right to vary from the policy if the severity of the violation deems it necessary. Discipline is not “picking on someone” it is constructive and it may save someone’s life.



EMPLOYEE SAFETY TRAINING

Training of employees is key to the effectiveness of the safety program of Newcomer Concrete Services, Inc. in preventing as many injuries and illness possible. The purpose of training is to provide instruction in safe work practices and rules, and to provide the skills and knowledge necessary to identify and control workplace hazards. Each employee has the right to receive job specific training. It is your responsibility to let your supervisor know if you do not have the necessary training to complete your job safely.

OSHA in the Safety Training and Education Standard, in Title 29, Code of Federal Regulations, Part 1926.21(b), also mandates training for the construction industry. The standard states: “The employer shall instruct each employee in the recognition of hazards in the work environment to control or eliminate any hazards or other exposure to illness or injury.”

All employees will be instructed to recognize and avoid general workplace hazards, as well as hazards and regulations specific to a particular line of work. Certain employees will be required to attend specialized training classes to become certified in particular areas or to become designated as a “competent person.”

In addition all employees will be taught to understand and to follow all safety policies and procedures of Newcomer Concrete Services. Safety training will be an ongoing process and will be for all company employees, including management, office staff, field and shop personnel. It may be conducted in a group setting or a one on one session, depending on the topic and circumstances. Attendance at scheduled training sessions is mandatory. Unexcused absences from training classes will lead to disciplinary action.

The Safety Director will be responsible for implementing and evaluating all safety training given to employees of Newcomer Concrete Services, Inc.

Documentation will be maintained for each training program including attendance, subjects covered, and questions or suggestions discussed.

EMPLOYEE SAFETY TRAINING**NEW EMPLOYEES**

- A. All new employees will be oriented to all safety policies, site-specific requirements and safety procedures for their assigned tasks.
- B. Every new employee will be required to attend a session in which the Drug Free Workplace Program is discussed. There will be an opportunity to ask questions. The written Policy will be shared, and everyone will be expected to sign for receipt. Newcomer Concrete Services will have a qualified person explain why and how substance use is a workplace problem, the effects, signs/symptoms of use, effects of commonly used drugs in the workplace, and how to get help. The session will also cover how an employee can get a referral for employee assistance, the importance of determining how much of a substance problem the employee has, and what type of help is needed. New employees will hear about the program during orientation and will receive substance education as soon as possible thereafter.
- C. All new employees will be trained in compliance with existing applicable OSHA regulations as contained in 29 CFR 1926. This includes, but is not limited to Hazard Communications 29 CFR 1926.59.

EMPLOYEE SAFETY TRAINING

CURRENT EMPLOYEES

- A. At the beginning of each work season all employees will be issued a copy of the Newcomer Concrete Services, Inc. safety rules. A signed acknowledgement that the employee has read or has been trained in the rules, and understands the rules will be kept on file in the employees personnel file.
- B. Each supervisor on a weekly basis will conduct safety meetings in the form of “tool box talks”. The content of the meeting will be determined by the Safety Director or if required, the general contractor. These sessions will be held to reinforce company rules, inform field personnel of relevant safety issues and site-specific conditions. Attendance and subject will be indicated on a dated attendance sheet signed by each employee present for the training. Sign the sheet clearly. The attendance sheet will then be submitted to the office for filing.
- C. All employees will be trained in compliance with existing applicable OSHA regulations as contained in 29 CFR 1926. This includes, but is not limited to Hazard Communications 29 CFR 1926.59.
- D. A certified instructor will train a select number of employees in first aid and CPR. If an employee requests CPR and or First Aid training Newcomer Concrete Services, Inc. help the employee obtain certification and in some instances reimburse for the expenses.
- E. When issued personal protective equipment, employees will be instructed how to use them properly.
- F. Every current employee will be required to annually attend a session in which the Drug Free Workplace Program is discussed. There will be an opportunity to ask questions. The written policy will be shared, and everyone will be expected to sign for receipt. Newcomer Concrete Services, Inc. will have a qualified person explain why and how substance use is a workplace problem, the effects, signs/symptoms of use, effects of commonly used drugs in the workplace, and how to get help. They will also cover how an employee can get a referral for employee assistance, the importance of determining how much of a substance problem the employee has, and what type of help is needed.
- G. Supervisors will receive additional training annually, to recognize substance problems that may endanger the employee and others as well as violate this policy. Supervisors will be trained about testing responsibilities, how to recognize behaviors that demonstrate an alcohol/drug problem and how to make referrals to help.

SITE SPECIFIC SAFETY STANDARDS

Although the basic safety program addresses the general issues of the safety and health of Newcomer Concrete Services, Inc., each jobsite may have its own unique characteristics and hazards.

To respond to these hazards, Newcomer Concrete Services, Inc. may complete a site-specific safety plan. A competent person will be designated as the safety official and should make an initial inspection of the site in all areas where Newcomer employees will be working.

