



4.1 Accident/Incident Reporting

All accidents, incidents, injuries, illnesses, or near misses, regardless of their severity, shall be reported immediately to your job supervisor; except drivers who shall contact Dispatch first (See Accident Investigation – Notifications section for contact #). The supervisor shall then immediately contact the Dispatch Office for notification. The supervisor shall then investigate and complete the accident/incident report and submit it on the day of occurrence (or within 24 hours of the incident at the latest) to the Human Resources Manager (HR Manager will forward copy to Safety Manager). If medical attention is needed, it should be obtained immediately. Please refer to the Site-Specific Emergency Action Plan, which will provide the appropriate contact information.

4.2 General Rules

- All employees shall immediately report unsafe conditions, unsafe behavior or unsafe procedures to their supervisor for correction. If the unsafe condition is not rectified, the employee shall contact a Manager or the Safety Manager.
- No employees shall be requested or made to feel obligated to work knowingly in an unsafe manner for any reason. The Anonymous Safety Hot Line should be utilized to alert the Safety Manager of related safety concerns accordingly or the Safety Manager may be contacted directly.
- No one shall engage in practical jokes, wrestling, fighting, scuffling, horseplay, or any other act that may tend to have an adverse influence on safety and health.
- No one is permitted to ride on vehicles or equipment unless the vehicle/equipment is designed for that purpose. (i.e. no riding on tailgates, buckets, side steps, or any other non-designed application)
- Firearms and other weapons are not allowed on the job at any time.
- If you have a known physical limitation, notify your supervisor so that you will not be required to do work that might injure you or someone around you.
- **Hard hats:** shall be worn while at any quarry or pit properties. Hard hats shall be worn while working around dangerous equipment or overhead obstructions or required by the General Contractor, customer, or specific operating division. Hard hats shall be worn when there is a danger of being struck by falling or flying objects. Hard hats shall be worn when there is a danger of contacting live electrical parts. Hard hats provide increased visibility to the public and overall traffic safety when worn on roadway construction projects. Hard hats shall be worn according to the manufacturer's recommendations and replaced as needed or within the manufacturer's suggested time frame from date of manufacture.
- **Fall Protection:** Failure to use personal fall arrest equipment as outlined below is considered a serious violation and is grounds for immediate dismissal.
 - **Manlift:** A body harness must be worn that is attached to a lanyard directly attached to the Manlift bucket. The lanyard should be as short as possible. The lanyards shall be tied off to the manufacturers install tie off points.



- Elevated working surfaces above 6 feet for construction and 4 feet for general industry (exception of swing scaffolds, boatswain's chairs, and approved man-lifts) require the use of fall protection in the form of a guardrail system, safety net system, or personal fall arrest.
- **Proper Work Clothing- General Conditions:** Shirts shall be worn at all times to protect skin from minor burns, abrasions, cuts and sunburn. Shirts, long pants, and all clothing shall be appropriate for the work being done. Loose or torn clothing may contribute to an accident and shall not be worn. Those delivering, transferring or handling liquid asphalt must have long sleeve cotton shirts. Hard-soled, ankle-high work shoes/boots that are in good condition should be worn. MSHA regulated workers must have ASTM approved safety toed shoes/boots required for MSHA regulated work areas. See the PPE Section of this safety manual for required special personal clothing and protective wear for hazardous operation exposure/work tasks.
- **Personal Protective Equipment** – All employees will abide by the Personal Protective Equipment section of this Safety Manual. This may include, but is not limited to, eye protection, hearing protection, and respirator protection.
- Employees using hand and power tools and exposed to the hazard of falling, flying, abrasive, and splashing objects, or exposed to harmful dust, fumes, mists vapors, or gases shall be provided with particular PPE necessary to protect them from the hazard.
- **High Visibility Clothing** - Road and construction traffic poses an obvious and well- recognized hazard to highway or road construction work zone employees. OSHA standards require such employees to wear at a minimum ANSI Class 2 or 3 high visibility garments. Personnel are required to wear their high visibility ANSI Class 2 or 3 traffic vests whenever working on or near a roadway or highway. Vest shall also be worn in the equipment laydown areas. All vests with dirty retroreflective surfaces shall be replaced. Class 3 vests and class 3 pants or gaiters shall be worn on all night projects.