After determining the unique hazards of the specific site, the safety official will either correct the hazards or report them to the appropriate contractor for correction. The safety official will then make all Newcomer employees on site aware of the hazards, and inform them of how they can protect themselves.

A general jobsite inspection checklist (found in this manual in the inspection section) will be used to help determine hazards. In addition, the site-specific plan may address any and all of the following issues pertinent to the site that may or may not be part of the overall safety program:

1. Unique activities known to be hazardous such as confined space entry, steel erection, or demolition.
2. Other contractor, client, or site specifications.
3. The nature and timing of each contractor's job. To avoid interference with and creation of hazards for other companies.
4. Specific training requirements.
5. Specific machinery or personal protective equipment.
6. Emergency response procedures.
7. Designated first-aid givers.
8. Environmental conditions.
9. Surrounding conditions such as power lines, road traffic, and pedestrian traffic from surrounding buildings.
10. Material storage areas.
11. Access Routes.

OCCUPATIONAL ACCIDENT INVESTIGATION

In order to establish a consistent accident reporting and investigation procedure for Newcomer Concrete Services the following accident investigation policy has been created. An accident is defined as any incident causing injury or illness to an individual, physical damage to equipment or property, or any event that nearly missed causing injury or illness to an individual or physical damage to equipment.

- A.** All occupational accidents will be investigated to determine the cause, and any corrective measures needed to prevent recurrence.
- B.** Ensure any injured person receives proper medical care.
- C.** The immediate supervisor of the affected employee shall be responsible for the initial investigation. This procedure is to be conducted immediately after the accident scene has been secured and any injuries have been treated. The investigation should include: basic information about the incident including nature and location of the accident, names and addresses of the individuals involved, equipment involved, time, place, date, and the nature of injuries and type of medical treatment, etc. If possible try to include pictures.
- D.** Contact the Company Safety Director immediately. If not available call the Newcomer Concrete Services office.
- E.** All involved parties will fill out the appropriate accident reporting forms in writing. The forms are located in the supervisor binder. This includes any witness to the event.
- F.** Forms will be turned in to the Safety Director within 24 hours of the accident.
- G.** Within 2 - 3 working days upper management and/or the Safety Director will review the accident investigation.
- H.** The Company Safety Director will notify all supervisors regarding any new safety policy or procedure resulting from the accident investigation. Supervisors will then notify all subordinate employees.
- I.** If the investigation reveals a flagrant violation of company safety rules and policies, by a Newcomer Concrete Services employee, disciplinary action could result in the employee being temporarily suspended, or terminated from employment with Newcomer Concrete Services, Inc.



EMPLOYEE INJURY

In order to establish consistent care and treatment of any injured employee, Newcomer Concrete Services, Inc. has adopted the following employee injury policy. An injury is defined as any incident causing bodily harm regardless of severity, to any individual.

- A. Assess severity of the situation. If injury can be treated by first-aid alone, have it administered by respondent who has been certified in first-aid.
- B. If injury cannot be treated by first-aid alone, have the employee transported to the nearest hospital emergency room. If necessary summon emergency medical services.
- C. Send the appropriate paperwork with the injured employee to be completed by the medical care provider.
- D. Job supervisor or foreman will fill out all appropriate paperwork.
- E. As soon as possible, contact the Safety Director by telephone to report any occupational accident that results in any injuries requiring emergency medical services other than first-aid



REPORTING OCCUPATIONAL INJURIES/ ILLNESSES

- A. Any occupational illness or injury requiring medical attention *other than first aid* will be reported to the office by telephone by the employee no later than 24 hours after the onset of the injury or illness. This includes but is not limited to an employee whose injury or illness results in the transfer to another job, lost workdays, involves loss of consciousness, or restriction of work or motion.
- B. Telephone notification does not release the injured employee from completing the company personal injury/illness report form. The employee will return the completed report form to the office within 7days of the onset of the injury/illness.
- C. A completed copy of the Accident Investigation form is required prior to application for compensation or medical benefits.



FIRST AID

Newcomer Concrete Services, Inc. acknowledges its responsibility and is committed to providing first-aid services for employees, guests and the general public. First-aid is defined as any one-time treatment of minor scratches, cuts, burns, splinters, or other minor industrial injury. These represent the major portion of injuries on the job. They are small and can usually be treated simply on site.

- A.** In the absence of a clinic, hospital, or physician that is reasonably accessible in terms of time and distance, an employee who has a valid documented certificate in first aid training from the American Red Cross will be available at the jobsite to render first aid.
- B.** OSHA and ANSI Approved and fully stocked first aid kits will be available on each jobsite located within a reasonable distance. These kits will be located in the Newcomer Concrete Services job trucks.
- C.** The job supervisor or foreman has the responsibility to ensure that all the supplies are stocked appropriately and easily accessible, the job foreman as part of the jobsite inspection will check First-Aid Kits and request replacement items.
- D.** All employees are responsible to know the location and general contents of first aid kits.



EMERGENCY RESPONSE PLAN

To minimize and prevent fatalities, injuries, and damages, Newcomer Concrete Services, Inc. has implemented a plan for all employees to respond to all jobsite emergencies. Including but not limited to: fires, natural disasters, and medical incidents.

Each jobsite will generally have a separate plan, geared specifically to the site. The plan will detail at least the following information.

- Designated First-aid/CPR person
- Other trained emergency personnel
- Location of First-aid kits
- Site evacuation plan
- Rescue procedures
- Transportation Plans
- Fire Procedures including: sounding of alarm, using fire extinguishers, and evacuating the site.



SELF-INSPECTION PROGRAM

The purpose of the Newcomer Concrete Services, Inc. inspection program is to detect hazards in the work environment. This includes existing and potential hazards as well as violation of the company safety rules, local, state and federal laws.

Hazards may include unsafe acts, unsafe conditions or unsafe machinery and tools, general construction hazards, or site-specific conditions. The inspection program will include at least daily walk troughs and formal weekly inspections by the job foreman.

In addition to detecting hazards, the inspection process will include plans to abate any of the problems that are identified. Once a hazard has been determined, action to correct or control the hazard will be taken immediately. All inspections will be documented with copies of the report distributed to the Safety Director, and other contractors on site.

Because it is important for a fresh set of eyes to review a project, the upper management and or the Safety Director will conduct periodic inspections. When applicable the company insurance consultant or outside consultants hired by Newcomer Concrete Services, Inc. will conduct inspections. These inspections will be both scheduled and unannounced, with the frequency determined by Upper Management, the Safety Director or the requirements of the individual job.

These periodic inspections will be extremely thorough, and will be documented with notes. The results will be discussed immediately with the job foreman, who will address any hazards or concerns that were discovered during the inspection.

During inspections it is important to determine why hazards exist and how to correct them, rather than to place blame on employees.

- A.** The Safety Director, will be responsible for assuring the completion and follow-up of internal safety audits of areas, which are under the control of Newcomer Concrete Services, Inc.
- B.** Supervisors are responsible for conducting daily safety audits of their job site or work area for existing or predictable hazards and compliance to federal, state, and local regulations.
- C.** Supervisors are responsible for returning the daily inspection checklist forms to the main office.

DELEGATION OF RESPONSIBILITIES

To ensure that the safety program of Newcomer Concrete Services is implemented, the following assignments of responsibility have been established. As a condition of employment, all personnel have the responsibility to work safely to protect yourself and others around you and follow all government and company standards. We will all work together to maintain a mental and physical health conducive to working safely. Everyone also has the responsibility to maintain a work area clean and free of debris.

All employees have full support of management in executing their assigned duties and are expected to fulfill their responsibilities.

MANAGEMENT RESPONSIBILITIES

- A. Upper management is responsible for establishing the overall company safety and health program, and will show 100% commitment to the safety and health of all Newcomer Concrete Services employees, customers, and guests.
- B. Delegate safety responsibilities among employees, and stress the importance of a complete team effort to ensure a safe work environment.
- C. Make available the necessary funding, training, and personal protective equipment for all employees to perform their jobs safely.
- D. Investigate accidents and near miss accidents with the Safety Director and all involved employees.
- E. Conduct periodic safety inspections on jobsites for existing, predictable hazards and unsafe work practices.
- F. Actively show appreciation and recognize employees who demonstrate good safe work practices or make a reasonable safety suggestion.
- G. Review safety performance with company Safety Director.
- H. Implement a safety incentive program to reward employees for their safety efforts.
- I. It is the responsibility of management to support and enforce the policies and procedures contained in the Newcomer Concrete Services, Inc. safety manual. As necessary, discipline employees who willfully disregard the company safety policy.
- J. Never permit an exception to a safety rule in order to get a job done quickly.
- K. Require all other contractors, suppliers and visitors to adhere to the company safety policy.
- L. Consult with the Safety Director as a resource for determining the need and availability of specific types of safety and health equipment.

DELEGATION OF RESPONSIBILITIES

SAFETY DIRECTOR

The Safety Director is chosen and hired by upper management. The Safety Director works closely with and reports directly to upper management. The Safety Director is responsible for coordinating and maintaining the company safety and health program established by management.