4.3 Material Handling

- When lifting or moving heavy or bulky items follow the standard safe lifting procedures, paying close attention to the proper body mechanics. If it is too heavy or bulky, ask for assistance.
- When handling rough material, debris, lumber, sharp edged material, chemicals or hot or cold objects, suitable gloves shall be worn to protect hands from injuries such as splinters, cuts or abrasions. Projecting nails shall be turned down or removed from lumber. Disposal Chutes shall be used when dropping materials from heights of 20 feet or more.
- Materials, equipment, lumber, or the like shall be secured where the possibility exists that the materials, equipment, lumber, etc. can be blown or fall from an elevated place or moving transport.
- Hazardous chemicals and materials shall be properly labeled and returned to an approved storage container for future use or proper disposal in accordance with the Safety Data Sheet or hazardous waste procedures.
- All spills shall be reported to a supervisor and the Environmental Manager and safely cleaned up.



- Materials shall not be stacked or stored in a manner which creates a tripping hazard or fall of material hazard.
- Materials shall not be stacked or stored in a manner that blocks any egress, any required signs or markings, fire extinguishers, eye wash stations, or first aid kits.
- Compressed gas cylinders shall be secured upright, with caps on.

4.4 Rigging and Sling Safety

- Rigging equipment for material handling shall be inspected for damage or defects by a competent person prior to use on each shift and as necessary during its use to ensure that it is safe.
 - Inspection shall include checking to make sure the equipment has permanently affixed, and legible identification markings as prescribed by the manufacturer that indicate the recommended safe working load.
- Damaged or defective rigging equipment shall be immediately removed from service.
 - Do not use chain slings if links are cracked, twisted, kinked, stretched or bent.
 - Do not shorten slings by using make-shift devices such as knots or bolts.
- Protect slings from the sharp edges of their loads by placing pads over the sharp edges of the items that have been loaded.
- Wear work gloves when handling rough, sharp-edged, or abrasive chains, cables, ropes, or slings.
- Do not place your hands between the sling and its load when the sling is being tightened around the load.
- Rigging must not be loaded in excess of its recommended safe working load as prescribed on the identification markings by the manufacturer; and must not be used without affixed, legible identification markings.
- Tag or restraint lines shall be used when rotation of the load is hazardous unless their use creates an unsafe condition.
- Hooks used in the connection between the hoist line and the personnel platform (including hooks on overhaul ball assemblies, lower load blocks, bridle legs, or other attachment assemblies or components) must have a safety latch and be:
 - closed and locked (eliminating the throat opening) when attached.
- Where other detachable devices are used, they must be able to be closed and locked to the same extent.



- ❑ Do not alter or remove the safety latch on hooks. Do not use a hook that is missing a safety latch or has a bent latch.
- ❑ Lift the load from the center of hooks, not from the point.
- ❑ All employees shall stay clear of loads about to be lifted and of suspended loads.

4.5 Scaffolding

- ❑ All employees must be trained by a qualified person to recognize the hazards associated with the type of scaffold being used and how to control or minimize those hazards. The training must include fall hazards, falling object hazards, electrical hazards, proper use of the scaffold, and handling of materials.
- ❑ A Competent Person must be present for all scaffolding activities.
- ❑ The Competent Person shall determine if the scaffolding is safe for workers to enter at the beginning of every work shift and when any change of conditions occur, such as after a thunderstorm.
- ❑ Scaffolds shall be erected in accordance with the manufacturer's specifications, not overloaded (designed for 4x the maximum anticipated load) and inspected daily. They must have standard guardrails installed on all open sides. Guardrails can be provided by the manufacturer or site built as follows:
 - Top rail: 38" – 45" high, made of a continuous piece of lumber not less than 2" x 4" nominal, or other suitable material.
 - Mid rail: 1 x 6 inches, or other suitable material.
 - Toe board: A minimum of 3 1/2 inches high.
- ❑ Each platform must be planked and decked as fully as possible with the space between the platform and uprights not more than 1 inch wide.
- ❑ Solid sawn wood, fabricated planks, and fabricated platforms may be used as scaffold planks following the recommendations by the manufacturer or a lumber grading association or inspection agency.
- ❑ To prevent slippage, platforms must be cleated or otherwise restrained at each end, or else overlap their support at least 6 inches, but not more than 12 inches.
- ❑ Scaffolds' uprights must bear on base plates and mud sills, or other adequate firm foundation.
- ❑ Safe access to scaffold platforms is required. Climbing cross braces is prohibited.
- ❑ Employees shall not ride rolling scaffold. The force to move the scaffold should be applied as close to the base as possible. Rolling scaffolds shall be no higher than four times the narrowest width unless outriggers are installed by a competent person. The wheels on such scaffolds must be locked to prevent it from moving whenever occupied by an employee.