- A.** Establish procedures and guidelines for the safety program, and update policies as needed. Coordinate and ensure implementation of all company safety activities, including the hazard communication program.
- B.** Develop safety recommendations for specific operations.
- C.** The safety officer will be responsible for updating the publication and distribution of the company safety manual.
- D.** The company safety manual will provide general rules of safety and health and establish basic policies and procedures that are to be followed by the company safety program.
- E.** The Safety Director will coordinate the formulation of specific policies and procedures for Newcomer Concrete Services, Inc. The Safety Director will distribute the safety policy manual to all new employees and a copy to all foremen for reference at the jobsite.
- F.** Perform or coordinate training required by OSHA and the State of Ohio for supervisors and employees.
- G.** Work directly with supervisors and foremen regarding their safety responsibilities.
- H.** Provide current information and implement changes in government regulations including but not limited to: OSHA, D.O.T., E.P.A., and the State of Ohio. Disseminate all pertinent information to management and employees when applicable. Inform and advise management of changes in compliance standards, regulation, and enforcement issues. Assist in the implementation of new or revised policies.
- I.** Ensure that all record keeping, training, and compliance issues are being strictly adhered to, and requirements are being met.
- J.** Investigate with management and or foreman, all accidents and injuries and near misses, by gathering all pertinent data, filing the required reports. Maintain a complete listing of all accidents, review data and determine corrective actions that need to be implemented.
- K.** As needed work with insurance company representatives, attorneys, and others, regarding company safety or compliance issues. If possible be present for all inspections, surveys, and consultations performed by outside agencies.
- L.** Attend meetings, conferences, and educational sessions of safety councils, contractor associations, and other organizations. Attend training schools for courses regarding safety and accident prevention. Disseminate all pertinent information to management and employees when applicable. Assist in the implementation of new or revised policies.
- M.** Coordinate the purchase of materials and equipment to assist company safety efforts.
- N.** Solicit educational and promotional data for the benefit of the safety program and assist with the implementation of the materials.

DELEGATION OF RESPONSIBILITIES**SAFETY DIRECTOR cont.**

- O.** Conduct periodic safety inspections at the company office, shop, in the company vehicles, and jobsites for existing, predictable hazards, unsafe work practices, and violations of company safety policy and substance abuse policies.
- P.** Work closely with management to coordinate safety incentive program. Actively show appreciation to employees that have shown good safety practices or given safety suggestions.
- Q.** Work closely with management to coordinate disciplinary procedures.
- R.** Periodically evaluate the effectiveness of the safety program.

DELEGATION OF RESPONSIBILITIES

ESTIMATORS

- A.** Actively support jobsite safety by including safety as a part of pre-job planning and scheduling. Never overlooking safety or exempting safety rules in order to get a contract or job done quickly.
- B.** Evaluate job specifications for potential safety and health hazards, and review with Safety Director.
- C.** Evaluate work controls to assure that bids include accurate estimates for labor, equipment, and material costs necessary to meet safety and health standards.
- D.** Actively support the program as an example to subordinates, with the deeds, decisions, and directives the program may require. Participate in the implementation of the project safety program on the job. Reinforce upper management's commitment to a safe environment for all employees, customers, vendors, and visitors. Reassure employees that safety is a concern of upper management.
- E.** Actively show appreciation and recognize employees who demonstrate good safe work practices or make a reasonable safety suggestion. Report all good behavior and suggestions to company Safety Director.
- F.** Be responsible. When visiting the jobsite, report to the job foreman, superintendent, and company Safety Director, all observed unsafe acts, practices, or conditions of company employees or other contractor personnel.
- G.** Notify other contractors when actions or activities of Newcomer Concrete Services, Inc. could affect the safety of employees of other companies.

DELEGATION OF RESPONSIBILITIES

JOB FOREMEN

The foreman is held accountable for the day-to-day safety and health problems that may arise while out in the field. The foremen act as the main safety connection in the field. They are the front lines when it comes to safety enforcement and should insist on complete compliance. They are accountable for their employee's activities on the job and should never expect employees to have a better understanding of safety than they themselves have.

- A.** Actively support the company safety program as an example to their subordinates, acting as a good example through actions, directions, and decisions that the safety program requires.
- B.** Actively show appreciation and recognize employees who demonstrate outstanding safe work practices or make a reasonable safety suggestion. Report all good efforts, behavior and suggestions to company Safety Director.
- C.** Implement the company safety program at the jobsite level. Corrects and coordinates safety activities within their area of responsibility. Enforces safety regulations applicable to company operations within their area of responsibility. Including compliance with substance abuse policy testing and enforcement. As necessary discipline employees who willfully disregard the companies policies. Report all violations of safety policy to the Safety Director.
- D.** Never permit an exception to a safety rule in order to get a job done quickly.
- E.** Require that all other contractors, suppliers, and visitors adhere to all government standards and company safety program. Act immediately to eliminate hazards and or remove employees, visitors, or vendors from hazardous areas.
- F.** Remain knowledgeable about all safety regulations and safe working practices that apply to the work being supervised.
- G.** Conduct daily and periodic safety audits at the jobsite. Works closely with upper management or company Safety Director during inspections or visits to the jobsite. Assures that no unsafe conditions exist at the jobsite and refers those conditions beyond his/her authority for immediate correction to the Safety Director.
- H.** Ensure that all machines are properly maintained; appropriate safety devices are being used as intended, and personal protection equipment is being worn where and when required.
- I.** Conduct necessary employee training, including weekly toolbox talks, specialized job training, and hazardous communication training. Instructs all persons under his supervision, health & safety regulations and insists on compliance.
- J.** Provide assistance in the investigation of all accidents and injuries of their employees by helping gather all pertinent data, filing the required reports, and taking immediate corrective action as necessary.
- K.** Record and report all necessary information including accident investigation forms, and training attendance records in an accurate and timely fashion to the company Safety Director or designated person.
- L.** Assures that all injuries are treated and reported promptly, provide or arrange medical treatment if necessary.
- M.** Notify other contractors when actions or activities of Newcomer Concrete Services, Inc. could affect the safety of employees of other companies.

DELEGATION OF RESPONSIBILITIES

EMPLOYEES

The employees of this company are our greatest assets and we value their safety and health greatly. However all employees must take some personal initiative and make wise decisions when it comes to safety on the job. We all learn by example and standards set by others. Set the example and be known as a safe worker. Workers must trust upper management, the Safety Director and foremen and know that if they approach these individuals with any safety or health issues, they will be heard and encouraged to participate in the future. Safety is a company wide issue and will be approached as a team effort.

- A.** Work in a safe manner to ensure not only your own safety, but also the safety of others around you. Refrain from any obvious or questionable hazards, behaviors or work practices. If possible correct the hazard or practices. If you are not able to correct the situation report the situation immediately to the foreman, upper management or company Safety Director.
- B.** Adhere to all government and company safety standards. Including the requirements of the Department of Transportation and OSHA. This includes but is not limited to the CDL holder's responsibility of remaining current with all license standards and testing. All employees are required to adhere to the company substance abuse program that requires the prompt response to random testing requirements.
- C.** Follow all safety rules outlined in this company safety manual. Always work according to good safety practices as posted, instructed and discussed.
- D.** Request instruction from the supervisor when unsure of how to perform any task safely. This includes any equipment, machinery, or hazardous chemicals.
- E.** Refrain from any unsafe act that may endanger oneself or fellow worker. Consider the hazards before engaging in any activity or beginning a task.
- F.** Properly use all tools, machines and personal protective equipment as instructed by upper management, the company Safety Director, or foreman.
- G.** Keep the work area clean. Housekeeping is an individual responsibility, but also a team effort.
- H.** Report all injuries no matter how slight, to your foreman immediately, seek first aid promptly.
- I.** Attend and participate in all scheduled safety meetings. Make suggestions as to what topics may be appropriate for the safety meetings.
- J.** Maintain and take responsibility for using all personal protective equipment.

DELEGATION OF RESPONSIBILITIES

OTHER CONTRACTOR AND SUPPLIERS

- A. Abide by all government standards and safety rules of Newcomer Concrete Services, Inc. and the general contractor. This includes the use of personal protective equipment when required. No exceptions will be made.
- B. Notify all other contractors when actions or activities could affect the safety of employees of other employees at the jobsite.
- C. Report all injuries and accidents to the general contractor immediately.
- D. Report any unsafe conditions or work practices immediately to the general contractor.
- E. Tools, materials, and equipment will not be removed from the jobsite without prior approval from upper management of Newcomer Concrete Services, Inc.
- F. Incidents of loss, theft, or vandalism are to be reported immediately.
- G. The possession, sale, or consumption of alcoholic beverages or illegal drugs on the worksite is prohibited. Violators will be immediately removed and permanently prohibited from entering the project. Newcomer Concrete Services will not allow any personnel under the influence of alcohol or drugs to enter the worksite.

VISITOR AND GUESTS

- A. Abide by all government standards and safety rules of Newcomer Concrete Services, Inc. and the general contractor. This includes the use of personal protective equipment when required. No exceptions will be made.
- B. Register with proper personnel upon arriving at the jobsite.
- C. Report all injuries and accidents to the general contractor immediately.
- D. Incidents of loss, theft, or vandalism are to be reported immediately.
- E. Tools, materials, and equipment will not be removed from the jobsite without prior approval from upper management of Newcomer Concrete Services, Inc.
- F. Incidents of loss, theft, or vandalism are to be reported immediately.
- G. The possession, sale, or consumption of alcoholic beverages or illegal drugs on the worksite is prohibited. Violators will be immediately removed and permanently prohibited from entering the project. Newcomer Concrete Services will not allow any personnel under the influence of alcohol or drugs to enter the worksite.



HOUSEKEEPING

Newcomer Concrete Services, Inc. is committed to provide safe, clean and secure workplaces for employees, customers, vendors and supplier. A clean and neat worksite is a safe worksite. Having clean facilities to work in or around not only decreases the chance for injury but also helps to create a sense of pride in your work. The following responsibilities will be expected of all Newcomer Concrete Services, Inc. employees.