4.6 Ladders



- All ladders shall have an ANSI duty rating of at least “1” (250 lbs.) and shall not be overloaded by the weight of the person and any tools or equipment they may be carrying or wearing.
- Extension ladders shall be at an angle of 4 to 1 and extend at least 3 feet above the landing or roof and shall be fastened securely at the top to prevent displacement.
- No ladder shall be used that has a broken rung or any other known defect.
- **All ladders shall be inspected prior to each shift’s use.** Destroy and discard all defective ladders. Do not splice short ladders together to form a long ladder. Aluminum ladders shall not be used near electrical hazards.
- Stepladders must be equipped with a metal spreader or locking device that securely holds the front and back sections in an open position while the ladder is in use.
- Ladders shall not be placed on boxes, barrels, or other unstable bases to obtain additional height.
- The cap and top step of a stepladder must not be used as steps.
- When an employee is exposed to a fall of more than 24 feet while using a ladder, personal fall arrest must be used.
- Employees shall maintain three points of control whenever climbing or working from a ladder; **workers shall not utilize both hands while on a ladder.**
- Employees shall use a stair or ladder when they must step either up or down more than 19 inches. Stairways with 4 or more steps or rising more than 30 inches must have a guardrail along each open/unprotected side that includes a handrail and intermediate rail.
- No employees shall ride or work from material hoist buckets, cranes, cages, or other makeshift devices. Only ladders or approved scaffolds should be used. Failure to follow this rule is considered reckless abandonment of life safety rules, a serious violation and grounds for immediate dismissal.

4.7 Tools & Equipment

- All hand and power tools shall be in a safe working condition.
- All electrical tools shall have either approved double insulation or be grounded. Electric tools shall only be plugged into Ground Fault Circuit Interrupter (GFCI) protected outlets.
- All damaged electrical cords shall be replaced.
- Tools shall be used only for the purpose for which they were designed and inspected before use. All damaged or worn tools/parts shall be properly repaired or replaced. This includes tools that are burned, battered, mushroomed, scalded, as well as those with split, broken, or loose handles.
- Personnel shall know the correct use of hand and power tools before using and always select the right tool for the job; if unsure, consult with your immediate supervisor before using to receive additional training.



- All tools shall be kept in good operating condition.
- Prior to use, the cord and plugs for that tool shall be inspected to ensure that the cord and plug are in proper working condition.
- All extension cords shall be inspected for any damage and taken out of service if damaged. Employees must only plug extension cords into GFCI outlets, or use cords with integral GFCI protection.
- Power tools shall be operated only by those authorized and trained to do so.
- All guards shall be in place and operational.
- Power-driven tools shall have a spring-loaded “off” switch that cannot be locked to the “on” position.
- Powder-actuated tools (Ram Set, Hilti, Remington, etc. using .22 caliber, .25 caliber, or .38 caliber shells) will be properly licensed.
 - The operator of the tool shall be trained on the tool and duly licensed for the tool in use and must always carry their license while operating the tool.
- No modification or change shall be made to equipment that may affect its safe use.
- Proper Lock Out/Tag Out procedures are required when performing maintenance or servicing equipment.
 - Never fuel, oil, or grease machinery while the motor is running. Unplug or lockout before servicing.
- No blow down nozzles shall exceed 30 psi.
- Compressors used to power hand tools should be equipped with a safety cut-off valve if the inside diameter of the line exceeds 2 inches.
- Crane booms, dump bodies, vehicles, other equipment and machines shall be kept at least 10 feet from power lines.
- **Power Saws, Abrasive Cut-Off Saws and Chop Saws**
 - Wear the prescribed personal protective equipment such as goggles, gloves, dust masks and hearing protection when operating the power saw.
 - Turn the saw power switch "Off" before making measurements, adjustments or repairs.
 - Keep your hands away from the exposed blade.
 - Operate the saw at full cutting speed, with a sharp blade, to prevent kickbacks.
 - If the saw becomes jammed, turn the power switch of the saw to "Off" before pulling out the incomplete cut.
 - Do not alter the anti-kickback device or blade guard.



- Do not use the saw if the lower portion of the blade hood is not adjusting itself to the thickness of the material being cut as the blade passes through the material.
- Allow the saw to return to its stored position before removing the cut material from the table.
- Lay the material squarely and solidly down before sawing it.
- Use a clamp to secure cylindrical materials to the saw "table" before cutting.
- Do not use the abrasive cut off saw for grinding or sharpening any tool or material.

Drill Press

- Replace the belt and pulley guard before starting the press and after making adjustments or repairs to the press.
- Make sure the press table is locked into place and the depth adjustment is set before turning on the power.
- Remove the chuck key before turning on the power.
- Clamp small pieces of stock that are to be drilled in the drill vise or to the work bench.
- Do not wear rings, wristwatches or gloves when working with the drill press.
- Turn off the power and wait until the machine has come to a complete stop before reaching for the piece of stock.
- Keep the drill press and the area around the drill press clear of metal cuttings and lubricants.
- When adjusting the chuck size, do not turn on the power to the drill press while holding the chuck with your hand.