- A.** Good housekeeping practices shall be maintained at all times on or in Newcomer Concrete Services, Inc. property. This includes the office locations, the shop, and all company owned vehicles, parking lot and work sites. This also encompasses areas not designated as work areas such as restrooms, break rooms, and storage areas.
- B.** All trash and debris created during the completion of any task including lunch will immediately be disposed of in the proper receptacles.
- C.** Company restroom facilities will be cleaned on a weekly basis. Location supervisor will determine responsibility for delegation.
- D.** Storage of personal vehicles, machinery, or any other items, on company property or jobsites will not be permitted unless written approval is obtained by the owners of Newcomer Concrete Services, Inc.
- E.** Smokers will discard their cigarette butts and burnt matches safely, in proper receptacles. Discarding items in parking lots and floors will not be tolerated.
- F.** Periodic inspections by either upper management or the Safety Director will occur; the manager, foreman or supervisor in charge of the affected area will be responsible for neatness of the area and clean up. If a violation occurs the manager, foreman or supervisor in charge of the affected area will receive reprimand in accordance to violation of the safety policy.
- G.** Paper wrappings, scrap lumber combustible scrap, debris, or refuse shall be disposed of regularly, promptly and safely during construction.
- H.** Electrical cords, forms, pins, etc., should be place in such a way to avoid tripping hazards.
- I.** Stack all materials securely so that they will not roll, all, slide, or collapse if jointed.
- J.** Approved metal safety-cans will be used for the handling, use, and storage of flammable liquids.
- K.** Appropriate personal protection equipment will be used when cleaning or storing materials that may pose a hazard or injury to fellow employees.

PERSONAL PROTECTION EQUIPMENT

Personal protective equipment (PPE) is a last line of defense to prevent employee trauma from exposure to potential and existing hazards on a construction site. Personal protective equipment should not be used as a substitute for safe work practices. In an effort to continue a commitment to safety throughout the organization Newcomer Concrete Services, Inc. has adopted and will firmly enforce the following Personal protective equipment policy.

PPE includes all clothing and or work accessories designed to create a barrier against workplace hazards. Personal protective equipment (PPE) includes but is not limited to; eyes, face, head, hearing, protective clothing (including elemental), respiratory protection and protective shields and barriers. No single combination of PPE is capable of protecting against all hazards.

In compliance with OSHA Standards for the Construction Industry (29 CFR Part 1926) Section 1926.28 states: “The employer is responsible for requiring the wearing of appropriate PPE in all operations where there is an exposure to hazardous conditions or where this part indicates the need for using such equipment to reduce the hazards to employees”.

Specific PPE is required in all areas where a potential for injury and illness exists for that type of hazard. For example if there is a known or potential hazard overhead, flying debris, or significant bump hazards, head protection is required.

All Personal Protective Equipment must comply with the appropriate American National Standards Institute (ANSI) standard.

- Eye and Face Protection: ANSI Z87.1-1989
- Respiratory Protection: ANSI Z88.2-1992
- Head Protection: ANSI Z89.1-1986
- Foot Protection: ANSI Z41.1- 1991
- Glove or Hand Protection: Meet the chemical manufacturers recommendation for the chemical or material being utilized.

PERSONAL PROTECTION EQUIPMENT**General Responsibilities**

- The supervisor is responsible for requiring the wearing of appropriate personal protection equipment in all Newcomer Concrete Services, Inc.'s construction areas where there exists the possibility for exposure to hazardous conditions. Supervisors will assess their jobsite or designated area and determine what hazards, if any, are present that require the use of personal protective equipment. Then they will select the types of PPE that will protect against these hazards. They will document the hazard assessment of their department in writing, indicate the date of the assessment and the list of employees who were instructed to wear the PPE, and sign the document.
- The supervisor is responsible to make sure that all of his or her subordinates who are required to wear protective equipment do so on a regular basis.
- The supervisor is responsible to make sure any new crewmembers to the jobsite will be informed of the PPE requirements.
- Visitors or employees working in areas where hazards exist, will be provided with the appropriate PPE, and will wear all required PPE while on the jobsite.
- All PPE will be maintained in a sanitary and reliable condition

PERSONAL PROTECTION EQUIPMENT

HARD HATS

There are about 120,000 disabling head injuries on the job every year, according to the National Safety Council. Even worse, wearing a hard hat could have prevented most of those injuries. A hard hat is one of the easiest types of protection to use, and there's no excuse for not taking advantage of that protection. The following guidelines have been established to reduce the risk of incident and injury when it comes to working in areas where overhead hazards, including electrical conductors, or potential flying debris are present.

- A. Hard hats will be worn at all times if the supervisor, Safety Director, or upper management determines there is a known or potential hazard overhead, flying debris, or significant bump hazards.
- B. Hard hats will be worn at all sites determined to be "mandatory hard hat sites" by the general contractor. In cases where the general contractor issues fines to subcontractors who are not following the mandatory status, the Newcomer Concrete Services, Inc. employee who caused the fine, will be responsible for paying for the fine at his or her own expense.
- C. The employee that it was issued to will maintain the hard hat in a sanitary and reliable condition. Hard hats must be inspected for breaks, cracks, damage, missing parts and other related deficiencies before use. Those that have been identified as defective shall be removed from service. The employee will not be permitted to return to work without a replacement.
- D. Each employee is responsible for his or her own hardhat. This includes having hardhat with them for any job they may be on. If an employee is going to be switched and moved to another job it is his or her responsibility to make sure their assigned hardhat is with them.
- E. If employees provide their own hard hat, the Safety Director will be responsible to assure its adequacy in meeting all mandated standards. The employee must get the hard hat inspected by the Safety Director before it is to be used on the jobsite. The Safety Director will document in writing the compliance of the employee provide hard hat and will place written documentation in the employees personnel file.
- F. Newcomer Concrete Services will inspect hard hats provided by employees to be sure that they meet OSHA Criteria for protective helmets. Which states "protective helmets purchased after July 5, 1994 shall comply with ANSI Z89.1-1986, American National Standard for Personnel Protection-Protective Headwear for Industrial Workers-Requirements."
- G. Hard hats will be worn as intended with brim forward and will fit properly to the employee's head. No hard hats will be worn over top of another hat such as a baseball styled hat.
- H. Employees will not alter any hard hat and will use them in accordance with instruction and training received.
- I. Upper management reserves the right to change the Newcomer Concrete Services, Inc. Hard hat policy to a mandatory hard hat company at any time.

Newcomer Concrete Services, Inc. will provide each employee with one hard hat at no cost to the employee. If the company provided hard hat is lost, forgotten, or destroyed due to the

employee's negligence within one year of the date of issue, the employee will be responsible for the cost of a replacement.

PERSONAL PROTECTION EQUIPMENT

HEARING PROTECTION

Exposure to high noise levels can cause hearing loss or impairment. It can create physical and psychological stress. There is no cure for noise induced hearing loss. Newcomer Concrete Services, Inc. recognizes the only way to avoid hearing damage is to prevent excessive noise exposure. Newcomer Concrete Services, Inc. will adopt the following hearing protection policy.

A. Hearing protection will be provided and worn where excessive noise levels exist. Employees working in areas where the noise level is 80 decibels or higher may obtain ear protection through their supervisor or from the Newcomer Concrete Services offices. When you feel the need to "raise your voice" at a distance of 3 feet in order to be heard, the noise levels are probable above 85 db. Here are some other example benchmarks from NIOSH:

- Whisper 30dB
- Normal conversation 60 dB
- Ringing phone 80 dB
- Sander 85 dB
- Hand drill 98 dB
- Chain saw 110 dB
- Ambulance siren 120 dB

Hearing protectors fall into three categories:

1. Earmuffs usually provide the greatest amount of protection to the ears. They have three parts: a headband, ear cups, and ear cushions.
2. Earplugs seal the ear canal and keep noise from getting through to the ear's delicate parts. There are a wide variety of earplugs on the market. Some come in standard sizes, some can be individually molded, some are custom-fitted to your ear.
3. Canal caps are soft pads on the ends of a headband, sort of like headphones. The canal caps, which have to fit snugly, seal the entrance to the ear canal instead of going into it like the earplugs do.

- B. Self-forming foam earplugs and Earmuffs are available to all Newcomer Concrete Services, Inc. employees.
- C. Employees will follow manufacturers instructions for use. If employee does not know correct use, the supervisor will provide assistance as to how to correctly use the provided hearing protection.
- D. Cotton is not an acceptable protective device.

PERSONAL PROTECTION EQUIPMENT

EYE PROTECTION

Industrial eye injuries occur at a rate of two per minute and are the costliest type of injury in terms of lost. The bureau of labor statistics reports that 60% of workers who suffered eye injuries were not wearing protective eye equipment. To protect employees from potentially serious eye injuries, Newcomer Concrete Services, Inc. will adopt the following eye protection policy.

- A. Eye protection will be provided and worn by all employees where conditions warrant such usage. These duties include but are not limited to:
 - Grinding
 - Chipping
 - Welding
 - Sanding
 - Sawing
 - Cutting
 - Hammering
 - Drilling
 - Using compressed air for cleaning
 - Using power actuated tools
 - Any other operation which may create a eye hazard

- B. Newcomer Concrete Services, Inc. will provide each employee with standard OSHA compliant safety glasses at no cost to the employee. This does not include prescription corrective safety glasses.
- C. The employee that it was issued to will maintain the safety glasses in a sanitary and reliable condition. Safety glasses must be inspected for breaks, cracks, damage, missing parts and other related deficiencies before use. Those that have been identified as defective shall be removed from service. The employee will not be permitted to return to work without a replacement.
- D. If employees provide their own safety glasses, the Safety Director will be responsible to assure its adequacy in meeting all mandated standards. The employee must get the safety glasses inspected by the Safety Director before they can be used on the jobsite. The Safety Director will document in writing the compliance of the safety glasses and will place written documentation in the employees personnel file.
- E. Employees who need corrective lenses will use one of three options:
 - Spectacles with protective lenses providing optical correction
 - Goggles worn over corrective lenses
 - Goggles that incorporate corrective lenses
- F. Upper management reserves the right to change the Newcomer Concrete Services, Inc. Safety glasses policy to a mandatory safety glasses company at any time.