Grinders and Grinding Wheels

- Prior to installing a new grinding wheel, inspect the wheel for cracks or other visible damage by conducting a "ring test." Tap the wheel gently with a plastic screwdriver handle to detect cracks that are not visible. If the wheel has a dead sound rather than a ring sound, do not use the wheel.
- Do not use a grinding wheel that has chips, cracks, grooves or if it wobbles. Tag it "Out of Service."
- Adjust the tongue guard so that it is no more than 1/4 inch from the grinding wheel.
- Adjust the tool rest so that it is no more than 1/8 inch from the grinding wheel.
- Do not use a bench grinder if it is not firmly anchored to the work bench or other secure platform.
- Do not install a grinding wheel whose labeled RPM is lower than the rated speed of the grinder.



- Stand to one side of the plane of a rotating grinding wheel during the first few seconds of operation.
- Grind on the side of the wheel only when it is made for side grinding.
- Turn the grinder "off" when you have finished working with it and remain at the machine until it has completely stopped turning.

▣ Portable Grinders

- Do not use a portable handheld grinder with a wheel diameter larger than 2" unless the grinder has a positive action switch to ensure the switch cannot be locked in the "On" position.
- Do not use a portable grinder if the grinding wheel guard is missing.
- Do not clamp a portable grinder in a vice to use it as a bench grinder.

▣ Pneumatic & Hydraulic Tools

- Do not point a charged compressed air hose at bystanders or use it to clean your clothing.
- Lock and/or tag tools "Out of Service" to prevent usage of the defective or damaged tool.
- Do not use compressors if their belt guards are missing. Replace the belt guards before using the compressor.
- Turn the power switch of the tool to "Off" and let it come to a complete stop before leaving it unattended.
- Disconnect the tool from the air line before making any adjustments or repairs to the tool.
- Airline hose connecting camlock levers are to be tied down with wire or straps to prevent accidental uncoupling, along with safety clips in retainers when using pneumatic or impact tools, so that the working end will remain mechanically attached.

4.8 Fire Prevention

- ▣ Flammable liquids must be stored in UL listed or FM approved safety cans with flash- arresting screens. All containers must be properly labeled with the contents and hazards.
- ▣ When operating or circulating flammable liquids through a pump, make certain that the pump is UL listed for flammable liquids and the hose is rated for flammable liquids, is grounded, and bonded to the container being filled.
- ▣ Fire extinguishers of the proper type and size for the exposure shall be available. ASMG verifies fire extinguishers are visually inspected monthly. In addition, fire extinguishers are in an annual maintenance service program.
 - Type A extinguisher for ordinary combustibles such as paper, wood, etc.
 - Type B extinguisher for flammable and combustible liquids.
 - Type C for electrical fires



- Class D for combustible metals
- Class K for cooking oils
- Type ABC multipurpose extinguishers for all the above fuels.

- Be familiar with the location of exit routes, fire extinguishers, and other emergency equipment.
- Training for the use of extinguishers is provided to all employees during annual start-up meetings. Training will include familiarizing employees with the general principles of fire extinguisher use and the hazards associated with basic firefighting.
- Our company policy is for employees to safely evacuate from facilities. No employee has been assigned firefighting duties, except for being a Fire Watch during Hot Work (see Section 22). Otherwise, extinguisher use is strictly voluntary, if properly trained but is not required.

4.9 Safety & First Aid

- All locations and job sites shall have one trained and certified first aid/CPR volunteer, first aid kits, and local emergency telephone numbers (or 911 access), which shall also be posted.
- First aid kits will be inspected periodically and after use to verify stocked materials are replaced.
- Certifications will be completed by the National Safety Council or equivalent.
- It shall be part of the pre-planning for each job site to ensure medical personnel can arrive on scene in a reasonable time per OSHA standards.
- For those sites where no medical personnel can arrive in a reasonable time, the site supervisor will be responsible for providing first aid/CPR if required. Injuries that require transport to a medical facility will be done by local emergency medical services (911). The ASMG Exposure Control Plan Section explains the requirements concerning preventing exposure to bloodborne pathogens.

4.10 Emergency Eye Wash/Shower

- Employees shall be informed of eyewash/showers at each location where they may be exposed to injurious corrosive and other hazardous materials.
- Eyewash/showers should be inspected and documented on a monthly basis.
- Portable eye wash solutions shall be replaced/maintained in accordance with the manufacturer's recommendations.

4.11 Housekeeping and General Waste Management

- Good housekeeping shall be practiced on all construction projects and work locations.
- All work areas, walkways, scaffolds, fire exits, and stairs shall be free from material, scrap, and debris.
- Tools or materials shall not be left on scaffolds, screeds, ladders, stairs, or in walkways.



- At the end of the shift or workday, secure and lock equipment so that unauthorized persons do not tamper with it.
- Project wastes, trash, and/or scrap materials will be taken into consideration before work begins so that the need for containers and waste removal, if necessary, can be determined.
- Waste materials should be properly stored and handled to minimize the potential for a spill or impact to the environment. During outdoor activities, receptacles should be covered to prevent dispersion of waste and to prevent the potential for run-off.
 - Soiled rags shall be placed in a covered, metal container.
- Whenever it is feasible, waste materials will be reused or recycled to reduce environmental impact.
- Employees will be instructed on the proper handling, storage, and disposal of waste. This may include general instruction on disposal of non-hazardous waste, trash, or scrap materials. If wastes generated is classified as hazardous, employees will be trained to ensure proper disposal.

4.12 Other Safety Rules

- Employees shall not enter a Confined Space unless they have complied with all aspects of the Confine Space Entry Program (See Confined Space Entry Section of Manual for more information).
- If a job-specific safety procedure or emergency plan is required for a particular job or task, employees need to familiarize themselves with the procedure or plan.
- Safe Operating Guidelines (SOG) exist for high hazard operations such as Cutback Truck, Rail Car Unloading, etc.
 - Each supervisor and manager shall ensure that such procedures are always followed.
- It is mandatory to attend all safety meetings, toolbox talks, and other training sessions.
- Each foreman or supervisor shall conduct a toolbox talk meeting each week and document those in attendance and submit the form to the Safety Manager.
- The foreman or supervisor shall instruct all employees on the hazards of a job at the beginning of each job or with the addition of any tasks to that job.
- All new employees on a job site shall be instructed on the procedures and hazards associated with that specific job site.
- The foreman or supervisor shall conduct the company safety awareness orientation training for each new employee.
- When sandblasting, a “dead man” switch must be used by the operator, and it shall never be wired in the “on” position.



- The operator will wear PAPR (Powered Air Purifying Respirator) or air supplied line, and the supplied air shall be Grade D and free from carbon monoxide and other potential contaminants. (See Respiratory Protection Section)
- All electrical equipment and cords shall be inspected before each use.
 - Ground fault circuit interrupters (GFCIs) shall always be used.
 - Electrical extension cords shall be UL listed for heavy use (construction grade) and of the three-wire grounded type. OSHA requires that the use of extension cords be limited to 90 days or less.
 - All cords shall be inspected prior to use to ensure that 3 prongs and insulation are in good condition.
- An Energy Control Lockout/Tagout Program is required whenever servicing or maintaining machines or equipment. Note: See the company Energy Control – Lockout / Tagout Program contained in Section 13 of this Safety Manual.
- Gas cylinders shall be secured to prevent accidental tipping and falling whether they are full or empty. Cylinder caps shall be on cylinders when not in use.
- Full or empty oxygen and flammable gas cylinders shall be separated by at least 20 feet, unless separated by a firewall that is at least 5 feet high and has a rating of 30 minutes or longer.
- Any safety deficiencies shall be immediately reported to the site foreman or supervisor.
- All employees shall be alert to ensure that guards and other protective devices are in place and properly adjusted and all deficiencies reported promptly to the immediate supervisor.
- If deficiencies are not corrected, employees are to contact the Safety Manager.
- Public protection, such as barricades, flags, and/or signs, shall be installed so that the public is not exposed to the hazards of our work.
 - Such signs shall meet the minimum requirements of the Manual on Uniform Traffic Control Devices (MUTCD).
- No employee shall operate equipment or machinery unless trained and qualified to do so.
 - If an employee does not feel comfortable operating such equipment or machinery, they should immediately notify their supervisor.
- Managers/supervisors should annually conduct a review of proper worker licensing or whenever a new task requiring such license is assigned.
- Security shall always be maintained. Suspicious behavior or potential threats shall be reported to the supervisor immediately.
- Unidentified or unauthorized personnel shall not be allowed entrance to any worksite.



- All employees are required to read, understand, and follow the information contained in this manual.
- Each supervisor and/or employee shall have access to a copy of the ASMG Safety Manual.
- This manual shall be reviewed annually by the Safety Managers to ensure compliance with current OSHA/MSHA standards and regulations.