PERSONAL PROTECTION EQUIPMENT**CLOTHING**

- A.** Suitable safety foot protection shall be worn on all Newcomer Concrete Services, Inc.'s work sites. All employees will wear work boots with fully enclosed coverings to protect their feet and toes. Tennis shoes or sandals are not acceptable.
- B.** When standing in concrete, company provide rubber boots will be worn over top of the employees regular work boots.
- C.** Long pants are required at all times by all employees while at the jobsite.
- D.** Shirts with sleeves are required to be worn at all times by all employees. Sleeveless shirts and tank tops are not acceptable.
- E.** Safety vests or safety yellow t-shirts will be worn by all employees while working near or within 30 feet of roadway traffic.
- F.** Gloves will be worn when handling materials that may result in a cut, puncture, or burn, absorption of harmful substances, severe cuts or lacerations, severe abrasions, punctures, chemical or thermal burns, and harmful temperature extremes. Appropriate waterproof rubber gloves will be worn when employee hands will be in direct contact with cement.
- G.** Wear waterproof pads to protect knees and elbows form moisture and abrasion when working with concrete.
- H.** Lifelines, safety belts and lanyards shall be provided and worn by all employees potentially exposed to fall hazards when the task being performed is more that 6-foot above a lower level.
- I.** Proper respiratory protective equipment will be provided and worn when employees are potentially exposed to hazardous substances.

WORKING SAFELY WITH CONCRETE

CAUTION! Special precautions are necessary when working with ready-mix concrete. Prolonged contact between fresh concrete and skin, eyes, and clothing may cause skin irritation or burns. All cement products are highly caustic and may result in skin injury if used improperly.

TAKE THE FOLLOWING SIMPLE SAFETY PRECAUTIONS WHEN USING THIS PRODUCT. AVOID CONTACT WITH SKIN AND WASH EXPOSED SKIN AREAS PROMPTLY WITH WATER. SEEK MEDICAL ATTENTION IF IRRITATION PERSISTS.

1. Wear full-length trousers and a long-sleeved shirt buttoned at the sleeves and neck.
2. Wear rubber boots high enough to prevent concrete from flowing into them. Tuck pants into boots. Tops of boots should be tight.
3. Wear waterproof gloves. Wear waterproof pads to protect knees and elbows from moisture and abrasion.
4. Wear safety glasses or goggles for eye protection. **IN CASE OF EYE CONTACT, IMMEDIATELY FLUSH WITH PLENTY OF CLEAN, FRESH WATER.**
5. **KEEP CONCRETE OFF CLOTHING.** Skin injury may result from clothing that has become wet. **WET CLOTHING SHOULD BE RINSED IMMEDIATELY WITH CLEAN WATER TO PREVENT CONTINUED CONTACT WITH SKIN. CHANGE CLOTHING IF SKIN IS IRRITATED.**
6. Keep children away from work area.
7. Advise all persons that may come in contact with this product of the above safety precautions.



SAFETY INCENTIVE PROGRAM

The Newcomer Concrete Services, Inc. safety incentive program will be used as a motivational tool to sustain employee awareness of safety, and to demonstrate that “safety pays” for both Newcomer Concrete Services management and employees.

Incentives may be awarded for numerous reasons, including:

- Increments in time without an accident
- Useful safety suggestions
- Demonstrated positive attitude relating to the safety of Newcomer Concrete Services, Inc.

Awards used in the safety incentive program may include:

- Monetary bonuses
- Novelty gifts such as T-Shirts, Hats, and other various items
- Recognition awards such as plaques and certificates

Newcomer Concrete Services, Inc. reserves the right to change, modify, or discontinue the safety incentive program at any time.



**SAFETY POLICY MANUAL
EMPLOYEE ACKNOWLEDGEMENT AND AGREEMENT**

The safety rules describe important information about Newcomer Concrete Services, Inc. I have read, and I understand the safety rules of Newcomer Concrete Services, Inc.

I agree to take responsibility for my own safety and the safety of those around me by complying with all local, state and federal regulations, as well as the rules described in the Newcomer Concrete Services, Inc. safety rules.

Since the information, and safety rules described here are subject to change, I acknowledge that revisions to the safety policy manual may occur. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Only the owners of Newcomer Concrete Services, Inc. have the ability to adopt any revisions to the safety rules.

I understand these safety rules do not constitute any form of binding promise or contract for continued employment for any specific period of time or under any specific circumstances.

I have received the safety rules. I understand it is my responsibility to read and comply with the policies contained in the Newcomer Concrete Services, Inc. Safety Rules, and any revisions made to it.

EMPLOYEE NAME PRINTED:

EMPLOYEE SIGNATURE:

WITNESS:

DATE:
